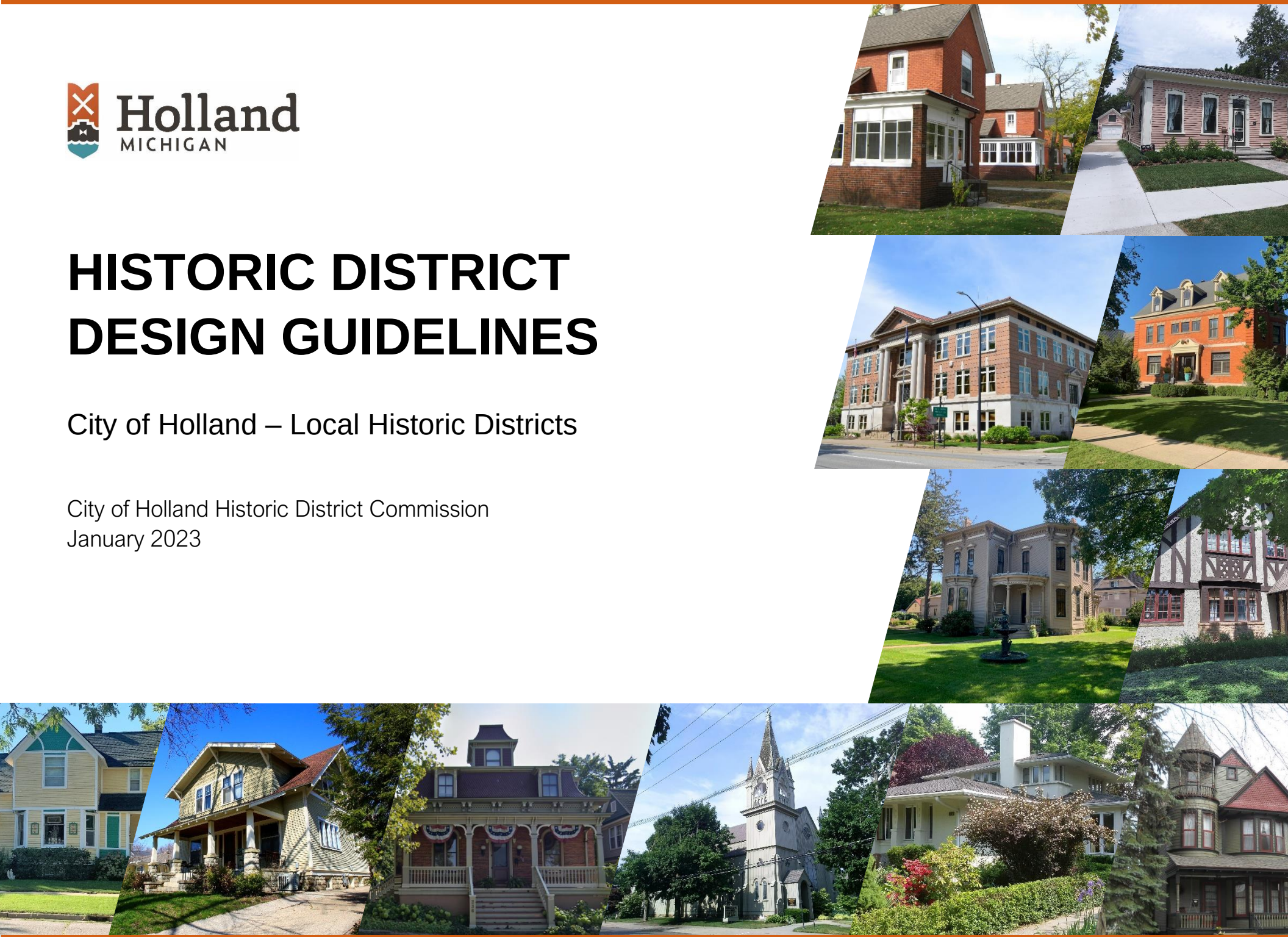
Holland
MICHIGAN

HISTORIC DISTRICT DESIGN GUIDELINES

City of Holland – Local Historic Districts

City of Holland Historic District Commission
January 2023



CITY OF HOLLAND HISTORIC DISTRICT DESIGN GUIDELINES

A Guide to Rehabilitation and New Construction in Holland's Historic Districts – January 2023

Acknowledgements:

Historic District Commission

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Special Note:

The development of these Design Guidelines involved four considerations:

1. *an attempt to comprehensively identify work that might be proposed on the exterior of properties within Holland's Historic Districts,*
2. *an assignment of responsibility for review of such proposed work,*
3. *the Secretary of the Interior's Standards for Rehabilitation; and*
4. *a review of dozens of Design Guidelines documents from across the country.*

A list of the most relevant of those Design Guideline documents appears at the end of this document. In reviewing the work from across the country, Holland's Design Guidelines draw heavily and often directly from the work of folks in those communities. As our pages came together, we strove to combine the best and most relevant parts of each community's work, all the while attempting to assure that these guidelines are applicable to Holland's historic properties and Holland's attitude toward preservation.

Our appreciation goes out to all communities that have walked this road in an effort to honor and protect their historic resources. Thank you for your efforts and for allowing Holland to embrace and build upon your good work.

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Purpose of the Guidelines

The Design Guidelines are intended as a flexible tool for ensuring the preservation of the architectural character of the Historic District. To achieve this goal, the guidelines strive to meet the following objectives:

- To assist property owners in planning for the acquisition and alteration of properties within the Historic District providing greater specificity than the ordinance, complementing the Secretary of the Interior's Standards for Rehabilitation and guidelines for rehabilitating historic buildings as set forth in 36 C.F.R. Part 67.
- To provide applicants with the criteria that the Historic District Commission follows in rendering its decisions regarding Certificates of Appropriateness and Notices to Proceed.
- To minimize proposals and decisions based on individual tastes or arbitrary preferences.
- To ensure the consistency of the Historic District Commission in its review of applications.

The City of Holland's Historic District Commission and Preservation Staff will utilize these guidelines in the review of proposed work as herein defined and a process outlined in the Certificates of Appropriateness section.

Certificates of Appropriateness

Certificates of Appropriateness are written approvals from the Historic District Commission, or a delegated City Staff member, that an application for work is appropriate and does not adversely affect a resource within a local historic district. The City of Holland's Local Historic Districts are identified on the map in the next section.

Any exterior changes made to a resource, building, site, or structure within a historic district may need a Certificate of Appropriateness (CoA) and possibly a Building Permit from Community and Neighborhood Services (CNS) at the City of Holland**.** Homeowners are encouraged to consult with City Staff in both the preservation office and building office prior to submitting an application. They can be reached at cns@cityofholland.com and (616) 355-1330.

If an application for a Certificate of Appropriateness is required, the application will be received by department staff and a determination will be made regarding whether the review will be by Staff (the Preservation Planner) or by the Historic District Commission (HDC). Each application is reviewed as an individual case and Staff or the HDC, as applicable, determines if the work meets the Historic District Design Guidelines and The Secretary of the Interior's Standards for Rehabilitation.

STEPS to apply for a Certificate of Appropriateness (CoA):

1. If you are uncertain if you need a permit, call the office of Community and Neighborhood Services at (616) 355-1330. Most information and all documents to file for a CoA and building permit are available on the City of Holland's web site: www.cityofholland.com

2. Each application for a CoA shall be filed with the office of Community and Neighborhood Services no less than ten business days prior to the next regularly scheduled meeting of the HDC. This provides time for review and study of the application by the HDC and staff.

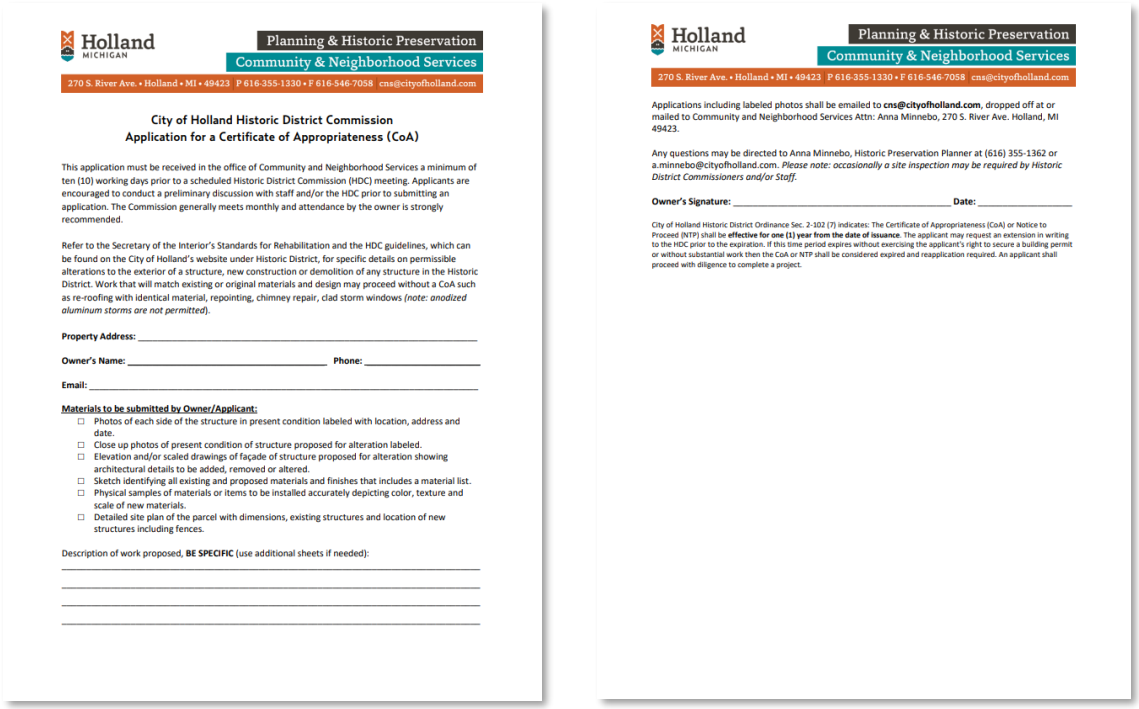
3. Applicants shall file a completed CoA with photographs and supporting materials. Applicants may present information in support of their application from architects, engineers, or other qualified persons.

4. If the application is incomplete, the HDC shall deny the application without prejudice to the applicant allowing the re-filing a more detailed application. In lieu of denying the application, the HDC may, upon consent of the applicant, table

the application to allow the applicant to supply additional information. An applicant may not re-file the same application as was denied for a period six months.

5. If an application for work is denied by the City of Holland's HDC, an appeal to the State Historic Preservation Review Board may be filed within 60 days after the applicant has received the Commission's written decision of the denial.

6. If an application is approved, the applicant will be contacted shortly after the meeting with a copy of the CoA for their records and may proceed to apply for any required building and zoning permits. Approvals are valid for one year from the date issued.



Holland MICHIGAN

Planning & Historic Preservation
Community & Neighborhood Services

270 S. River Ave. • Holland • MI • 49423 P 616-355-1330 • F 616-546-7058 cns@cityofholland.com

City of Holland Historic District Commission
Application for a Certificate of Appropriateness (CoA)

This application must be received in the office of Community and Neighborhood Services a minimum of ten (10) working days prior to a scheduled Historic District Commission (HDC) meeting. Applicants are encouraged to conduct a preliminary discussion with staff and/or the HDC prior to submitting an application. The Commission generally meets monthly and attendance by the owner is strongly recommended.

Refer to the Secretary of the Interior's Standards for Rehabilitation and the HDC guidelines, which can be found on the City of Holland's website under Historic District, for specific details on permissible alterations to the exterior of a structure, new construction or demolition of any structure in the Historic District. Work that will match existing or original materials and design may proceed without a CoA such as re-roofing with identical material, repointing, chimney repair, clad storm windows *(note: anodized aluminum storms are not permitted)*.

Property Address: _____

Owner's Name: _____ **Phone:** _____

Email: _____

Materials to be submitted by Owner/Applicant:

- ☐ Photos of each side of the structure in present condition labeled with location, address and date.
- ☐ Close up photos of present condition of structure proposed for alteration labeled.
- ☐ Elevation and/or scaled drawings of façade of structure proposed for alteration showing architectural details to be added, removed or altered.
- ☐ Sketch identifying all existing and proposed materials and finishes that includes a material list.
- ☐ Physical samples of materials or items to be installed accurately depicting color, texture and scale of new materials.
- ☐ Detailed site plan of the parcel with dimensions, existing structures and location of new structures including fences.

Description of work proposed, **BE SPECIFIC** (use additional sheets if needed):

_____

_____

_____

_____

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Planning & Historic Preservation
Community & Neighborhood Services

270 S. River Ave. • Holland • MI • 49423 P 616-355-1330 • F 616-546-7058 cns@cityofholland.com

Applications including labeled photos shall be emailed to **cns@cityofholland.com**, dropped off at or mailed to Community and Neighborhood Services Attn: Anna Minnebo, 270 S. River Ave. Holland, MI 49423.

Any questions may be directed to Anna Minnebo, Historic Preservation Planner at (616) 355-1362 or a.minnebo@cityofholland.com. *Please note: occasionally a site inspection may be required by Historic District Commissioners and/or Staff.*

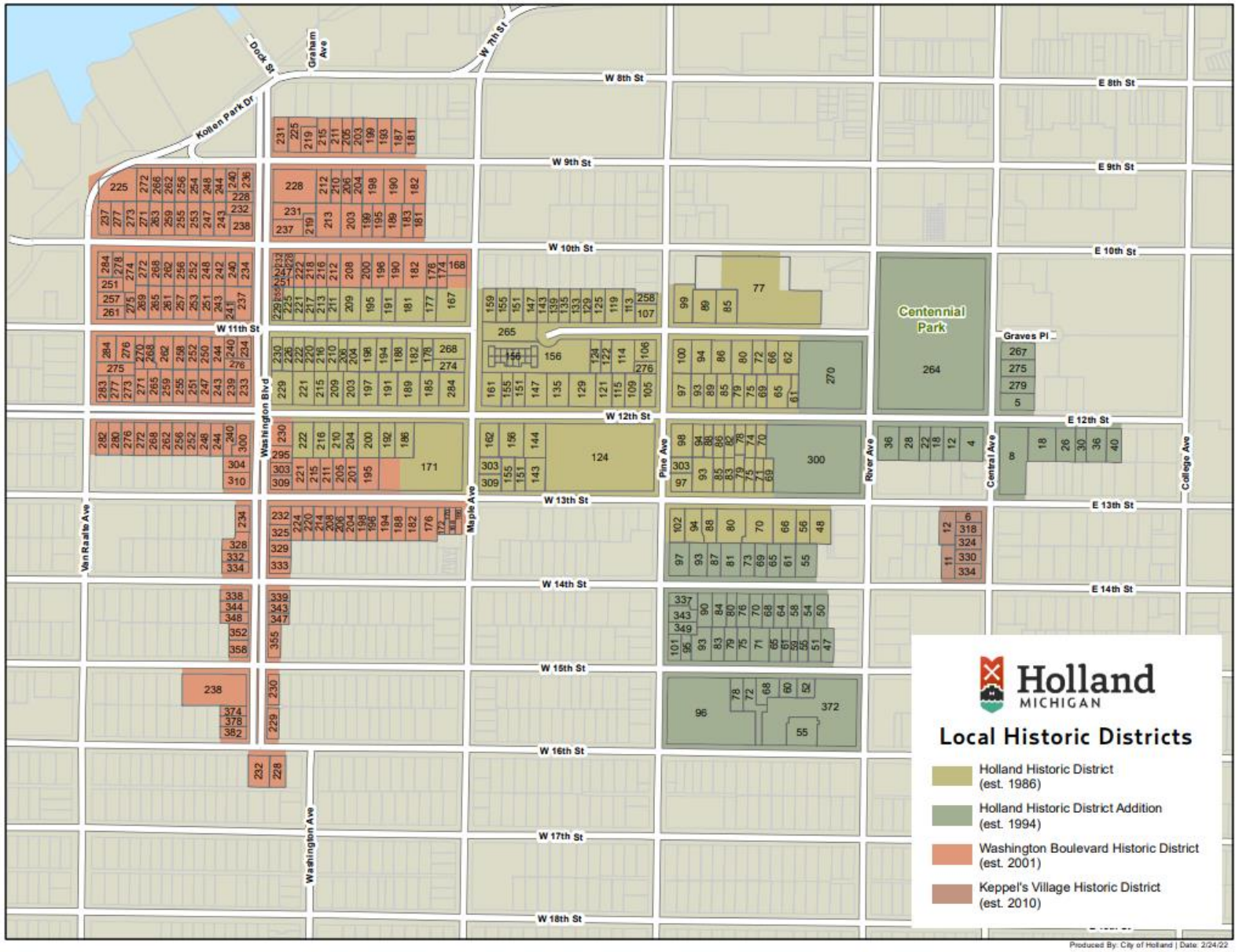
Owner's Signature: _____ **Date:** _____

City of Holland Historic District Ordinance Sec. 2-102 (7) indicates: The Certificate of Appropriateness (CoA) or Notice to Proceed (NTP) shall be **effective for one (1) year from the date of issuance**. The applicant may request an extension in writing to the HDC prior to the expiration. If this time period expires without exercising the applicant's right to secure a building permit or without substantial work then the CoA or NTP shall be considered expired and reapplication required. An applicant shall proceed with diligence to complete a project.

Sample Certificate of Appropriateness Application

Copies can be obtained from the Department of Community and Neighborhood Services or on the City of Holland website, www.cityofholland.com.

Local Historic Districts Map



The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertains to all resources in historic districts, both historic and non-historic. This includes historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. These form the basis by which work is considered as the Historic District Commission and Staff review and approve applications.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

See also: The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Expectations

The following expectations apply to all historic resources and to proposed work on those resources. The Commission shall consider the following, in addition to the Secretary of the Interior's Standards for Rehabilitation.

1. The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.

2. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.

3. Distinctive stylistic features or examples of skilled craftsmanship that characterize a resource should be treated with sensitivity.
   a. Preserve intact features with appropriate maintenance techniques.
   b. Don't obscure significant features with coverings or signs.

4. The general compatibility of the design, arrangement, texture, and materials proposed to be used.

5. Preserve character-defining features which are intact.
   a. Do not remove or damage character-defining features.
   b. Preserve intact features with appropriate maintenance techniques.
   c. The key features of each resource type and style should be respected.

6. Avoid removing or altering original or historic material, detail, or significant architectural features.

7. Repair features that are damaged.
   a. This method is preferred over replacement, bringing features back to original condition.
   b. Use repair procedures that will not harm the historic materials.
   c. When dis-assembly of an historic element is necessary for its repair, carefully identify how it will be stored during the rehab project. Store it in a safe place until it is to be reinstalled.

8. Replace features that are missing or beyond repair.
    a. Reconstructing the original element based on adequate evidence, if available, is the preferred option.
    b. When possible, use the same kind of material as the original. A substitute material may be acceptable if the form and design of the substitute itself conveys the visual appearance of the original material.

9. Conjectural designs for replacement features are usually inappropriate.
    a. If evidence is missing, a simplified interpretation of similar elements may be considered.

10. Follow development patterns consistent with principles of "Traditional American Urbanism," which is identified as the prevailing historic method of town and neighborhood design in the Central City and Historic District Neighborhoods.
    a. Look at the project holistically, including how architectural features and compositional gestures address nearby space(s)/neighboring buildings/block.
    b. Preserve hierarchy among architectural features, circulation, and public, semi-public, and private spaces.
    c. Align new buildings and additions with existing adjacent setbacks and established neighborhood development patterns in order to maintain and strengthen familiar spatial character. *

Word About Alternative Materials

The use of synthetic materials in historic districts is generally discouraged since these materials often can be incompatible in their appearance, profile, texture, or durability with historic building features. However, with increasing concerns over sustainability and the expense and unavailability of traditional historic materials, the HDC may entertain discussion of a proposed substitute material and come to a determination of appropriateness given the circumstances unique to the property, material, and situation.

* Norman Tyler, Ilene R. Tyler, and Ted J. Ligibel, *Historic Preservation: An Introduction to its History, Principles, and Practice* (New York: W. W. Norton & Company, 2018), 279-282.

DESIGN GUIDELINES

Architectural Detail, Ornamentation

Architectural details help establish an historic building's distinct visual character. They add visual interest, distinguish certain building styles and types, and often showcase superior craftsmanship. They should be preserved whenever feasible. If architectural details are damaged beyond repair, replacements that match the original detailing are recommended.

For repair and replacement, using a material to match that employed historically is the best approach. The use of substitute materials is only appropriate when the original material is not available, or when special conditions exist.

Cappon House – 228 W. 9th Street

A good example of preserved and restored architectural details characteristic of the Italianate style.

1. Preserve significant stylistic and architectural features.
   - Repair only those features that are deteriorated.
   - Patch, piece-in, splice, consolidate or otherwise upgrade the existing material, using recognized preservation methods whenever possible.
   - Isolated areas of damage may be stabilized or fixed, using consolidants. Epoxies and resins may be considered for wood repair.
   - Permanently removing a damaged feature when it can be repaired is prohibited.

2. When disassembly of an historic element is necessary for its restoration, document the historic condition prior to disassembly and then use methods that minimize damage to the original.

3. Remove only the portion of the detail that is deteriorated and must be replaced.
   - Match the original in material, composition, scale, and finish when replacing materials or features.

4. Repair or replacement of missing or deteriorated features should be based on original designs.
   - The design should be substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building's heritage.

- When reconstruction of an element is impossible, develop a compatible new design that is a simplified interpretation of the original. This should be informed by existing examples of a similar age and style that maintain similar scale, proportion, and material.
- Avoid guessing at historic designs for replacement parts.

5. Avoid adding details that were not part of the original building.

6. Do not wrap or cover original architectural details with substitute materials – they will cover up original architectural details and can hide underlying moisture problems.

Awnings and Canopies

Awnings and canopies have played an important role in the function of historic structures. Awnings have been a tool for providing climate control by blocking out the sun's heat while still admitting daylight and fresh air, while canopies have provided cover from weather near building entrances.

1. Maintain and repair existing historic awnings and canopies.

2. When installing new awnings and canopies:
    - Awning and canopy design should be integrated with the overall design of the building façade.
    - Fit the awning within the existing opening.
    - Construct the awning with materials appropriate to the style and detail of the building.
    - Install the frame and awning so historic trim and character defining features of the building are not obscured or destroyed. Install awning supports through mortar joints, not through masonry units.
    - Complex awning shapes and aluminum awnings will not be permitted unless they are characteristic of the period of significance of the building.

3. When proposing to remove an awning or canopy, demonstrate that the awning or canopy is not historic, has deteriorated beyond repair, or is no longer is needed to serve its historic purpose.

61 West 12th Street

Awnings can be adjusted or removed as the seasons change, this is a good example of summer use.

Barrier Free/Wheelchair Access Ramps, Elevators

Every historically significant property should be accessible to individuals with disabilities in a manner that promotes dignity and comfort. Exterior accessibility may be handled in a variety of ways including at-grade entries, installation of ramps, or introduction of lifts.

1. Provide barrier-free access that promotes independence to the highest degree practicable, with minimal or no compromise to historic materials or to character-defining features of a historic building or property.

2. The appearance of accessibility ramps or elevators/chairlifts should not significantly detract from the historic character of a resource. Where possible, a ramp or vertical access should not be placed on the front or a visually prominent side façade. If it is only possible to provide access on a front façade, efforts should be made to minimize its visual impact on the historic features of the resource and to integrate the improvement with the architectural characteristics including the use of compatible materials, appropriate scale and massing, and the ability to be removed in the future.

97 W. 12th Street

Photograph and sketch illustrating intended location of elevator lift.

Gen1 Architectural Group

3. If the addition of accessibility improvements impacts historic building elements or historic materials, such as requiring the removal of a handrail, the improvement should be designed to be reversible where possible. Always seek the least damage in order that future restoration is possible at such time the modification is no longer needed. If historic building elements, such as windows or architectural detail, must be removed to accommodate the improvement, historic materials should be salvaged and retained for eventual potential re-installation.

Further Reading:
[Preservation Brief 32: Making Historic Properties Accessible (nps.gov)]

Decks, Patios

Note: When proposing work on a deck located in the front of houses, refer to PORCH guidelines

Decks are modern expressions of porches that were not frequently found on historic buildings. They are elevated platforms, generally within the side and rear yards. Decks may also occur at upper floors of buildings. The following guidelines should be followed when maintaining, repairing, replacing an existing deck, or installing a new deck on an historic property:

1. The repair and design of decks must respect the historic character of the primary structure with respect to size, materials, railing detail, and intrusion into spaces between buildings.
2. Install a new deck at the side or rear of a primary building in a manner that is subordinate to the primary building and where possible in an inobtrusive location.
3. Where at first floor level, install a new deck that is freestanding (self-supporting) so that it does not damage historic materials of the primary structure and is a reversible action (not causing future damage) should it be desirable to remove later.
4. Ensure that a deck drains away from the historic resource.
5. Patios flush with ground level do not require a Certificate of Appropriateness.

Demolition and Relocation of Buildings

Demolition and relocation within the Historic Districts is discouraged. Every option should be explored before a decision is made to seek demolition or relocation. The demolition of a contributing historic resource is permitted if, through finding by the Historic District Commission, one or more of the conditions to issue a "Notice to Proceed" are met, as stated in P.A. 169. Demolition of non-contributing structures (such as an incompatible 1960's garage) may be considered for a Certificate of Appropriateness.

Process

Applications for the demolition or removal of any resource within Holland's Historic Districts shall include:

a. Name of property owner.
b. A site plan, drawn to legible scale of the proposed use and appearance of the site after removal or demolition of the structure. The plan shall show property lines and other pertinent features of the site.
c. If new construction is planned, a description of the type, design, size and use of any new structure to be erected on the site. The HDC may also request a rendering of the proposed new structure.

The applicant shall meet with the HDC for an initial discussion of the demolition or removal. Before the scheduled regular meeting in which the application will be reviewed, a notice shall be published in a newspaper of general circulation in the City of Holland regarding this request and the date and time of the meeting. A copy of such notice shall be mailed by regular mail, to the owner of the structure at the address of the application and to all neighboring property owners.

At the meeting of the HDC specified in the notice, reasonable time shall be allotted for audience comment on the proposed removal or demolition. At this meeting, the Commission shall also hear reports, if requested by the Commission, concerning the safety or condition of the structure, historic or architectural merit, of the structure, or alternative uses for the structure or site. Applicants or their representatives shall have the usual opportunity to submit further information concerning the application. The HDC will discuss the applicable criteria for a Notice to Proceed, as stated in P.A 169, and included below.

Demolition Criteria – P.A. 169 of 1970, 399.205(6)(a-d)

Notice To Proceed:

a. The resource constitutes a hazard to the safety of the public or to the structure's occupants.
b. The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
c. Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
d. Retaining the resource is not in the interest of the majority of the community.

The HDC may at its sole discretion solicit expert testimony and/or require that the applicant make submissions concerning any or all of the information set forth below:

1. Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the Commission for changes necessary for the issuance of a notice to proceed.
2. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
3. Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes recommended by the commission; and, in the case of a proposed demolition, after renovation/restoration of the property for continued use.
4. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.

<u>Relocation General Considerations</u>:

- Is the resource threatened with demolition?
- Is the resource in its historic location an obstacle for the use of the property for a building or activity that offers special public benefit exceeding the public value of the existing structure?
- Is relocation the only alternative?

- Will the relocation of the resource into a different historic district or in a different location within the same historic district adversely affect the overall character of the current or receiving historic district and adjacent resources?
- Will the resource fit into the period of significance of the district? Is its style, architectural quality, size and scale compatible with the surroundings of the proposed new location?
- Is the resource sound enough to survive a move?
- Will the move damage significant district features, such as other historic buildings, historic tree canopy, etc.?

Relocation Guidelines:

1. Moving a resource which retains its architectural and historical integrity, and which contributes to the surrounding district is discouraged.
2. Moving a resource which contributes to the historical and architectural integrity of the district may be appropriate if:
    - Its relocation will allow the retention of historic integrity, result in improved maintenance, and provide a new life for the historic structure.
    - The receiving site provides a suitable and historically appropriate site for the building.
3. Moving a building which does not contribute to the historical and architectural integrity of the district, or which has lost architectural integrity due to deterioration and neglect is appropriate if its removal or the proposed replacement will result in a more positive effect on the district.
4. A building may be moved into the neighborhood/historic district if the building maintains a sense of architectural unity in terms of style, height, scale, massing, materials, texture, setback and function with the existing receiving site and surroundings.
5. A building may be moved from one site to another in the neighborhood or district if:
    - The integrity of the location and setting of the building in its original location is seriously threatened.
    - If the new location will be similar in setting and siting.
    - If the building will be compatible with the buildings adjacent to the new location in style, height, scale, materials, and setback.

Doors and Windows

Doors and windows are among the most important character-defining features of historic structures which give scale to buildings and provide visual interest to the composition of individual facades.

119 West 11th Street

The is a good example of retaining and preserving decorative front door panels.

Repair

Repairing, retaining, and maintaining original windows and doors is preferable. This includes the doors and windows themselves, hardware, and trim such as transoms, sidelights, surrounds and hood trim. Unusual decorative windows such as palladian, oriels, bays, Gothic arch, or segmented tops, and doors with decorative panels, detail and hardware shall not be removed or altered.

Introducing or changing the location or size of existing windows, doors and other openings that alter the architectural character of the building shall not be permitted.

Replace

When original windows and doors are missing replacement shall replicate the original. Replacement windows and doors shall fit existing openings and be consistent with existing trim and other feature of the structure.

Replacement windows shall duplicate the appearance of the existing original windows in design, size, proportion, reflective qualities and profiles of sills, sash, rails, stiles, and muntins.

It is important to retain the original door frame as well where feasible. This is important in keeping the size and configuration of the door in scale with the original. Where original doors and windows do not exist, and where there is no documentation indicating original character, replacement should consider original door design typical to the age and style of similar properties within the district and, in order not to overly speculate, consider a simplified version of those original features.

Historic Materials

Throughout Holland's Historic Districts, the materials of historic doors and windows were almost universally wood and glass. Wooden doors with glass are recommended as replacement doors, particularly on street-fronting facades on the building.

Appearance of the finished window or door is the paramount concern. Steel, vinyl, aluminum, or fiberglass seldom match the appearance of wood, and do not lend themselves to the application of added detailing. Window bars and metal security doors are not appropriate additions. Metal, vinyl or fiberglass shutters, metal-framed screens, exterior blinds, security grills or awnings are inappropriate.

Removal of historic leaded glass, art glass, stained glass, beveled glass, prismatic glass, or Luxfer prisms shall not be permitted unless it is damaged and is technically infeasible to repair.

The use of glass block to fill openings is not appropriate. The only potentially feasible location for the use of glass block, aside from clear documentation that glass block was original to the historic building, is in basement windows and then only when the following conditions are met:

- It is not appropriate in windows that are visible from the street
- Glass block is recessed as deeply as possible in the foundation wall
- Using glass block sizes and glazing patterns to follow as closely as possible other window styles in the structure
- Placing a window screen or obscuring storm window over the window opening to obscure the glass block
- Using textured, obscuring glass block rather than clear, reflective glass block
- Not installing glass block with vents which can destroy the symmetry and glazing and add a second inconsistent feature

Alternative Window Materials

The replacement of original windows with new windows continues to be a major issue for Holland's Historic District Commission. It is the responsibility of the owner/applicant to make an argument to allow alternative materials, an argument that addresses the concerns of the Commission as identified below.

In recent decades, the growth of the replacement window industry along with the renewed emphasis on energy efficiency have led many historic building owners to request the removal and replacement of their original windows. The removal of original windows is discouraged unless they are clearly demonstrated to be beyond repair.

The longevity of contemporary wood windows is understood to be shorter than the historic wood windows coming from "old growth" materials, raising opportunity for consideration of the use of alternative materials where original wood windows cannot be repaired. The most common proposed window replacement materials are aluminum clad, vinyl, vinyl clad, and composite/fiberglass.

On an aluminum clad window, aluminum is used as the facing material over the wood frame for the trim, sash units, and muntins. Vinyl clad windows are similar, as vinyl (or PVC, polyvinyl chloride) is wrapped over the wood frame. Both options use new growth wood and expend a large amount energy in their manufacturing process. The size, massing, and duplication of some architectural features can be achieved by aluminum clad options, and use of this material will be considered on a case-by-case basis.

Composite and fiberglass windows are relatively new on the market and are made of a combination of materials such as fiberglass and wood, and vinyl and wood. Trade names include Fibrex® and Ultrex®. These windows typically have more of a matte finish than the bright plastic appearance associated with vinyl and vinyl clad windows. Since these materials are of recent vintage their longevity is unknown. They will also be considered on a case-by-case basis.

Alternative Door Materials

Occasionally, homeowners request approval to allow alternative materials for the replacement of doors on historic buildings and outbuildings such as garages. Replacement of doors on primary facades will only be allowed if the original door is missing or damaged beyond repair, and then first preference is for replacement in-kind (material, size, design).

Doors made of an alternative material may be considered where they are visually indistinguishable from historic doors and depending on their location on the building and visibility from the street. Doors come in a variety of alternative materials such as aluminum, steel, fiberglass, or composites. Replacement doors of alternative materials will be considered on a case-by-case basis.

Thermal Performance

Improving the thermal performance of windows and doors through added weather-stripping or storm windows (interior and/or exterior) or doors is encouraged. Storm windows and doors shall be compatible with the character of the building. They shall be installed without divider muntins. Storm window frames shall match the width and be aligned with the sash frame of existing interior windows including the center meeting rail in double hung windows and other similar features. When consistent with the

house base, trim or sash color, wood or aluminum clad (painted) doors and storms are acceptable. Mill (unpainted) or anodized aluminum finish window and doors and Jalousie doors are not appropriate.

Replacement glass in doors and windows may be insulating glass provided the profile of door and window components are not changed significantly. Replacement glass should be clear if the original glass was clear. “Low-E” or similar light-absorbing or reflective coatings will be permitted only if it can be demonstrated that there will be no appearance of change of glass color or reflectivity when viewed from the street.

Where appropriate historically, replacement windows and doors should have either true divided lights (muntins that penetrate the glass) or simulated divided lights (permanently affixed muntins) applied to both the interior and exterior sealed insulating glass unit. Removable or snap-in muntins on glass panes or muntin grids sandwiched between layers of glass are not appropriate.

Certificate of Appropriateness Application Criteria

The Certificate of Appropriateness application for windows or door replacement shall include at a minimum a sketch or photograph and manufacturer’s specification of the proposed window or door detailing a cross section of the existing and proposed dimensions of meeting rails, sash, and muntins. If possible, a sample of the proposed material along with a narrative description of the number, size, color, and locations of the windows or doors proposed shall be included in the application.

The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Buildings recommends in part:

- Identifying, retaining, and preserving windows, including their functional and decorative features. These are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.
- Protecting and maintaining the wood and architectural metal which comprise all parts of the window.
- Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically feasible when replacing widows deteriorated beyond repair, then a compatible substitute material may be considered.

Further Reading:
8 Ways to Fix Drafty Windows and Doors - This Old House

Energy Efficiency

Energy efficiency is a significant concern for property owners today. In the historic districts it is important to ensure that such concerns are addressed in ways that do not damage or diminish the historic character of the resource. At the same time, it is important that buildings within the historic district continue to find ways to become more energy efficient and to remain competitive and desirable.

In historic districts, a variety of energy-conserving site and building features illustrate an earlier era of climate and energy efficiency. Thoughtfully located shade trees buffer residences and sidewalks from the summer sun. Projecting porches provide shaded outdoor space and lessen the impact of the harsh sunlight on the building's interior. Operable windows and shutters allow occupants to control the introduction of sunlight and breezes within the buildings. An understanding of how such historic features enhance energy efficiency of historic resources is a necessary starting point for contemporary improvements.

75 W. 12th Street

Wooden Storm Windows

1. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches and operable windows, transoms, shutters, and blinds.
2. Increase the thermal efficiency of historic buildings by observing traditional practices, such as weather-stripping and caulking, and by introducing appropriate energy-efficient features, such as storm windows and doors.
3. Replace deteriorated or missing wooden blinds and shutters with matching new units sized to fit the opening.
4. Do not install externally placed wall or window air conditioning units on the front façade of the building.

Requests for Certificates of Appropriateness involving blown-in insulating materials in exterior walls should only be done with great care regarding potential damage to exterior (and interior) walls as well as with concern for potential moisture concerns.

Further Reading:
Preservation Brief 3: Improving Energy Efficiency in Historic Buildings (nps.gov)
Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings (nps.gov)

External Lighting Fixtures

Traditionally, building lighting was limited to a porch light and site lighting in residential districts. While today there is typically an increased need and/or desire for more lighting and higher levels of illumination, both building lighting and site lighting should respect the quality and character of lighting that is common to the homes and streetscape of the historic districts.

Historic exterior light fixtures should be preserved. Where replacement is necessary and historic documentation is available, finding a fixture comparable to the historic lighting is preferable. In absence of documentation, exterior lighting should be simple in style, in scale with the building, and appropriate to the character of the building.

High intensity discharge type of light fixtures such as mercury vapor, high pressure sodium, low pressure sodium, or metal halide fixtures shall not be allowed where glare from such fixtures is visible from the public way nor where it intrudes on neighboring properties.

Lighting should be installed in a manner in which the exterior conduit is not visible, and the installation does not damage historically and architecturally significant building materials.

Fences and Walls

There are a great variety of fences within the residential areas of Holland's historic districts. While many rear and side yards (to the rear of properties) have some combination of privacy fencing, walls, or landscape screening, fencing within front yards is less frequent, less varied, and often more formal and ornamental in design.

It is unusual to find original fencing remaining in the district, however where historic remnants or documentation exist, repair or replacement in-kind is encouraged. Fences in the Historic District shall meet the dimensional requirements according to the Unified Development Ordinance of the City of Holland. Fences and walls include any structure that is not integral to any building and is used as a barrier to define boundaries, screen off, or enclose a portion of property.

Fences and gates are an extension of the architectural character of a resource and shall be compatible with its size, scale, massing, and design. The HDC will review each fence proposal based on the project's individual merits. The existence of other historically inconsistent or incompatible fences in the area is not a basis for approval of another inconsistent or incompatible fence.

Fences, where appropriate, should define site patterns and not impede streetscapes, vistas, or panoramas. Fences placed along lot lines as opposed to arbitrary lines are consistent with practice and planning. Fences placed off lot lines can create dead spaces and false alleys detracting from the continuity of vistas and streetscapes. Historical references (photos, plot plans, etc.) consistent with the period and design of the structure that indicate placement and design of fences will assist the HDC in reviewing the CoA.

Historic fencing and walls shall be preserved and repaired where possible, utilizing standard preservation practices to retain historic materials and appearances.

233 W. 12th Street

An open picket fence is an appropriate style for front yards.

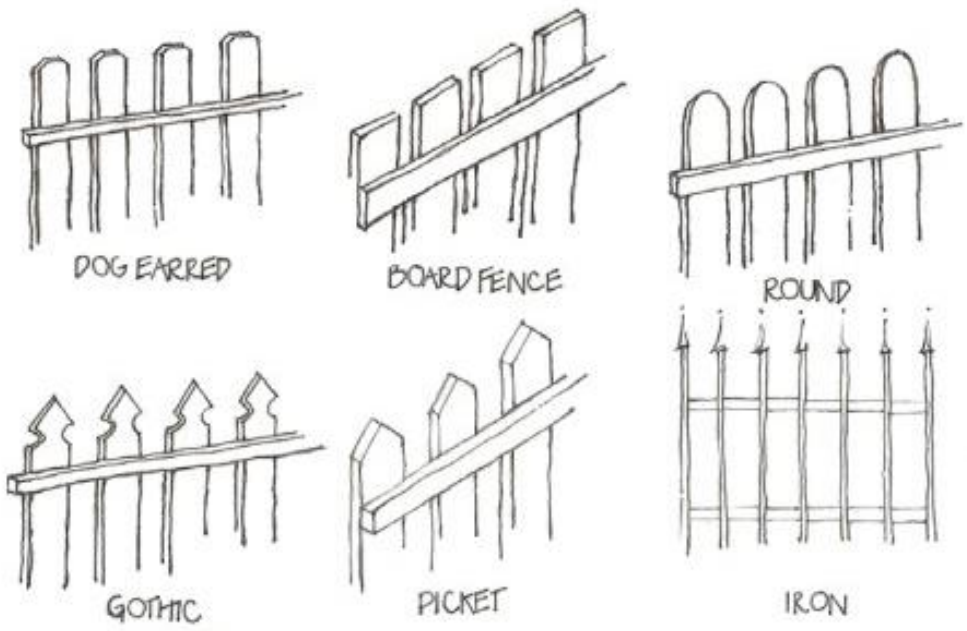
Guidelines

1. Fencing proposals shall be consistent in design, materials, and scale with historic fencing. Wood, iron, or other historic materials are appropriate. Vinyl fencing is prohibited. The scale and level of ornateness of any new fences and walls should relate to and complement the scale and ornateness of the existing building.

2. When historic documentation is available, historic fencing shall be replicated.

3. Materials such as chain-link fencing and concrete block walls are not appropriate.

4. Consideration should also be given to alternative screening materials such as shrubbery to re-direct traffic patterns or provide security and privacy.



Representative historic fence designs in wood include dog eared, board fence, round, gothic, and picket. Iron is an appropriate metal style.

Garages and Other Accessory Structures *(See also NEW CONSTRUCTION/ADDITIONS)*

Existing Garages and Accessory Structures

Historic garages should be retained. Character defining features of the resource such as primary materials, roof materials, roof form, windows and doors and door openings, and any architectural detail should be retained.

1. Retain and preserve garages and accessory buildings that are historic and that contribute to the overall historic character of the resource.
2. Retain and preserve the character-defining materials, features and architectural details of historic garages and accessory structures, including roofs, exterior materials, windows, and doors.

New Garages and Accessory Structures

107 West 11th Street

The garage at this residence is a good example, as it took design cues from the primary resource, retained historic patterning, while providing modern functional convenience.

Garages and accessory structures should be consistent in design with the guidelines provided in the "New Construction" section of this document. That is, new accessory buildings should take design cues from the primary resource, they must be subordinate to and compatible with the primary resource in style, size, material, massing, roof profile, and detailing. They should follow the character and pattern of historic accessory structures even while recognizing 21st century requirements for contemporary uses.

1. If a historic garage or accessory structure is beyond repair and being proposed for demolition and replacement with a new structure, then the replacement shall be of compatible size, scale, materials, style and massing to the original garage and historic main house.

2. Permanent accessory structures and garages shall be compatible in terms of size, scale, massing, design, and materials to the main resource on the lot and of other accessory structures or garages on the block.

3. Exterior siding material on garages and accessory structures should match the material of the main resource of the property or compliment the material.

Garage Doors

The design and installation of new garage doors, either as replacements or on new garages, are a common improvement that require a Certificate of Appropriateness.

1. The appearance and materials of the vehicle door should replicate the original door. Window locations, design, reveal and finish of replacement doors shall match the original doors.

2. New garage doors shall be similar to those traditionally used for the style of architecture of the garage structure. A flat or recessed panel design and windows similar to the design of a garage door used during the period of significance of the historic district is appropriate. Raised panel garage doors are not appropriate.

3. Wood is the most appropriate material, and two smaller doors are more appropriate than one larger door.

4. Structures shall be located at the rear of the property behind the main residential structure. Placement of the garage shall be reviewed by the HDC.

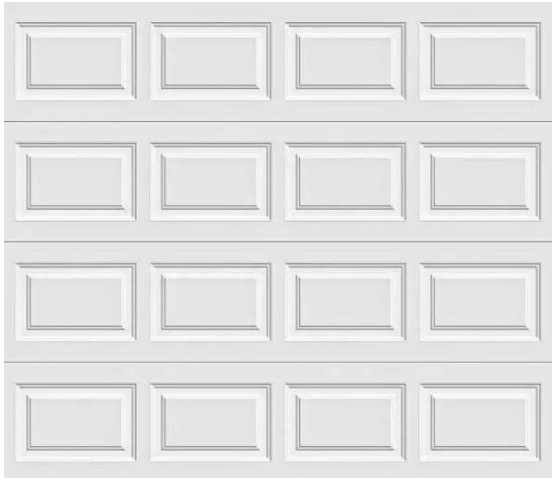
190 W. 10th Street – Recessed Panel

80 W. 13th Street – Flat Panel

Alternative Garage Door Materials

Historic district guidelines recommend the preservation of original garages and their materials and elements such as garage doors. Garage doors are often replaced due to deterioration, failure of the operating hardware, or the need to accommodate larger vehicles than the garages were originally designed for. For garages which have missing or non-repairable original garage doors, the Commission may consider wood or alternative replacement doors.

Alternative material garage doors may be considered as long as the designs are closely compatible with the original garage doors. Several manufacturers of garage doors now produce overhead track doors which resemble traditional designs. Garages which are directly on a side street or otherwise readily visible from the street are reviewed more stringently and in these cases there may be the requirement that the property owner install a compatible wood door.



Raised Panel

Not Appropriate in the Districts

Carports, Porte Cochere

New carports and structures shall only be permitted where such structures are characteristic of the historic style of the principal building on the lot and where they are subordinate to the primary structure.

Non-Permanent Accessory Structure

A pre-manufactured shed, defined as a shed to be assembled for an outdoor accessory structure, are permitted with staff approval for units up to 49sq.ft. with the following conditions:

- A permanent foundation (such as concrete) shall not be used.
- The unit shall be located at the rear of the property out of the line of sight from the street right of way.

Masonry and Foundations

Keppel's Village Historic District

Veneklassen Brick

Masonry encompasses a wide range of materials such as brick, terra cotta, stone, limestone, granite, stucco, slate, concrete, cement block, stucco, clay, and ceramic tile. The use of Waverly stone and Veneklassen brick in the construction of main structures and foundations on many resources in the districts, representing a distinctive characteristic requiring conscientious care and maintenance.

Many masonry problems can be avoided through monitoring and prevention. Prevent water from causing deterioration by ensuring proper drainage, remove vegetation too close to the building, repair leaking roofing and gutter systems, securing loose flashing around chimneys, and caulk joints between masonry and wood. Applicable to foundations, keep crawl space vents open so that air flows freely and retain decorative vents that are original to the building.

The general rule is to repair rather than replace masonry materials unless it is technically infeasible to do so. Further, it is recommended that old surfaces of brick, stone, stucco, and other masonry be retained without the treatment of waterproof and repellant coatings which may cause spalling. Do not paint masonry materials that were not painted originally. Painting of masonry walls can seal in moisture preventing the wall from breathing and causing extensive damage over time.

Cleaning, Paint Removal

Cleaning of masonry should be avoided unless in response to graffiti or other physical deterioration or threat to the resource. The cleaning technique used shall not cause damage or permanent alteration to the historic resource. Generally, the complete removal of paint from historic masonry is not appropriate. If, during a restoration project, an owner desires to remove substantial areas of paint from masonry walls, a spot test should be conducted to assess the condition of the original brickwork

below and to assure paint removal will not damage the underlying masonry. If a building has been painted for several decades, an owner may elect to repaint. Do not sandblast or use high-pressure water blast on masonry.

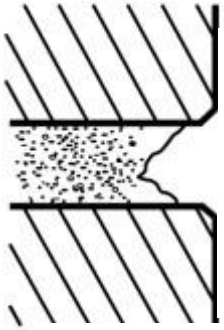
For soft and delicate materials, such as Veneklaasen brick and Waverly stone, they demand gentle methods of cleaning and repair. Cleaning shall be limited to the use of soft bristle brushes and low water pressure. Mortar being used for the repair of Waverly stone and Veneklassen brick shall be limited to a sand-lime formula matching as closely as possible the original mortar. Wet cleaning should only take place between April 15 and November 1.

Chemical cleaning of masonry surfaces may be used where approved by the City. Chemical cleaning is prohibited for stone and stucco surfaces as stone can be stained by chemical cleaners and stucco surfaces are too fragile in nature to sustain these chemicals. Stucco and stone surfaces are best cleaned by use of mild detergent and a low-pressure water rinse (maximum 100 psi).

The following are requirements for proposed masonry cleaning applications:

1. An explanation of the purpose of cleaning the masonry surface(s) of the building.
2. A detailed written description of the cleaning technique to be used, including:
   A description of the cleaning agent to be applied, and the pressure and method in which the agent will be applied. Pressure specifications are to be expressed in pounds per square inch (PSI) exerted at the nozzle of the instrument (wand), and if a rinse is to be used, a description of the rinse and the pressure/method in which the rinse will be applied.
3. A description of the type and location of the exterior materials to be cleaned, including their existing condition.
4. A copy of the manufacturers' written specifications for the products being used.

Incorrect



Mortar not cleaned out to a sufficient uniform depth.

Edges of brick damages by tool or grinder. Creates a wider joint.

Diagram from:
Grand Rapids Historic District Commission,
Historic Preservation Guidelines

Repair and Repointing

Repair masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as deteriorating mortar, cracks in mortar joints, loose bricks, or damaged plaster work. Remove deteriorated mortar carefully by hand-raking the joints to avoid damage to the masonry. It is especially important to repoint with a mortar of the same hardness as the original. Repointing shall be done following the National Park Service Preservation Brief #2 and should utilize a cement-lime-sand mix that matches the historic mortar in color, hardness, texture, permeability, and joint profiles/tooling.

Repair stucco with a mixture that duplicates the original as closely as possible in texture, color, and appearance.

If a feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, material and color of the historic resource.

225 W. 11th Street

Waverly Stone

Replacement

If replacement of masonry materials is necessary, replacement materials shall be the same color, texture, size, and type of material as that which is being replaced, unless it is technically infeasible to do so.

Split fieldstone is an appropriate replacement material for Waverly Stone.

Do not apply synthetic siding over masonry materials.

Stucco (Cement/Lime Plaster)

Do not parge or apply stucco to masonry surfaces that were not historically parged or stuccoed.

Simulated Brick and Stone Facings

Occasionally, simulated brick or stone facings have been applied to buildings within the historic district where aggressive salesmen convinced building owners that the cost of facing with would be less than repointing and maintaining a brick or wood siding façade. Where such facings are deteriorated, a test panel should be prepared to determine the feasibility and

appropriateness of removing it. Great care should be taken in removing simulated brick finishes so as not to damage the underlying historic brick. Because of the strong adhesion, removing the facing may not be economically feasible.

Further Reading:

Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings (nps.gov)

Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings (nps.gov)

Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings (nps.gov)

Preservation Brief 22: The Preservation and Repair of Historic Stucco (nps.gov)

Preservation Brief 38: Removing Graffiti from Historic Masonry (nps.gov)

Mechanical Equipment

Mechanical equipment and systems include but are not limited to all exterior devices relating to heating, electric, plumbing, air conditioning, ventilation, and media. Equipment should be installed as far as possible from public view.

1. Install mechanical equipment and wiring in locations where not visible from the public right-of-way.
2. Install new air conditioning units and related mechanical equipment in such a manner that historic materials and features are not damaged or obscured.
3. On the rear façade or rear half of the sides if mounted on the wall of a structure.
4. On the rear half of the structure if mounted on the roof.
5. Behind a chimney or dormer or other projection on the structure.
6. Installation should be as unobtrusive as possible.
7. Installation must be reversible without significantly damaging historic materials or features.
8. Installation in the yard should include screening such as vegetation or fencing.

Vents, stacks or other mechanical, plumbing, HVAC and electrical appurtenances attached to or extending through an exterior wall or roof shall be reviewed to assure it is installed in as inconspicuous a location as possible while causing the least damage possible to historic building materials.

1. Roof vents and attic fans should be located on surfaces where not visible from the street wherever possible, shall be as inobtrusive as possible, and shall be painted to match the color of the roof.
2. Toilet vent stacks shall be flashed with lead and shall be painted to match the color of the roof.
3. Through-the-wall vents for fireplaces or other mechanical, plumbing, HVAC, etc. should be located on rear or secondary facades of a property and as inconspicuous as possible.

Further Reading:
Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings—Problems and Recommended Approaches (nps.gov)

New Construction, Additions

New construction and additions should be a product of their own time, shaped by compatibility and creativity sensitive to the character of the historic district and the specific historic property. The most successful new buildings in historic districts are ones that are recognizably contemporary but compatible with and relating to existing surrounding historic buildings. The design of a new building should not be an exact replica of any historic building. Copies of historic buildings among original ones present a false history. However, a new structure's design should be inspired by historic designs and features and may be traditional in form and detailing.

For proposed structures within the districts, the HDC shall make a determination as to whether a proposed structure is compatible with other resources in the district. For proposed additions to historic buildings, compatibility with the existing structure is paramount.

159 W. 11th Street

A good example of compatible new construction in the Washington Boulevard Historic District.

Considerations shall include:

- Street patterns
- Building alignment/setbacks
- Orientation and site coverage
- Massing and scale
- Height, width, and building form
- Alignment, rhythm, and spacing
- Exterior materials
- Trim and detail
- Façade proportions and window patterns
- Entrances and porch projections
- Roof forms and materials
- Accessory structures

60 W. 15th Street

A good example of compatible new construction in the Holland Historic District Addition.

Guidelines:

1. The HDC shall consult the City of Holland Unified Development Ordinance (UDO), Chapter 39 of the City Code of Ordinances for residential infill regulations.

2. Consideration shall be given to the design and relevance of the original structure on the site where known.

3. Street Patterns: A new building should relate visually to neighboring contributing historic buildings. For a typical building, neighboring historic structures include those to each side of the structure and those directly across the street. For a new building on a corner, the neighboring historic buildings include all buildings around the intersection as well as those immediately adjacent. Given the diversity of architectural styles and design that is characteristic of most districts, consideration will also be given to other historic properties within the district. Where a building falls near the edge of the Historic District, historic buildings located near but outside the district will also be considered during the review process.

4. Building alignment/setbacks: A front yard serves as a transitional space between the public sidewalk and the private building entry. In many blocks, front yards are similar in depth, resulting in a relatively uniform alignment of building fronts which contribute to the sense of visual continuity. Maintaining the established range of setbacks is required. The proposed setback shall be in proportion to adjacent resources.

5. Massing and scale, height/width and building form: The proposed overall massing, scale, and height of the structure shall be within a reasonable average of existing adjacent resources (from slightly lower to slightly higher than the range of existing historic resources). The relationship of the height to the width of the front façade shall be consistent with the pattern established by the character of the neighborhood.

6. Façade proportions, alignment, rhythm and spacing of openings: The relationship of the height to width of windows, doors and other openings shall be consistent with the pattern established by the character of the neighborhood.

7. Exterior materials: The proposed exterior materials shall be similar to those that have already been heavily used in existing adjacent historic resources and their size and/or scale shall be in proportion to the whole. Contemporary materials may be introduced where the proposed textures and character of building materials relate to and compliment the predominant features of the materials used in existing and nearby adjacent historic resources.

8. Trim and detail: The proposed architectural details, including but not limited to cornice, lintels, arches, balustrades, chimneys, porches, railings, cupolas, gable ends, brackets, and ironwork, shall be appropriate for the style of the proposed structure.

9. Entrances and porch projections: The rhythm created by the placement of sidewalks, entrances, steps, porches, and canopies shall be consistent with the pattern established by the character of the neighborhood. For new construction, there shall be a front door on the street façade where such placement is uniform in the immediate context. Depending on the architectural style of the house, a front porch in character with the historic district and neighboring resources is encouraged.

10. Roof form and materials: The proposed roof shape, materials and skyline shall relate to the predominant styles and existing adjacent structures and those visible within the neighborhood.

Guidelines for Garages and Accessory Structures:

1. Historic garages should be retained. If a historic garage or accessory structure is beyond repair, then replacement with a structure drawing on the character of the historic garage that is compatible in size, scale, materials, style, and massing to the original garage and historic main house is required.

2. For new construction, garages are to be placed behind or to the rear of the primary structure.

3. New construction of permanent accessory structures and garages shall be compatible in terms of size, scale, massing, design, and materials to the main residential structure on the lot and of other accessory structures or garages on the block. The new structure shall be designed to visually compliment the main structure of the historic property.

4. Siding material on new garages and accessory structures shall match the material of the main structure of the property or compliment this material.

5. Carports were not traditionally constructed in the district although there is evidence that porte cocheres were traditionally constructed. Carports, if proposed, shall be constructed in a manner clearly secondary to the principal resource and will be reviewed for compatibility with that principal resource.
6. Non-permanent accessory structure: A pre-manufactured shed, defined as a shed to be assembled for an outdoor accessory structure are permitted with staff approval for units up to 49sq.ft. with the following conditions:
    a. A permanent foundation (such as concrete) shall not be used.
    b. The unit shall be located at the rear of the property out of the line of sight from the street right of way.

The success of new construction in the historic district relies on understanding its distinctive architectural character. New buildings shall reinforce the basic visual characteristics of a block or district. New construction adds depth and contributes interest to the district and new design should reflect an understanding and compatibility with the character of a historic district.

The goal of the Holland Historic District for new construction projects is to bring housing meeting a diversity of needs and income levels to the City, all in a way compatible with the historic fabric. Contributing structures in the district have architectural details that are unique with styles that include but are not limited to the Bungalow, Greek Revival, Italianate, Colonial Revival, and many aspects of Queen Anne architecture.

Further Reading:
Preservation Brief 14: New Exterior Additions to Historic Buildings: Preservation Concerns (nps.gov)

Painting

Guidelines

1. Paint color is not regulated by the Historic District Commission. Previously painted surfaces and new non-masonry surfaces intended to be painted are not subject to review.
2. Do not paint masonry, concrete, or stucco which has never been painted.
3. Where historically painted, use only breathable paints (such as latex or acrylic latex paints) on stucco or masonry to allow vapor to escape. Limewash will also be considered.
4. Do not paint historic roofing materials unless they were originally painted or intended to be painted (such as galvanized sheet metal or terne metal).
5. Do not use sandblasting or high-pressure water blasting (keep below 600 psi) to remove paint from masonry or wood surfaces. It is acceptable to use these techniques for paint removal from steel or cast-iron surfaces, but not from softer metal surfaces.

Exterior painting at Third Reformed Church

6. Do not paint wood that has historically been stained.
7. Do not use transparent or opaque stains on surfaces which have been historically painted.
8. Prior to repainting, remove only loose paint from surfaces that have been historically painted. Complete removal of paint from a surface is not necessary prior to repainting. Prime surfaces if bare wood is exposed or if changing types of paint such as from oil-based to latex. Do not apply latex directly over oil-based paint as it will not adhere properly. The use of open flame or propane torches to remove paint from siding is not allowed.
9. All exterior wood exposed to the elements should be painted. Pressure-treated wood, where permitted, shall be painted following a period of six to eight months where the wood is allowed to dry.

Paint Color Placement and Selection

(Note: This is provided as a helpful reference, the Historic District Commission does not review paint colors.)

When repainting, select paint colors appropriate to the historic building and district. When possible, recreate historic paint schemes based on samples of original materials. Placed correctly, color accentuates details of the building. Generally, for residential buildings, walls and trim can be painted contrasting colors, with doors and shutters a third, accent color. A fourth color may be appropriate for very elaborate Queen Anne houses, but even then, individual details should not be highlighted since this may give a disjointed appearance to the house. Common paint schemes associated with architectural styles are as follow:

268 Maple Avenue

Federal Revival

Federal or Greek Revival: When the walls are red brick, the trim is frequently painted white. On a wood frame Greek Revival house, the walls and trim should be painted a light color such as white or off-white with a contrasting darker tone paint color on the shutters and doors.

Gothic Revival: The use of natural earth tones is most appropriate for this romantic style. Trim and doors and shutters may be highlighted with a complementary color.

Italianate: Pale pastel wall colors accented with an even lighter trim color characterize the Italianate style. Trim elements such as brackets, window and door surrounds and columns can be accentuated through the use of a light paint color. Shutters can be painted in a contrasting darker tone.

203 W. 12th Street

Queen Anne

Second Empire: Deep, rich colors such as rusts, greens, browns, and reds can be used on the wall surfaces and trim of Second Empire-era houses. The trim and wall surfaces can be painted in contrasting colors such as rust for the walls and green for the trim such that the trim work and detailing is emphasized. If authentic color schemes like this are not desired then tinted wall color and light color trim would be appropriate.

Queen Anne: Deep, rich colors such as greens, rusts, reds, and browns may be used on the exterior trim and walls of late-Victorian era houses. Keep in mind that some darker colors may chalk and fade more quickly than lighter colors. The important objective is to emphasize the many textures of these highly ornate structures. Decorative wood shingles may be painted a different color from the siding on the same building. It is best to treat similar elements with the same color to achieve a unified rather than an overly busy and disjointed appearance. On very ornate houses, more colors can be used.

337 Pine Avenue
Victorian Vernacular

Victorian Vernacular: These simpler designed dwellings are often painted with a light color on the walls and a darker trim and window sash color or colors. A third accent color may highlight doors and shutters.

Romanesque Revival: The masonry structures are frequently trimmed out in several rich colors similar to the Queen Anne style. An alternative is to select a natural color for trim that may relate to the color of the masonry walls.

89 W. 11th Street
Tudor Revival

Colonial Revival: Softer colors should be used on these buildings, with the trim painted white or ivory, since this reflects a return to classical motifs.

American Foursquare: Use similar color schemes as the Colonial Revival.

Neoclassical Revival/Beaux Arts: Light colors such as yellows, grays, and whites can be used on the Neoclassical Revival house. For example, light yellow walls might have a complimentary white trim, which slightly accentuates the trim work, but make the entire composition read as a whole. Shutters may be painted in a contrasting much darker color such as a deep green or black.

Tudor Revival: Some houses in the Tudor Revival style feature half timbering members which are accentuated with a dark brown paint color as trim. The stuccoed walls in the background are also in the earth tone ranges, but much lighter.

Bungalows: Natural earth tones and stains of tans, greens, and grays are most appropriate for this style, using color to emphasize the many textures and surfaces.

Porches

151 W. 12th Street

The porch components at this house are a good example of proper maintenance and restoration.

Primary porches and their components are significant elements and character-defining features of the architecture of a structure. They are often the primary focal point of an historic building, and because of their decoration and articulation, help define the style of the building. Entrances across porches are functional and ceremonial elements for most buildings. Porches traditionally have been a social gathering place as well as the transition area between exterior and interior.

There shall be no changes in existing porches, trim and ornamentation on the building other than painting or repair unless the owner wishes to restore an earlier, documentable appearance. Any replaced or repaired portions of porches or trim that are visible and above grade, including but not limited to, columns, railings, balusters, decks, steps, foundations, and fascia shall match the original members in scale, design, and materials. When available, photographic documentation or other evidence of the original porch should be incorporated in the application.

Primary or secondary façade porches and steps that are appropriate to the structure's style and development shall not be removed, enclosed, or otherwise altered. Porches and additions reflecting later architectural styles, and which are important to the building's historical integrity shall be retained.

The best approach to porch care is to continue maintenance of the porch by caulking, patching, and painting the existing features. If replacement becomes necessary, substitution of salvaged materials for deteriorated portions is the most acceptable alternative.

Guidelines

1. Historic porches shall be maintained and repaired. Inspect wood, masonry, and other materials of a porch for signs of peeling paint, wood deterioration, open joints around frames, deteriorating putty, inadequate caulking, and improper

drainage. Correct any of these conditions by repairing or replacing with materials that match existing historic elements in terms of material, appearances, and size. Retain as much of the existing material as feasible.

2. Deteriorated original porches and porch elements, such as the railing, balusters, newel post, and columns shall be repaired or replaced – following recognized preservation methods so that the character of the porch is not compromised.
3. If a porch has been altered, consider restoring it back to its original design. If the historic design is unknown, then base the design of the restoration on other traditional porches on buildings of a similar architectural style.
4. Enclosing a front porch negatively impacts the visual character of both the structure and the streetscape and is inappropriate.
5. If historic porches which have been enclosed in the past are proposed to be remodeled or altered, they shall be restored to the period of significance, unless the enclosure, by nature of its age, architectural significance, or other special circumstance, has achieved historic significance of its own.
6. Proposed new porches shall be similar to historic porches which have been removed with regard to size, style, materials and detail to the extent such historic porch can be documented. Where inadequate documentation exists for an original porch, proposed new porches shall be typical of those built in the style of the historic building.

222 W. 12th Street

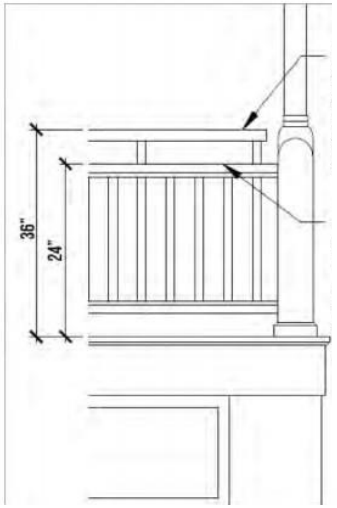
Historic Porch Components

Posts/Columns/Pilasters: Porch posts or columns are important elements of historic porches. Porch posts can be either full height or short (set atop a masonry base). For replacement porch posts, the replacement must match the existing posts. Non-original posts may also be replaced if documentation exists that depicts the original post size, shape, and design. If no documentation exists, replacement posts must be simple in design.

Newel Post: Newel posts are the specialized posts used to support stair railings on historic porches. They should correspond to the other porch posts on thickness whether round or square.

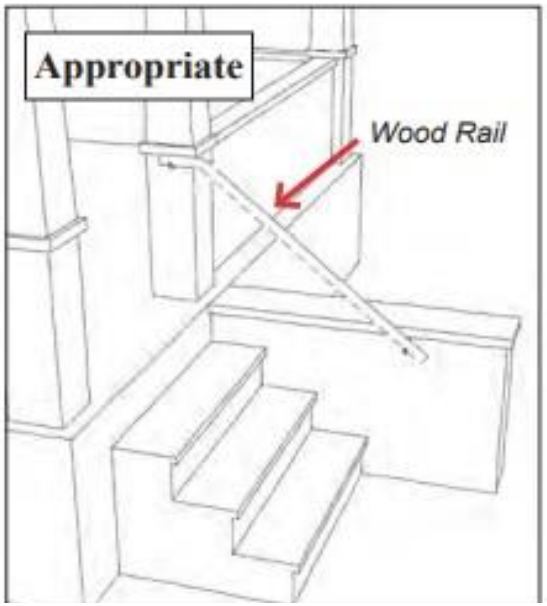
Railings/Balustrades: Railings are also an important element of historic properties. Historic railing materials and elements shall be retained and maintained. Should replacement become necessary, appropriate treatments for the primary components of porch railings are as follow:

1. Height: If a porch railing must be replaced, the height of the new railing shall match the historic railing height as determined by an existing historic railing or scars on the porch wall. If no evidence exists, the railing height should not exceed 30 inches. Note that this differs from the minimum height of 36 inches specified in today's building code. Should safety be an issue, alternative design solutions will be considered. Such solutions could include the use of trellises, window boxes and intermediate rails. An example of this might be installing the railing at a height of the historic railing, and then adding a simple supplemental rail at the code required height. This supplemental rail should also stop short of tying into posts.
2. Spindles: Spindles should match original spindles. If original spindles are not available, every effort should be made to find documentation of the originals. New spindles must match the existing style and details of the house. Spacing must meet building code requirements. Spindles must butt to top and bottom railings. Spindles nailed to sides of top or bottom railings are not appropriate.
3. Top Railing: Top railing must match original. If original is not available and no historic documentation is available, then a new top railing may consist of a 2x4 with beveled top and plain, rounded, or grooved sides.
4. Bottom Rail: The bottom railing should match the top railing (without grooved sides) and should be set between two and four inches above the porch deck.



If a 36" high rail is desired, add a simple supplemental rail and hold the ends away from the turned section of column.

Replacement rail should match historic rail height. If details on historic height are not available, height should be no more than 30".



Diagrams from:
Ann Arbor Historic District Commission,
Historic District Design Guidelines

5. Handrails on Steps: Since most historic porch steps never had handrails but are now required to do so by code, it is important to make them as unobtrusive as possible. Stair railings shall be installed at the proper height and proper materials shall be used. Where the porch is wood and has an original wood railing, new handrails for porch steps should be designed to match. If the wood railing is solid, plain 2x4 handrails extending over 4x4 newel posts are recommended. Where the porch rail is solid masonry and the historic steps are flanked by masonry sidewalls, metal brackets supporting a simple round, painted wood rail are appropriate. Whether this choice will work depends on the height of the flanking walls at the bottom and top.

Floor/Deck: The floor or deck of a porch is an important element of an historic porch. The traditional material for a porch floor is a 1x3 tongue and groove fir, laid perpendicular to the front wall of the house. The ends of the board may be trimmed with a small molding or left untrimmed. New flooring must have a closed butt joint. Installation of side-by-side 1x4 or 1x6 decking (pressure treated or other) is not an appropriate surface for a historic wood porch.

Composite Floor Materials

An increasingly popular alternative material for porch floors is a composite product made of recycled plastic and wood. This material is considered to be "green" in that most products are made from 50% recycled plastic (including plastic grocery bags) and 50% recycled wood products from woodworking operations such as sawdust and discarded pallets. These materials are manufactured into imitation wood planks that are then attached to a substructure much like a wood porch floor. This is a relatively new product, so its life expectancy is still unknown. The use of composite porch floors may be approved as an appropriate alternative material depending on limited or no visibility from the street.

Tip for Painting Porch Floor

If you need to paint new wood on your porch floor or step treads, do not use standard primer on these wear surfaces. Primer is soft to allow moisture to pass through and will not hold up to foot traffic. Wood does need something on the raw surface, do this instead:

1. Choose your deck/floor paint (oil-based, alkyd or latex).
2. Mix a thinner version of this paint to use as a primer (3 parts topcoat paint and 1 part thinner (paint thinner for oil, water for latex).
3. Apply one or two coats primer and then as many coats topcoat as needed.

Porch Steps

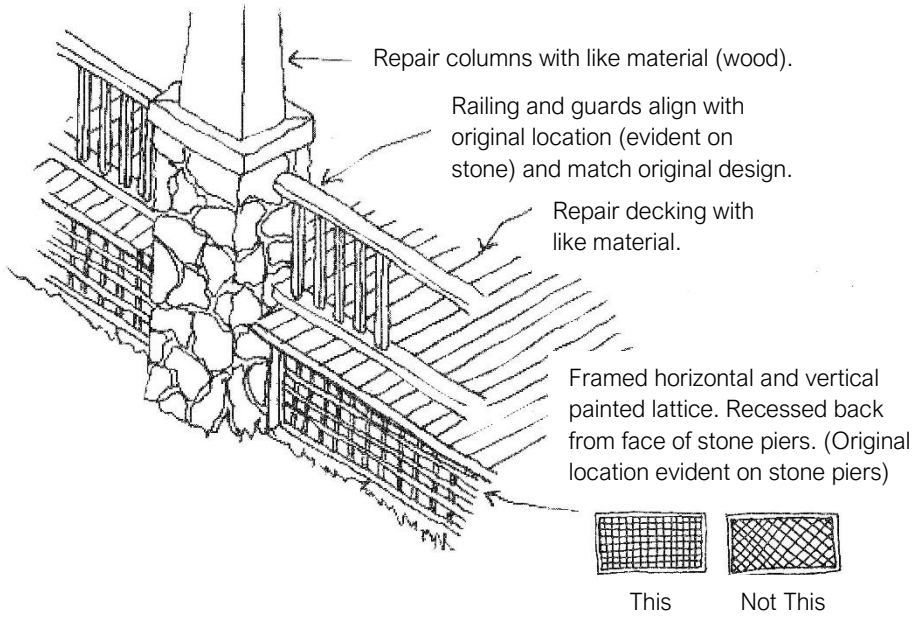
Historic porch steps should be maintained and when substantially deteriorated, replaced in a manner that replicates the historic steps in material, size, and detail. Elements and their appropriate treatment include:

1. Riser: Wood risers must be closed.
2. Tread: Wood treads may be one or two boards wide. Rounded tread nosings are recommended.
3. Concrete steps: Where concrete steps are not original to the property, new precast concrete steps are not recommended. Existing original concrete steps should be repaired with new concrete the same color and profile as the original.
4. Skirting: Typically, the area under the front porch with fascia board and framing around lattice panels. Lattice could be a horizontal/vertical grid or vertical narrow wood slats. Diagonal lattice is not appropriate.
5. Stringer: The structural members of a set of porch steps to which treads and risers are attached.

Porch Skirting

The skirting beneath a porch and along the sides of steps is an important visual element and should be treated properly. Proper strategies for framing and screening porch skirting include:

1. Framing: Wood skirting should be framed with boards, generally 6 inches on top and at least 4 inches wide on the sides/corners and bottom.
2. Screening: Should match the original screening. If the original is not available to match, new screening may be traditional framed vertical wood lattice. Decoratively cut vertical boards may be appropriate depending on architectural style. A horizontal/vertical wood lattice grid is also appropriate. Diagonal lattice is not appropriate. Vinyl lattice is not appropriate. Lattice may not be attached to the outer side of the framing boards. The sides of the steps may be enclosed with matching screening, or the screening may extend behind the steps to complete the enclosure.



Upper Components

1. Porch Roof: The traditional roof for a full front porch is usually hip or shed (depending on overall style) with a shallow pitch. If decorative elements such as small gables or Mansard edges exist, they should be maintained. New elements should not be added.
2. Fascia: The fascia is the board along the side of the overhang and the roof that helps your roof appear finished.
3. Soffit: The soffit is the part of the overhang where your roof meets the siding, typically on the underside of the roof plane.
4. Pediment: The typically low-pitched triangular gable often on upper part of the front of a building in classical style, and often used above windows and doors.
5. Ceiling: The finished underside of a porch roof, frequently a wood paneled finish, coffered, or beadboard.

Architectural Trim on Porches

The architectural trim, brackets, upper spindle work, decorative shingles, and moldings should be repaired rather than replaced. Any replacements should match the original in size, shape, and material. Conjectural features and/or architectural trim elements from other buildings that add a false sense of history should not be added to the porch.

Screen Enclosures

Screen porch enclosures may be appropriate provided they are designed in a non-intrusive manner, and do not require the removal of any historic building fabric.

Replacement Columns

Most replacement columns on the market are designed in round or square shapes and mimic classical "orders" such as Tuscan, Doric, Ionic and Corinthian. These classical "orders" can be understood as family-like groupings of architectural details established within western canon, primarily focused on the fundamental units of the column (post) and entablature (beam), as well as the compositional arrangement of *base*, *middle*, and *top*. Thus, they inform the appropriate use of features, moldings, and proportions for both the columns and associated entablatures carried above.

Replacement of columns and entablature details should begin with the study of which of the "orders" a composition may belong to, and/or observation of pre-existing details and proportions found on the building or similar local examples. In such cases, historical fragments may belong to an "order" (ex. "Doric") but may not strictly follow the proportioning rules

associated with that "order" (ex. according to canon, a Doric column height shall be 8 times its base diameter, but many Doric columns observed within the historic urban fabric are thinner and are therefore to be understood as vernacular interpretations). In many cases, vernacular interpretations of the classical language were used in the composition and construction of historic porches, porticos, framing elements, etc.

In all cases involving classical or related vernacular columns, *entasis* shall be included. Entasis is the convex tapering of a rounded column beginning about one-third up the shaft. It is also important that the neck of the column be in flush vertical alignment with the beam above. When done correctly, the column's capital details such as the abacus (square block resting at the top of a capital), should protrude beyond the plane of the column neck and the beam carried above.

Fiberglass Porch Columns

During the past two decades, the use of fiberglass columns has increased in historic districts. Fiberglass is a material consisting of fine filaments of glass that are combined in yarn and woven into fabrics, used in masses as a thermal and acoustical insulator, or embedded in various resins to make doors, windows, and porch columns. Fiberglass is considered to be a "green" material since its manufacturing process requires less energy than other synthetic materials. Fiberglass columns will be considered on a case-by-case basis if the original columns are badly deteriorated, missing, or have been previously replaced. These types of porch columns should demonstrate the dimensions, proportions, texture, and appearance of wood columns.

Vinyl Porch Columns

Columns of vinyl are now widely manufactured and come in a variety of designs. Vinyl is highly toxic in its manufacturing process and is not considered a "green" material. While vinyl can be molded easily into a variety of column shapes and forms, its exterior surface and texture has difficulty resembling wood. Vinyl columns typically have a bright sheen and do not have the muted surface or varied textures that historic wood columns have. The designs of many of these columns and other porch elements are often over- or-under-sized compared to the dimensions of traditional wood columns. There is also concern over the amount of fading and stippling of vinyl surfaces due to exposure to UV rays over time. Vinyl columns are not appropriate for use in the historic district.

Further Reading: Preservation Brief 45: Preserving Historic Wood Porches (nps.gov)

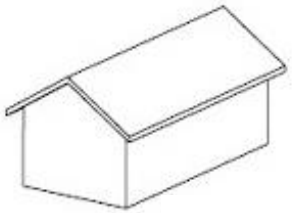
Roofs

One of the most important elements of a structure, the roof serves as the “cover” to protect the building from the elements. Because of its form, size and materials, the roof is often one of the most visible parts of any building and one of the key character-defining elements of an historic structure prominent in the definition of a building’s architectural style. In each case, the roof pitch, form, materials, size, and orientation are all distinct elements contributing to its character. Gabled and hip forms occur most frequently, although shed, gambrel, mansard, and flat roofs appear on some homes.

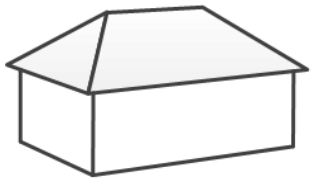
Roof Deterioration

Even while the roof is the structure’s main defense against the elements, all components of the roofing system are vulnerable to damage and leaking. When the roof begins to experience failure, many other parts of the structure- interior and exterior- may also be affected. For example, a leak in the roof may lead to damage of attic rafters or wall surfaces. Common sources of roof leaks include cracks in the chimney masonry, loose flashing around chimneys and ridges, loose or missing roof shingles, cracks in roof membranes caused by settling rafters, and water backup from plugged gutters.

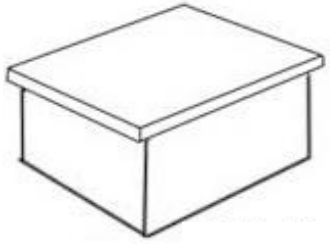
Typical Roof Shapes



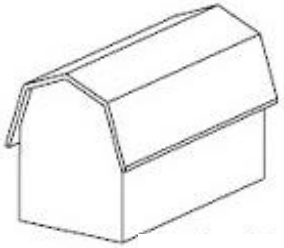
Gabled Roof



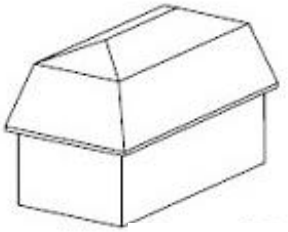
Hipped Roof



Flat Roof



Gambrel Roof



Mansard Roof

Roof Materials

Where possible, new roofing should be the same type and style as originally installed. However, as a practical matter, original roofing materials (other than tile, slate, or other similar very long-lasting materials) very seldom remain on most homes, having been replaced (or covered) several times over the life of the roof with asphalt shingles or composition shingles. Selection of asphalt shingles on historic buildings should focus on heavier weight dimensional shingles that resemble historic materials. Where historic materials such tile, slate or other similar materials remain on the historic structure and require maintenance, all efforts shall be made first to repair and then to replace those materials in-kind.

65 W. 12th Street

Original tiled roof has been maintained and preserved.

Guidelines

1. Maintain historic roofing materials by keeping the roof free of leaves, trimming tree branches that touch the roof, and regularly inspecting for leaks and damage.
2. Preserve the original form of the roof. Avoid altering the angle/slope of the historic roof. Instead, maintain the line and orientation as seen from the street. Raising the roof to accommodate a full or partial upper story addition on street-fronting facades is inappropriate.
3. The shadows created by traditional overhangs contribute to one's perception of the building's historic scale. Preserve the original eave depth.
4. Preserve original chimneys, even if they are made non-functional. A new chimney should be the same scale as those used historically.
5. When planning a roof top addition, preserve the overall appearance of the original roof. An addition should not interrupt the original ridgeline.

284 Maple Avenue

Historic imitation-slate cement shingle roof was replaced with appropriate substitute material, composite slate-style shingles.

133 W. 11th Street
"Preserve original chimneys, even if they are made non-functional."

6. Preserve original roof materials whenever possible. Avoid removing historic roofing material that is in good shape. Where historic materials such as tile, slate, or other similar materials remain on the historic structure and require maintenance, all efforts shall be made first to repair. When replacement is necessary, use a material that is similar to the original in both style as well as physical qualities and use a color that is similar to that seen historically. Care must be taken to assure metal drip edges, flashing and ridge venting are all repaired or replaced in a manner sensitive to the historic detail of the building and in a dark color matching the finished roof material. Soffit venting should match the color of the soffit.
7. New or replacement roof materials shall be detailed in a manner that is compatible with the historic appearance of the building. Replacement materials shall be similar to those used historically on stylistically comparable buildings.
8. Composite shingles and low-profile metal roofs may be appropriate. If a composite shingle is used, an earth tone with a matte, non-reflective finish is appropriate.
9. Flashing should be in scale with the roof material.
10. Avoid using conjectural features on a roof. Adding ornamental cresting, for example, where there is no evidence that it existed creates a false impression of a structure's original appearance and is inappropriate.
11. For flat roofs where not visible from any public way, there is generally greater flexibility given to the final finish.

Please also refer to guidelines for *NEW CONSTRUCTION/ADDITIONS*.

Cornice, Parapets, Eaves

The junction between the roof and the wall is sometimes decorated with brackets and moldings depending on the architectural style. Sometimes, the wall extends above the roofline forming a parapet that may be decorated to visually complete the design.

Guidelines

1. Repair rather than replace the cornice. Do not remove elements such as brackets or blocks that are part of the original composition without replacing them with ones of like design.
2. Match materials, decorative details, and profiles of the existing original cornice design when making repairs.
3. Do not wrap or cover cornice or eaves with vinyl or aluminum; these substitute materials may cover up original architectural details and may hide underlying moisture or deterioration problems.
4. Do not replace an original cornice with a new one that conveys a different period, style, or theme from that of the building.
5. If the cornice is missing, the replacement should be based on physical evidence, or in absence of that, be compatible with the original building.

Please also refer to guidelines for *ARCHITECTURAL DETAILS, ORNAMENTATION*.

Roof Decks and Balconies

Roof decks are deck areas above the first floor that are contained completely or partially in a roof mass. Balconies are railed or balustraded platforms that project from the building. Second story roof decks or balconies are characteristic of only a few architectural styles found in Holland. A significant number of homes have incorporated roof decks above projecting first floor porches, though not all are compatible with the architectural style or design of the home. They may be compatible additions, however, if located on the rear and if they are compatible with the primary structure.

Guidelines

1. Locate roof decks or balconies on the rear, not on the front, of the building.
2. Avoid cantilevered projections from a building except where there is historic evidence supporting such an addition, in which case utilize appropriately scaled and designed brackets or supports consistent with the architecture of the property.

Dormers

Dormers are traditional roof elements that either extend the space under the main roof or serve as decorative elements to the main roof. They generally follow the pitch and form of the main roof and are always secondary to the main roof massing. The introduction of dormers may dramatically change the building's appearance and therefore may not be appropriate in all circumstances.

Guidelines

1. Existing dormers are important character-defining features of a building and should be preserved.
2. Deteriorated elements should be repaired or replaced.
3. Existing dormers should not be enlarged or altered in any way that changes their secondary relationship to the main roof.
4. The size, scale, and style of new dormers shall be compatible with existing dormers on the structure. The form of roof dormers shall be compatible with the main roof form.
5. New dormers must be subordinate to the main roof in terms of mass, scale, and height.

Typical Dormer Shapes

Gabled Dormer

Hipped Dormer

Shed Dormer

Eyebrow Dormer

Solar Panels

Minimize the visual impacts of solar panels. The angle of solar panels must be as close to the roof plane as possible and should only be considered in obscure locations on a historic structure. Locating a solar panel on a front roof plane is not appropriate. Solar panels must not interrupt the plane of the historic roof and shall be position below the ridgeline. When possible, place solar panels and electronic data transmission and receiving devices on non-character defining roofs, or roofs of non-historic adjacent buildings. Locate electronic data transmission and receiving devices to minimize visual impacts, to the extent feasible.

Skylights

Minimize the visual impacts of skylights. Only flat skylights that are flush with the roof plane should be considered in obscure locations on an historic structure. Locating a skylight on a front roof plane is not appropriate. A skylight must not interrupt the plane of the historic roof and shall be positioned below the ridgeline.

Gutters and Downspouts

Gutters and downspouts refer to systems that are built into or attached to a structure to facilitate the orderly conveyance of rainwater or melting snow from the roof. Historically, homes could have had Built-in, K-Style, or Half-Round gutters – or no gutters at all. The appropriate style is directly related to the overall roof design to ensure practical long-term success.

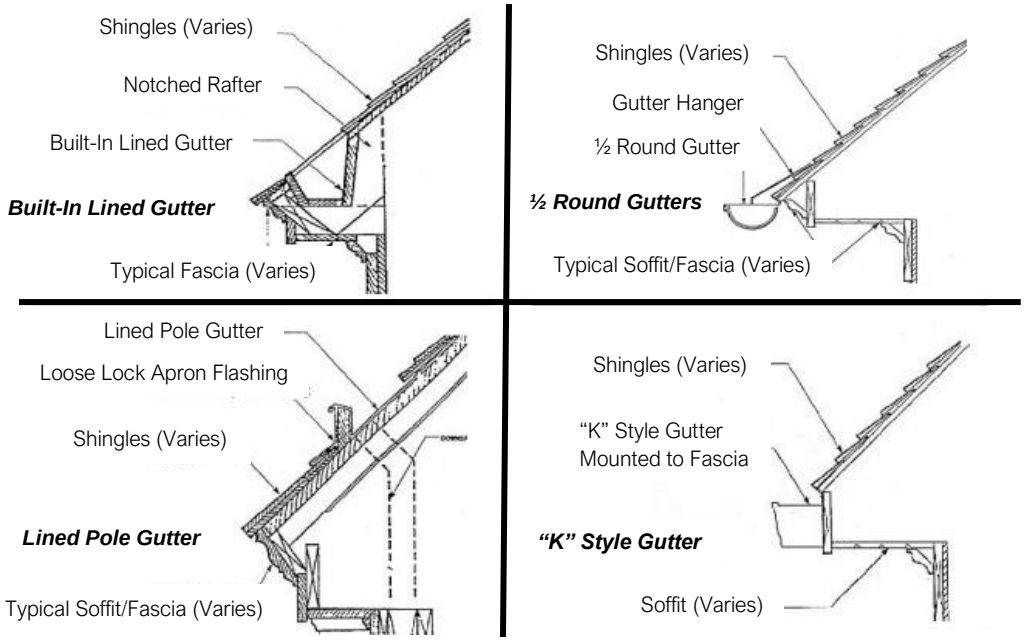
Gutter Styles

Built-in: Two types are common – one visible from the ground built on top of the roof surface and the other largely out-of-sight.

K-Style: Designed for roofs with flat vertical edges. They are shaped to be mounted against the flat vertical fascia board, and to mimic classical crown moldings.

No Gutters or Half Rounds: Two types of eaves which may never have had gutters are common: tapered eaves and eaves with wide open rafter tails. They are designed to allow water to run off the edge without flowing backward and down the face of the building. In cases where a gutter is used, the half-round design is normally appropriate because it is intended to hang free of the trim details and rafter ends.

Downspouts: Rectangular downspouts typically accompany "K-Style" gutters while round downspouts typically accompany half-round and built-in gutters.



Grand Rapids Historic District Commission, *Historic Preservation Guidelines*, "Gutters and Downspouts."

Guidelines

1. Maintain and repair existing gutters and downspouts in place. If existing gutters and downspouts are deteriorated to the extent they must be replaced, new gutters and downspouts shall match the original historic gutters and downspouts, if known, or shall be of size and profile that would be characteristic of the period of significance.

2. Note that galvanized half-round sheet metal gutters in some cases may be more appropriate for most historic buildings which had exposed gutters than the colonial profile aluminum gutters and downspouts often used today.

3. Where built-in gutters exist and must be repaired, repair or replace only those sections that require it, using similar materials to existing historic built-in gutters.

Stacks and Vents

(please refer to guidelines in *MECHANICAL EQUIPMENT*)

Satellite Dishes, Antennas

Satellite dishes and antennas are not historical in character or appearance and can interfere with the historical and architectural integrity of a property. Their installation is not prohibited but must meet provided guidelines for location and screening.

Restrictions necessary for historic preservation also may be permitted even if they impair installation, maintenance, or use of the antenna. To qualify for this exemption, the property may be in any prehistoric or historic district, site, building, structure, or object including, or eligible for inclusion on, the National Register of Historic Places. In addition, restrictions necessary for historic preservation must be no more burdensome than necessary to accomplish the historic preservation goal. They also must be imposed and enforced in a non-discriminatory manner, as compared to other modern structures that are comparable in size and weight to which local regulation would normally apply. *(per Federal Communications Commission Fact Sheet on Placement of Antennas, Information Sheet, December 2007)*

Guidelines

1. Ground mounted antennas and dishes (devices) shall not be installed in the front yards. They are to be placed so that they are as inconspicuous from the street as possible.
2. A device must be placed at the side or rear of the property screened from view from the street.
3. Significant architectural details or character defining features of the property shall not be removed, damaged, obscured or covered by the installation of any devices.
4. Any type of device shall not be attached to the facades of residences or mounted on roofs in such manner that they will be visible from the street.
5. When the only alternative available is to mount the device on a historic residence, it must be out of the line of sight when viewed from the street (i.e. in the rear yard).
6. Devices shall be painted colors to blend or mask their appearance and that are appropriate to colors of the environment to as unobtrusive as possible.
7. The placement of trees, shrubs, and plant material in a manner to screen the visibility of the device is encouraged.
8. Devices no longer in use shall be removed immediately.

Siding

Wood Siding

With few exceptions, the homes in the Holland Historic Districts were built primarily of wood. For the most part, construction took place in the 1880's, 1890's and 1900's. Queen Anne and Colonial Revival are the predominant architectural styles. While the housing stock in this area is essentially in well-preserved condition, some structures have been re-sided with artificial materials with the loss of historical detailing.

The use of original or comparable building materials is the most appropriate approach to the rehabilitation of any resource in the districts. Sound historic preservation practice dictates sensitive treatment of detail to preserve craftsmanship, design, color, texture, and other visual qualities, as well as to prevent deterioration of the resource.

The original fabric of a building should be repaired or replaced where necessary with the original building material. If the original material no longer exists, or the original material is so badly deteriorated that it can no longer be reasonably repaired, the Commission will consider special circumstances for an alternate material providing this material does not compromise the historical or architectural integrity of the resource.

The Secretary of the Interior's Standards for Rehabilitation states:

> *Standard 6 - Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

Repair

1. Repair and/or replacement of siding should match in material, size, style, and exposure. Vertical board joints should be staggered in an effort to avoid a patched look and to avoid areas where moisture can more readily penetrate. Trim pieces associated with siding, such as corner trim, fascia or other features should be retained.

2. Moisture resistant woods such as cedar, redwood, mahogany, and pressure treated wood are recommended in moisture/water prone areas, and close to the ground applications.

3. Asphalt or asbestos type siding materials are to be handled with care and may require special removal/repair requirements. Contact the City of Holland for these specific instances.

4. The Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings recommends in part:
   a. Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as wood siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes and colors.
   b. Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

218 W. 10th Street

Deteriorated asphalt siding, patterned to look like brick, was removed from this house --revealing the original wooden clapboard siding underneath. The original siding was able to be repaired and repainted instead of replaced.

Paint
(please refer to guidelines in *PAINTING*)

Alternative Replacement Siding
The HDC on rare occasion may find that special circumstances justify the use of a substitute material. Special circumstances shall demonstrate that the proposed siding would duplicate the existing siding and exterior structure without impairing defining features, to be determine on a case-by-case basis. The HDC may request an applicant return for review if original character-defining features are uncovered during the siding removal process. In the case of an application for substitute siding material, the applicant shall provide the following:

1. A detailed statement of the scope of the proposed installation of substitute siding and trim.

2. Identification of any deterioration of the existing siding and trim, including the nature and extent of the deterioration, with cost estimates for repair or replacement of existing siding or trim.

3. A detailed written description, including drawings and photographs, of exactly how all of the proposed siding and trim is to be installed.

4. Material and color samples shall be submitted with the application. Only smooth finish fiber cement siding with character that matches existing historic siding in design, lap exposure, profile and dimensions may be approved. Textured (faux wood grain) products are not appropriate.

Vinyl and Aluminum

The use of substitute siding materials such as aluminum and vinyl siding generally shall not be allowed on historic structures, where it doesn't already exist. In addition to changing the appearance of siding and often necessitating changes to architectural trim detail, synthetic siding can make maintenance more difficult because it covers up potential problems that can become more serious. Synthetic siding, once it is dented or fades, needs painting just like wood. Removal of synthetic siding and restoration of original building materials is encouraged.

Use of synthetic siding materials may cause problems if installed over original wood. The wood may crack, warp, and moisture may be trapped between the layers causing damage to the structure that is not often readily observable. Further, the cladding (wrapping) or removal of exterior woodwork such as cornices, corner boards, facias, projecting bays, brackets, window and door frames, porch framing and trim, and other exterior woodwork with aluminum or vinyl is not appropriate. Not only does the cladding cover historic moldings and architectural detail, but it also causes the covered woodwork to deteriorate because of moisture that becomes entrapped under the cladding.

Cementitious Siding

Cementitious siding is approximately 45 percent Portland cement, 45 percent silica sand, 10 percent wood fiber, and is considered a "green" material with high marks from environmental and sustainability organizations. It is cured with pressurized steam to increase its strength and stability. It is commonly referred to by the brand name Hardie® board, from the James Hardie Company ™.

This type of siding is available in a variety of widths, thicknesses, reveals, shapes, styles, and textures. The smooth lap siding has an appearance similar to wood siding as long as traditional widths and profiles are followed.

The use of cementitious siding in Holland's historic districts maybe be appropriate under certain circumstances, reviewed on a case-by-case basis. Wood grained (textured) siding is not appropriate. As a replacement material on a historic dwelling where the original wood siding has deteriorated extensively, the use may be allowed if the material matches the original siding in texture, depth and appearance. The applicant shall demonstrate that the original siding cannot be repaired and/or maintained.

Threshold Questions

In evaluating claims that special circumstances justify the installation of artificial siding materials, the Commission may address the following considerations in determining whether the proposed work should be permitted:

1. Location and visibility: Where is the resource located, and will the proposed installation be highly visible?
2. Similarity to original materials: To what extent can the proposed installation be demonstrated to duplicate the original materials in width, depth, profile, and general appearance, including linear direction?
3. Preservation of architectural detail: Do original architectural details, e.g., window trim, wood cornices, and architectural ornament, remain uncovered? If not, does the proposed installation duplicate them in composition and appearance? Will trim be built up so that it projects appropriately from the siding as in the original?
4. Preservation and protection of structure: Has appropriate attention been given to the following considerations?
    a. Correction of deterioration prior to installation.
    b. Appropriate and sufficient means to bar penetration of water from the outside or the creation of an exterior vapor barrier.

Further Reading:

Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings (nps.gov)
Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings (nps.gov)

Wood

Wood is historically the most commonly used building material within our Districts. It was used in framing, exterior cladding and ornamental detailing. Wooden features and surfaces on a building shall be maintained and repaired to retain the original character of the structure. Repair or replacement of deteriorated wood may involve selective replacement of portions in-kind through splicing or it may involve the application of an epoxy wood consolidant to stabilize the deteriorated portion in place.

1. Retain and preserve wooden features that contribute to the overall historic character of a resource, including but not limited to such functional and decorative elements as: siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, architectural trim, porch ceilings, floors, and fascia.

2. Protect and maintain wooden surfaces and features through appropriate methods. It is important to keep wood appropriately painted. It is not appropriate to strip surfaces to bare wood and then apply a clear stain or finish. Nor is it appropriate to leave pressure-treated wood unpainted, though painting should occur after the wood has had an opportunity to dry out (4 to 6 months exposure) before painting.

3. Repair wooden features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

4. If replacement of wood materials or features is necessary, replace only the deteriorated feature and replace it in-kind, matching the original design, size, detail, material, and texture. Consider compatible substitute materials only if using the original material is not technically feasible.

5. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and District.

6. It is not appropriate to replace or cover wooden details, elements, or surfaces with contemporary substitute materials such as aluminum, Masonite, or vinyl. The use of such materials conceals the historic fabric of a building and can lead to the removal or destruction of historic elements causing grave damage to the character of the resource.

7. It is not appropriate to introduce wooden features or details to a historic building in an attempt to create a false historic appearance.

8. Exterior cleaning of and stripping paint from wood surfaces on historic structures should be done in the gentlest way possible. Minimize any water that can get behind clapboards or into other openings.

9. For scraping and/or stripping paint from historic woods surfaces, please refer to guidelines for *PAINTING*.

Further Reading:

Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings (nps.gov)

Preservation Brief 10: Exterior Paint Problems on Historic Woodwork (nps.gov)

APPENDICES

Appendix 1: Historic Preservation Program in Holland, Michigan

Why Preserve? The Benefits of Preservation

Our cities are like tapestries---their history, character, and individuality are the fabric from which they are woven. Buildings provide a wonderful sense of place; their beauty and scale inspire and connect us to our past, and they are invaluable cultural, aesthetic, and educational resources. Preservation ensures that future generations will have the opportunity to appreciate the legacy of Michigan's rich past.

Historic preservation also has a significant economical component. Preservation activities create jobs, revitalize neighborhoods, and improve existing infrastructure. Between 1971 and 2002 rehabilitation created 20, 252 jobs in Michigan, generating a total of 1.7 billion dollars.

Property values in the Holland Historic District and the Washington Boulevard District have experienced significant value increases over the last decade. Communities from throughout the State show that Historic District Designation leads to property value increases higher than non-designated areas. The "Local Historic Districts and Property Values" study cited below shows the Holland Historic District did not show any decline in property value over the period of the Great Recession while a nearby non-designated area showed a decline of approximately 26%. This 2018 study concluded that "properties in locally designated historic districts retain value and will likely increase in value compared to similar non-designated properties".

Preservation attracts Michigan visitors. Tourism is a vital component of the Michigan economy and is generally considered to be Michigan's 2nd largest industry. There is a significant link between preservation and tourism. Preservation can support tourism by providing interesting and unique opportunities for visitors, and in turn tourism supports preservation by providing resources for ongoing preservation efforts.

As growing numbers of people are concerned about the degradation of the environment, and our relentless consumption of irreplaceable energy and natural resources continues—preservation presents itself as a solution. Preservationists and environmentalists have always been about sustainability and stewardship, with a drive toward conservation of resources whether cultural or environmental. In fact, Sustainability began with Preservation. Houses in the North featured thick walls, and smaller windows. Sleeping porches provided coolness in the summer, and woodstoves were centered in homes. "Many Historic buildings are inherently very energy efficient," writes Walter Sedovic, a preservation architect, "Before sustainability had a name, traditional builders incorporated sustainable elements into buildings." Working in

sync with the environment was the norm, including siting, local materials, natural ventilation, shading, cisterns, and indigenous plantings. According to the U.S. Energy Information Administration, commercial buildings constructed prior to 1920 have an average energy consumption of 80,127 BTUs per square foot, compared to 79,703 BTUs for buildings built since 2000.

Another consideration is the amount of waste generated by demolition of existing buildings and resources consumed in the construction of new homes:

- 136 million tons of waste is generated annually from construction and demolition.
- 10-30% of landfill waste result from construction and demolition.
- 3,000 pounds of wood, 2,000 pounds of drywall, and 600 pounds of cardboard are generated during construction of a 2,000 sq-ft home.

Sources:

- "Green Issue" Preservation Magazine volume 60 number 1. National Trust for Historic Preservation. Jan/Feb 2008.
- United States Office of the Interior. Michigan State Historic Preservation Office. Investing in Michigan's Future; The Economic Benefits of Historic Preservation. Denver: Clarion Associates, 2002.
- "Local Historic Districts and Property Values in the City of Holland, Michigan," June 2018.

The City of Holland's Historic Preservation Ordinance

(Current to 01/2023)

ARTICLE XV

Historic Districts and Historic District Commission

Sec. 2-100. Intent and purpose.

The purpose of this article is to safeguard the heritage of the City by preserving districts or individual sites which relate elements of the cultural, social, economic, political or architectural history; stabilize and improve property values; foster civic beauty and pride; strengthen the economy.

Sec. 2-100.1. Definitions.

ALTERATION — Work that changes the detail of a resource but does not change its basic size or shape.

CENTER — The Michigan Historical Center of the Michigan Department of State, formerly known as the Bureau of History.

CERTIFICATE OF APPROPRIATENESS (COA) — The written approval of a permit application to apply for a building permit if required, for work that is determined to be appropriate and that does not adversely affect a resource.

COMMISSION — The Historic District Commission which is responsible for implementing Public Act 169 of 1970 as amended, and the City's historic district ordinance for the City of Holland.

COMMITTEE — A historic district study committee appointed by the City Council.

DEMOLITION — The razing of a resource, whether entirely or in part, which may include, but is not limited to demolition by neglect.

HISTORIC DISTRICT — An area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering or culture.

HISTORIC LANDMARK — Any structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this City, state, or of the United States. A landmark is a historic district as defined in this section which contains only one resource.

HISTORIC RESOURCE — A structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this City, state, or of the United States.

NOTICE TO PROCEED — Authorization to perform work that does not qualify for a COA but may legally be accomplished following conferral of this document.

OPEN SPACE — Undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other resources.

ORDINARY MAINTENANCE — Keeping a resource unimpaired and in good condition through ongoing minor intervention to the exterior of a resource. Ordinary maintenance does not change the exterior appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for purposes of this act.

REPAIR — To restore a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance of a resource constitutes an alteration for purposes of this act.

RESOURCE — A building, structure, site, object, feature or open space located within a historic district, or described as a historic landmark.

WORK — Construction, addition, alteration, repair, moving, excavation or demolition.

Sec. 2-100.2. Historic district established.

The historic districts of the City of Holland are hereby established pursuant to Act 169 of the Public Acts of 1970 as amended, and shall be legally described as follows:

(1) Properties of the Holland Historic District: Those portions of the Original Plat of the City of Holland, Ottawa County, Michigan, described as Lot 5, Lot 6, the east 62.5 feet of Lot 7, and Lots 10 through 16, also the south 20 feet of Lot 9 of Block 47; also, all of Block 48; also, all of Block 56; also, all of Block 57, except the east 98 feet of Lot 1 and

the east 163.4 feet of Lot 6 thereof. Also included are those portions of the West Addition to the City of Holland as described as the south one-half of Block E, except the north 14 feet of Lot 16 thereof; also, the south one-half of Block F; also, all of Block G and all of Block H. Also included are those portions of the Southwest Addition to the City of Holland described as the south one-half of Block 4, except the north 55 feet of the west 42 feet thereof; also, all of Block 5; also, Lots 1 through 8 and Lots 16 through 18 of Block 8; also, all of Block 9; also, Block 5 of Assessor's Plat No. 2 except Lots 1, 27, 28, 29, 30 and 31 thereof; also, Lots 1 through 28 of Vander Veen's Subdivision and Lots 1 through 5 of Block 6 of Assessor's Plat No. 2 (being that entire block bounded by 15th and 16th Streets and River and Pine Avenues). Part of the SW 1/4 Sec. 29-5-15 of the Original Town Plat, designated as Market Square, now known as Centennial Park; also, the north 1/2 of Block 55, Original Town; also, that part of Block 49, Original Town, described as the west 45.5 feet of Lot 7 and Lot 8 except the east 121 feet, all of Lots 8 and 9 and all of Lot 10, except the east 40 feet; also, that portion of Block 54, Original Town, described as the west 3.38 feet of Lot 2 and all of Lots 3 through 7 thereof. For purposes of district continuity, the foregoing descriptions shall be deemed to extend to the center lines of any streets or highways adjacent thereto.

(2) Properties of the Washington Boulevard Historic District: Those portions of the original plat of the City of Holland, Ottawa County, Michigan, described as the west 21 feet of Lot 2 and Lots 3, 4, 5 of Steketee Brothers Addition; Lots 1 through 5 and Lots 11 and 12 of Block 18 of the Southwest Addition; Lot 12 and the east 20 feet of Lot 11 and Lots 1 and 2 and the east five feet of Lot 3, Block 13, Southwest Addition; Lots 1, 11 and 12 of Block 12, Southwest Addition; Lots 1 through 6 and Lots 11 and 12, Block 7, Southwest Addition; Lots 1 through 3 and lots 7, 8 and the north 25.7 feet of Lot 9, Block 5 Hope College Addition; all of Block 6, Southwest Addition; all of Block 4, Hope College Addition; all of Block 3, Southwest Addition; all of Block 3, Hope College Addition; all of Block 2, Southwest Addition; all of Block 2, Hope College Addition; Lots 7 and 8, Tannery Addition; Lots 8 through 11 and the west 41.25 feet of lot 12, Block B, West Addition; Lots 3 through 12 of Block C, West Addition and all of Block 1, Southwest Addition; Lots 1 through 7, Block F, West Addition; Lots 1, 2 and the north 55 feet of the west 42.3 feet of Lot 3, Block 4, Southwest Addition; Lots 9 through 15, Block 8, Southwest Addition; the north 106 feet of Lot 1, Lot 2 except the east 12 feet of the south 26 feet thereof, and Lots 3 through 10, Block 11, Southwest Addition; Lot 9 and the west 50 feet of Lot 10, Block 14, Southwest Addition; the west 45 feet of Lot 9 and the west 44 feet of Lot 10, Block 17, Southwest Addition.

For purposes of continuity, the foregoing descriptions shall be deemed to extend to the center line of any streets, alleys or highways adjacent thereto.

(3) Van Raalte Farm Historic District: The north 3/4 of the northeast 1/4 of the northeast 1/4 of Section 34, T5N, R15W, City of Holland, Ottawa County, Michigan (consisting of approximately 30 acres) and also commonly described as 1076 East 16th Street, Holland, Michigan.

(4) Landmark Properties: City Greenhouses, 22nd at Central. That part of the SE 1/4 of the NW 1/4 of Sec. 32, Town 5 North, Range 15 West, bounded on the east by Central Avenue and on the south and west by State Street, and on the north by 20th Street, Ottawa County, Michigan.

(5) Keppel's Village Historic District. The district is located within Section 29, Town 5 North, Range 15 West, Block 58 of the Plat of the Village, now City of Holland. The District consists of platted Lots 1, 2 and 10 of Block 58, the original plat of the Village, now City of Holland, plus Lot 9 except the west 10 feet thereof, designated as Permanent Parcel Numbers: 70-16-29-379-006, 70-16-29-379-009, 70-16-29-379-010, 70-16-29-379-011, 70-16-29-379-012, and 70-16-29-379-013, The proposed district is also described as the lots fronting the west side of Central Avenue between 13th Street and 14th Street as well as the first lots to the west of these lots on the same block on both 13th and 14th streets. The district also includes the lot on the northeast corner of 13th Street and Central Avenue that is occupied by a duplex constructed in 1966.

Sec. 2-101. Historic District Commission established.

(1) Pursuant to P.A. 169 of 1970, as amended, a Historic District Commission consisting of seven members who shall be residents of the City shall be appointed by the Mayor, with approval of City Council. Members shall be appointed for three-year terms with initial appointments of lesser duration staggered for the first three years. Members shall be eligible for reappointment, not to exceed two consecutive full terms. To the extent available, one member shall be a graduate of an accredited school of architecture, who has two years of architectural experience or who is an architect registered in this state. After expiration of an architect member's initial term and renewal term, the architect may be reappointed to the Commission to serve an additional renewal term(s) in the event that no suitable architect residing in the City of Holland is able or willing to serve as a member of the HDC. Three members of the Commission shall be representative of the district or districts by either residing or owning property therein.

(2) The Commission shall establish organizational and operating procedures including the adoption of a meeting schedule. The Commission may adopt its own rules of procedure and may adopt design guidelines.

(3) The Commission may also undertake the following:

(a) Assist and collaborate in studies and programs designed to identify and evaluate the structure, site and areas worthy of preservation.

(b) Consult with and consider the ideas and recommendations of civic groups, public agencies and citizens interested in historic preservation.

(c) Inspect and investigate structures, sites and areas in which the Commission has reason to believe worthy of preservation.

(d) Disseminate information to the public concerning those structures, sites and areas worthy of preservation and encourage and advise property owners regarding the protection, enhancement, perpetuation and use of resources in the district and other officially recognized properties of historic interest.

(e) Consider methods other than those provided in this chapter for encouraging and achieving historic preservation and make recommendations to City Council and other public and private bodies and agencies related thereto.

(f) Use its own funds, gifts, state and federal grants or other resources received for historic preservation purposes in accordance with the purposes of this chapter.

Sec. 2-102. Commission duties.

(1) Before proceeding with any work affecting the exterior appearance of a resource or interior work which will cause visible changes to the exterior of the resource, a certificate of appropriateness (COA) is required. An application for a COA shall be submitted by the property owner to the department of community services and development and shall be reviewed and decided by the Commission.

(2) In reviewing plans, the Commission shall follow the U.S. Secretary of Interior's Standards for Rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 C.F.R. part 67, and consider the following:

(a) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.

(b) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.

(c) The general compatibility of design, arrangement, texture, and materials proposed to be used.

(d) Other factors, such as aesthetic value, that the Commission considers relevant.

(3) When an application is submitted for work affecting the exterior of a resource considered by the Commission to be so valuable to the local unit, state, or nation that its alteration or loss adversely affects the public purpose of the local unit, state, or nation, the Commission shall attempt to establish with the owner of the resource an economically feasible plan for preservation of the resource.

(4) The Commission shall issue a notice to proceed for work affecting the exterior appearance of a resource to the extent necessary to mitigate any of the following conditions:

(a) The resource constitutes a hazard to the safety of the public or to the structure's occupants.

(b) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community.

(c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.

(d) Retaining the resource is not in the interest of the majority of the community as determined by majority approval of a vote of the Commission.

(5) The business that the Commission may perform shall be conducted at a public meeting of the Commission held in compliance with the Michigan Open Meetings Act.

(6) The Commission shall keep a record of its resolutions, proceedings and actions available for public inspection.

(7) The COA and notice to proceed shall be effective for one year from the date of issuance. The applicant may request an extension of this time period by submitting a written request for extension to the Commission. The written request shall be filed with the department prior to the one-year expiration period. If this time period expires without exercising the applicant's right to secure a building permit or without substantial work begun on the resource, then the COA or notice to proceed shall be considered expired and reapplication would be required. An applicant shall proceed with diligence to complete a project.

(8) The Commission may delegate the issuance of a COA for minor work to community services and development staff. The Commission shall provide written standards for issuance of such COA. Quarterly the Commission shall review the COA issued by staff.

(9) The Commission shall file with the Building Inspector or other duly delegated authority the COA or denials of applications submitted for review. Work shall not proceed, nor shall a building permit be issued until the Commission has acted as prescribed herein. If an application is denied, the decision shall be binding on the Building Inspector or other delegated authority. A denial shall be accompanied with a written explanation by the Commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for Commission review when suggested changes have been made. The denial shall also include notification of the applicant's right to appeal to the state historic preservation review board and to the circuit court.

Sec. 2-102.1. Criteria and standards for the Van Raalte Farm Historic District.

For the original 30 acres described in Section 2-100.2(3), as the Van Raalte Farm Historic District, the Historic District Commission shall apply the standards and criteria set forth in Section 2-102 and shall review any proposed physical changes to the Van Raalte Farm Historic District or its master plan, in accordance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings as set forth in 36 C.F.R. Part 67, and the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscape and Preservation Brief #36 Protecting Cultural Landscapes Planning, Treatment and Management of Historic Landscape, a

publication of the National Park Service. The Historic District Commission may refer an application for a certificate of appropriateness to the Leisure and Cultural Services Commission for the purpose of providing information regarding the impact of proposed changes to the farm's historical and architectural integrity prior to the granting or denial of the certificate of appropriateness.

Sec. 2-102.2. Van Raalte Farm property located outside of the Van Raalte Farm Historic District.
Advisory Recommendation

(1) For the area consisting of approximately 130 acres of the Van Raalte Farm located outside of the boundaries of the Van Raalte Farm Historic District, which is legally described as follows: the Northeast 1/4 EXCEPT the North 3/4 of the Northeast 1/4 of the Northeast 1/4 of Section 34 Town 5N Range 15 W City of Holland, Ottawa County, Michigan, the Historic District Commission shall provide advisory recommendations to the Holland City Council for proposed physical changes, structures, and improvements to the Van Raalte Farm. In no event shall the Council of the City of Holland be bound by the advisory review and recommendation of the Holland Historic District Commission, and the Council may accept, deny, or modify any recommendation based upon its sole legislative discretion.

(2) The Holland Historic District Commission, in advising the Holland City Council, shall follow the U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 C.F.R. part 67, and the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscape and consider the following:

(a) The historic or architectural value and significance of the resource buildings and landscapes and their relationship to the historic value of the surrounding area.

(b) The relationship of any architectural features and landscape of the resource to the rest of the resource and to the surrounding area.

(c) The general compatibility of design, arrangement, texture, size, scale and materials proposed to be used.

(d) Preservation Brief #36 Protecting Cultural Landscapes Planning, Treatment and Management of Historic Landscape, a publication of the National Park Service, and consider the following:

I. Viewsheds seen from the 30 acres designated as the Van Raalte Farm Historic District and viewsheds from the public rights-of-way adjacent to the Van Raalte Farm property and other locations of aesthetic importance at the farm.

II. Character defining features of the Van Raalte Farm such as fence rows, significant vegetation, historic circulation features, historic noninhabitable constructed features (walls, gates, and bridges), trails, and location of other historical elements of the landscape.

(e) Other factors of historic and aesthetic value as the Historic District Commission considers relevant.

The Historic District Commission shall submit its written recommendations and findings to the Holland City Council within 30 days of referral.

Sec. 2-103. Work completed without a Certificate of Appropriateness.

When work has been done upon a resource without a COA, an application must be immediately submitted. If the Commission finds that the work does not qualify for a COA, the Commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work, or to modify the work so that it qualifies for a COA. If the owner does not comply with the restoration or modification requirement within a reasonable time as determined by the Commission, the Commission may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a COA. If the owner does not comply or cannot comply with the order of the court, the Commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a COA in accordance with the court's order. The cost of the work shall be charged to the owner, and may be levied by the City as a special assessment against the property. When acting pursuant to an order of the circuit court, a Commission or its agents may enter a property for purposes of this section.

Sec. 2-104. Areas not regulated.

With the exception of those standards and criteria applicable to the Van Raalte Farm Historic District, pursuant to Section 2-102.1, or to the remainder of the Van Raalte Farm property pursuant to Section 2-102.2, nothing contained in this article shall be construed to prevent ordinary maintenance or repair of any resource within the historic district; nor to prevent construction, alteration, repair, moving, or demolition of any resource under a permit issued by the City prior to the adoption of this article.

Unless subsequently made applicable by amendment, the provisions of this article shall not apply to the following installations, features, or activities affecting the historic district:

(a) Reroofing with like materials, painting, and routine repairs.

(b) Flat concrete work, playgrounds, public streets, and sidewalks.

(c) Yards, gardens, planters, landscaping and trees.

(d) Regulatory and advisory street signs, hydrants, poles, pedestals, transformers, or similar installations essential to the delivery of public and private utilities and public services.

(e) Such other construction or repair activities or installations which the Historic District Commission, by adoption of specific resolution, may authorize the Building Official to approve without subsequent review and approval.

Sec. 2-105. Acquisition of a resource.

Where City Council determines public ownership of a resource is most suitable, Council may acquire the resource using public funds, public or private gifts, grants or proceeds from the issuance of revenue bonds. In considering acquisition Council shall request a written recommendation from the Commission. Upon recommendation of the Commission, the City may sell resources acquired while retaining protective easements assuring historic preservation of the resource.

Sec. 2-106. Failure to act.

The failure of the Commission to act within 60 calendar days after the date a complete application is filed, unless an extension is mutually agreed upon in writing by the applicant and the Commission, shall be deemed to constitute approval.

Sec. 2-107. Appeal.

An applicant aggrieved by a decision of the Historic District Commission may file an appeal with the State Historic Preservation Review Board of the center. The appeal shall be filed within 60 days after the decision by the Commission. An applicant aggrieved by the decision of the state historic preservation review board may appeal the decision to the circuit court.

Sec. 2-108. Enforcement; violations.

(1) After issuance of a COA or notice to proceed or if a violation of this article is suspected, the City's designated representative may from time to time inspect the exterior of properties covered by this article.

(2) The enforcement of this article shall be the responsibility of this Historic District Commission, in conjunction with the Building Official and Zoning Administrator of the City. A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this act is responsible for a civil infraction and may be fined not more than $5,000.

(3) A person, individual, partnership, firm, corporation, organization, institution, or agency of government that violates this act may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated, or demolished

The City of Holland's Historic Preservation Ordinance can also be viewed online.

Appendix 2: History and Architectural Styles of Holland

It is suggested to consult with CNS staff as planning begins for new construction. Details from "A Field Guide to American Houses," by Virginia McAlester illustrates many aspects of style from Greek Revival to Modern Design that would complement the historic district.

The Holland Historic District's goal for multiple new construction projects is to bring exciting housing to the City. Contributing structures in the district have architectural details that are unique with styles that include but are not limited to the Bungalow, Greek Revival, Italianate, Colonial Revival, and many aspects of Queen Anne architecture.

GREEK REVIVAL (1850-1875)

A temple to come home to – that's what this style sought to achieve through columns, capitals, pediments, and strongly vertical windows.

An example is at 121 W. 12th Street.

QUEEN ANNE (1875-1900)

Anything goes in these eclectic Victorians that blend a variety of shapes and textures. Gables, turrets, bay windows and porches – all add to the structural flow.

Examples are at 94 W. 13th Street and 203 W. 12th Street.

ITALIANATE (1870-1885)
Designed to resemble Italian country villas, these asymmetrical structures are graced with extended eaves, cornices with brackets, slender windows topped by arches square towers or cupolas, and balconies.

An example is at 80 W. 11th Street.

COLONIAL REVIVAL (1880-1940)
With few pretensions, these hipped-roof symmetrical houses evoke the no-nonsense sensibilities of our founders. A stoop at the front door and a gambrel roof are specific touches the Dutch brought to Colonials.

Examples are at 89 W. 12th Street and 229 W. 12th Street.

BUNGALOW (1920-1940)
Sturdy and straightforward, Bungalows typically have wide, unenclosed eave overhangs, exposed roof rafters, and full or partial- width porches. The design reflects an interest in natural materials and craftsmanship.

An example is at 177 W. 11th Street.

Designs Source: 1987 Holland Historic District "A Pact with the Past"
Credit to Judy Hillman

Appendix 3: Historically Designated Properties in the City of Holland

Locally Designated Districts (per Article XV, Sec. 2-100.2 of Holland City Ordinance)

City Greenhouses – 496 Central Avenue
Keppel's Village Historic District
Holland Historic District and Addition
Van Raalte Farm Historic District
Washington Boulevard Historic District

Sites Listed on the National Register of Historic Places

Benjamin Van Raalte House	1076 East 16th Street
DeZwaan Windmill	1 Lincoln Avenue
Holland Downtown Historic District	
Holland Historic District and Addition	
Holland Reformed Protestant Dutch Church	57 East 10th Street
Issac Cappon House	228 West 9th Street
Old City Hall and Firehouse No. 2	106 East 8th Street
Old Wing Mission	5304 147th Street
Thomas and Anna Morrissey House	190 West 9th Street
Third Reformed Church	110 West 12th Street

Sites Listed on the State Register of Historic Sites

Benjamin Van Raalte House	1076 East 16th Street
Central Avenue Christian Reformed Church	1 Graves Place
Central Park Chapel	550 Grove Drive
Coatsworth House	236 West 9th Street
DeZwaan Windmill	1 Lincoln Avenue

Dutch in Michigan – Informational Designation	Centennial Park
First Church of Holland Settlers – Informational Designation	Pilgrim Home Cemetery
First United Methodist Church – Informational Designation	57 West 10th Street
Grace Episcopal Church and Buildings	555 Michigan Avenue
Hope Church	77 West 11th Street
Hope College – Informational Designation	141 East 12th Street
Isaac Cappon House	228 West 9th Street
Kremers House/The Netherlands Museum	8 East 12th Street
Ninth Street Christian Reformed Church	57 East 10th Street
Old City Hall and Firehouse No. 2	106 East 8th Street
Old Wing Mission	5304 147th Street
Third Reformed Church	110 West 12th Street
Thomas and Anna Morrissey House	190 West 9th Street
United States Post Office	31 West 10th Street
Van Vleck Hall, Hope College	116 East 10th Street
West Michigan Furniture Company Building	195 West 8th Street
Western Theological Seminary	86 East 12th Street

Historically and Architecturally Significant Buildings in the City of Holland

(No formal designation)

Bush & Lane Piano Factory	71 East 24th Street
Bradford Paper Company	301 West 16th Street
DePree Chemical Company	130 Central Avenue
Diment Chapel, Hope College	277 College Avenue
Graves Hall, Hope College	263 College Avenue
Holland City State Bank	190 South River Avenue
Holland Furnace Company Headquarters	491 Columbia Avenue

Holland Shoe Company Office Building	386 West 15th Street
Lubbers Hall, Hope College	126 East 10th Street
Michigan Bell Telephone Company	13 West 10th Street
Park Theatre	South River Avenue
Peoples State Bank Building	36 East 8th Street
President's House, Hope College	92 East 10th Street
Voorhees Hall, Hope College	72 East 10th Street
Warm Friend Hotel	5 East 8th Street
Winters Medical Office	8 East 10th Street

Appendix 4: Glossary

Note: The following definitions are offered to provide a common vocabulary for use when considering work on the exterior of historic properties in the City of Holland. If there is a conflict between the definition provided in this section and a definition specifically defined by City Ordinance or usage, the City Ordinance or usage shall prevail.

Adaptive Reuse The recycling of an old building for use other than for what it was originally constructed. This can involve a sensitive rehabilitation that retains much of a building's original character, or it can involve extensive remodeling.

Addition A new part such as a wing, ell or porch added to an existing building or structure.

Alignment The arrangement of objects along a straight line.

Alteration Work that changes the detail of a resource but does not change its basic size or shape.

Appurtenances An additional object added to a building: typically includes vents, exhaust hoods, air conditioning units, etc.

Apron An either plain or decorated piece of trim found directly below the stool of a window.

Arcade A series of arches supported by columns or piers; a building or part of a building with a series of arches; a roofed passageway.

Arch A structural member shaped in the arc of a curve. Built to support the weight above an opening.

Architectural Feature A prominent or significant part or element of a building, structure, or site which is not a portion of the living area. Examples include cornices, awnings, eaves, etc.

Architectural Style A definite type of architecture, distinguished by special characteristics of structure and ornament.

Architrave The lower part of a classical entablature, resting directly on the capital of a column; the molding around a window or door.

Asphalt A brownish-black solid or semi-solid mixture of bitumins used in paving, roofing and waterproofing.

Asphalt Shingles A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar or asphalt substance and granules.

Attic The room or space in the roof of a building.

Awning Window A window that is hinged at the top and swings outward.

Balcony A platform extending from the upper-story façade of a building and surrounded by railing, with access from the building.

Balloon Framing A type of light-weight construction consisting of two inch boards of varying widths held together by nails and sometimes extending through two stories.

Baluster A vertical, often vase-shaped post providing support for a railing on stairs, porches, etc.

Balustrade A series of balusters with a top and bottom rail. Can be used as a stair rail and also above the cornice on the outside of a building.

Bargeboard A projecting board, often decorated, that acts as trim to cover the ends of the structure where a pitched roof overhangs a gable.

Barrel Tile A semi-cylindrical tile used for roofing.

Base The lowest portion of a column.

Bas Relief Sculptured figures projecting from a wall.

Battered A gradual upward and backward slope.

Bay One unit of a building that consists of a series of similar units; commonly the number of window and door openings per floor or by the number of spaces between columns or piers. Also, the projected or recessed portion of a building.

Bay Window A window or set of windows which project out from a wall, forming an alcove or small space in a room; ordinarily begins at ground level but may be carried out on brackets or corbels.

Belt Course A flat, horizontal member of relatively slight projection, marking a division in the wall plane.

Berm A bank of earth covered with some type of ground cover or plantings that is usually used as a visual screen and sound barrier.

Board and Batten Vertical plank siding with joints covered by narrow wood strips.

Bond The laying of bricks or stones in a regular pattern.

Bond Course A course of “headers” in a brick wall.

Bracket A support element under eaves, shelves, or overhangs, often more decorative than functional.

Brick A usually rectangular building or paving unit made of fired clay.

Broken Pediment A pediment where the sloping sides do not meet at the apex but instead return, creating an opening that sometimes contains an ornamental vase or similar form on a pedestal.

Building Bay The portion of a building between two structural walls or column lines.

Bulkhead A roofed box-shape built above and intended to cover a stair well, lift shaft, etc.

Canopy An ornamental roof-like structure, or a cloth covering held horizontally over an entrance.

Cantilever A projecting beam or part of a structure supported only at one end. Used to support a balcony, cornice, extended eaves or any other extension to a building or structure.

Capital The decorated top of a column or pilaster, which supports the entablature.

Casement Window A window with the sash hung vertically and opening inward or outward.

Casing The finished visible framework around a door or window.

Cast Iron Iron shaped in a mold. It is brittle, hard and not weldable.

Cast Stone Imitation stone for facing of buildings, generally of a formed concrete in an appearance simulating real stone.

Cement Mortar A mixture of cement, lime, sand, or other aggregates with water; used in plastering and bricklaying.

Certificate of Appropriateness The written approval of a permit application for work that is appropriate and that does not adversely affect a resource.

Cinder Block A hollow, concrete building block made with coal cinders.

Cladding The covering of a wall surface. This is sometimes referred to as sheathing or veneering.

Clapboard Narrow, horizontal, overlapping wooden boards, usually thicker along the bottom edge, that form the outer skin of the walls of many wood frame houses. The horizontal lines of the overlaps generally are from four to six inches apart in older houses.

Classical Traditional in style or form, or using methods developed over a long period of time and considered to be of lasting value.

Column A vertical structural member, usually long and slender, generally consisting of a cylindrical shaft, base, capital, and pillar. It is usually a supporting or ornamental member in a building.

Compatibility Designed and built in a manner that is in harmony with their natural and man-made surroundings and environment. Forms and materials are often cited as determinants of compatibility.

Compositional Shingle (see 'Asphalt Shingles")

Concrete Made by mixing cement or mortar with water and various aggregates such as sand, gravel, or pebbles.

Concrete Block A hollow or solid rectangular block made of Portland cement, aggregates, and water used in the construction of walls, foundations, and piers, etc.

Conjectural Design based on or involving guesswork or an unsubstantiated theory.

Contributing Resource Those buildings or landscapes built during the district's period of significance that exist in comparatively original condition, or that have been appropriately restored or could reasonably be restored, and clearly contribute to the historic significance of the district. May also include buildings or landscapes which have been constructed prior to or after the period of significance which have acquired significance in their own right or are compatible with the character of the historic district.

Coping The protective uppermost course of a wall or parapet.

Corbelling A series of projections, each stepped out further than the one below it; most often found on brick walls and chimney stacks.

Corner Boards Boards placed at the corners of exterior walls to provide a neater appearance and to protect the ends of the wood siding.

Cornice Projecting ornamental molding serving as a crowning member along the top of a building or wall.

Course A horizontal row of stones, bricks, or block in a wall.

Cresting An ornamental decoration at the ridge of a roof or top of a wall or screen.

Cultural Landscape A geographic area (including both cultural and natural resources), associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values.

Curtain Wall A non-loadbearing wall used for enclosure, which is applied to or in front of a structural system.

Deck An uncovered platform, usually with wood decking and railings, that extends out from the face of a building or sits freestanding and raised above grade.

Demolition The razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.

Demolition by Neglect Neglect in maintaining, repairing, or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

Dentil/Dentil Molding A molding with a series of small blocks that look like teeth, usually seen under a cornice.

Design As related to the determination of "integrity" of a property, design refers to the elements that create the physical form, plan, space, structure, and style of a property.

Dormer A structure projecting from a sloping roof. Usually housing a window or ventilating louvers.

Dormer Window A window used for lighting the space of a roof in the same plane as the wall (wall dormer) or projecting from the slope of the roof (roof dormer).

Double-Hung Window A window with two sashes, one above the other, arranged to slide vertically past each other.

Downspout A pipe that carries water from the gutters to the ground or sewer connection.

Eave The underside of a sloping roof overhang projecting beyond the wall at the lower edge of a roof.

Efflorescence Powdery white salts left on a wall surface as it dries out. They are unsightly and usually harmless unless they lift paint or plaster. They come mainly from gypsum or pyrite in the clay and coal bricks are fired with or from the mortar.

Elevation A mechanically accurate "head-on" drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation is in fixed proportion, or scale, to the corresponding measurement of the real building.

Ell A wing or addition extended from the back of a house at right angles to the length of the building containing full sized rooms.

Entablature The part of the building between the roof and the column capital, including the cornice, frieze, and architrave.

Entasis A slightly convex curve in the shaft of a column, introduced to correct the visual illusion of concavity produced by a straight shaft.

Façade The face or elevation of a building.

False Front A front wall which extends beyond the sidewalls of a building to create a more imposing façade.

Fascia A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or "eaves", sides of a pitched roof. Rain gutters are mounted on it.

Fenestration The design and placement of windows.

Finial The decorative, pointed terminus of a roof or roof form.

Fishscale Shingles Also referred to as scalloped wood shingles, fishscale shingles feature a style of cut wood pieces that, when assembled on a roof or siding, give the appearance of a fish's skin.

Fixed Sash A window, or part of a window, that does not open.

Flashing Pieces of metal used around wall, roof and chimney junctions and angles as a means of preventing leaks.

Flat Roof A roof that has only enough pitch so that water can drain.

Form The overall shape of a structure (e.g., most structures are rectangular)

Frame A window component.

Frieze The middle part of a classical entablature, above the architrave and below the cornice; horizontal member connecting the top row of the siding with the cornice.

Gable A triangular wall section at the end of a pitched roof. The term is also sometimes used to refer to the whole end wall.

Gabled Roof A double-pitched roof with pitches at opposite but equal angles meeting at the roofs ridge.

Gambrel Roof A roof having a double slope on two sides of a building.

Gallery A porch or veranda.

Gazebo An outdoor pavilion or summer house popular for lawns and gardens of rural houses in the Victorian era.

Gingerbread An architectural style that consists of elaborately detailed embellishment known as “Gingerbread” trim.

Glazing Fitting glass into windows and doors.

Grille A framework of cast iron, or other material, in the form of bars.

Gutter A channel of wood or metal running along the eaves of the house; used for catching and carrying off water.

Half-Timbered Descriptive of 16th and 17th century houses built with exposed timber framing with spaces filled in with plaster or masonry. This style of building was imitated in the 19th and early 20th centuries with the Tudor Revival style.

Head The top horizontal member over a door or window opening.

Hipped Roof A roof with four uniformly pitched sides.

Historic Context An organizing structure for interpreting history that groups information about historic properties that share a common theme, common geographical area, and a common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative historic significance.

Historic District An area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering, culture or significance.

Historic District Commission The City of Holland's Historic District Commission consists of seven volunteer city residents appointed by City Council to consider applications for proposed exterior work on designated properties requiring a Certificate of Appropriateness, promote the identification and protection of historic properties throughout the City, and to make recommendations to City Council for historic district designation.

Historic Integrity The degree to which a building or landscape has retained its original elements. (see *Integrity*)

Historic Designated Landscape A landscape that was consciously designed or laid out according to design principles.

Historic Preservation The identification, evaluation, establishment, and protection of resources significant in history, architecture, archaeology, engineering, or culture.

Historic Resource A publicly or privately-owned building, structure, site, object, feature, or open space that is significant in history, architecture, archaeology, engineering, culture of a community within this State, or of the United States.

Hood A protective and sometimes decorative cover over doors and windows.

Hopper Window A window that is hinged on the bottom and swings inward.

Human Scale The relationship between the dimensions of a building, street, streetscape, or outdoor space to the average dimensions and movement capacity of a human body.

Infill Buildings A new structure built in a block or row of existing buildings.

In-Kind Replacement To replace a feature of a building with materials of the same characteristics, such as material, texture, color, dimension, etc.

Integrity The authenticity of a property's identity, evidenced by the survival of physical characteristics that existed during the property's historic period. Seven properties per the National Register Program: location, setting, feeling, association, design, workmanship, and materials.

Interior Energy Panels Single pane glass panels affixed to the interior of historic windows in order to reduce conductive heat loss and prevent the infiltration of cold air from outdoors. They are an option for increasing energy efficiency without full window replacement.

Jalousie A type of window or door with numerous horizontal slats, usually of glass or wood, operated by a crank mechanism.

Keystone The central stone of an arch.

Lancet Window A narrow vertical window that ends in a point.

Lap Siding (See *Clapboard*)

Lath A narrow, thin strip of wood or metal used as a base for plaster or stucco.

Lattice A network of interlacing lath or other material used as screening, especially in the base of a porch.

Leaded Glass Window A window composed of pieces of glass that are held in place by lead strips; the glass can be clear, colored or stained.

Light A window or opening in a wall that admits light; also, a pane of glass.

Lintel The horizontal beam over a door or window to support the weight above.

Louvered A door or window with a fixed or movable slanted slats.

Maintenance To prevent the deterioration or destruction of a historic building or feature, repairs must be done with minimal or no damage to the original building fabric in like materials and- if possible- using the same methods as first were used to create the building or feature.

Mansard Roof A roof having two slopes on all four sides, with the lower slope steeper than the upper.

Massing The combining of several masses to form a building volume.

Masonry Construction materials such as stone, brick, concrete block or tile.

Material As related to the determination of “integrity” of a property, material refers to the physical elements that were combined or placed in a particular pattern or configuration to form an historic property.

Mechanical Equipment As related to the determination of “integrity” of a property, material refers to the physical elements that were combined or placed in a particular pattern or configuration to form an historic property.

Modillion The projecting decorated bracket used in a series to support a cornice.

Molded Brick Brick shaped in a mold for decoration.

Molding A continuous decorative band that is either carved into or applied to a surface, generally used in cornices and trim around window and door openings.

Monolithic A massive and undifferentiated building design.

Mullion A vertical member separating windows, doors or panels in a series.

Muntin The wood or metal strips separating the panes of glass within a window.

Newel Post The post supporting the handrail at the top and bottom of a stairway.

Non-Contributing Resource Those buildings and landscapes built during the district's period of significance that have been altered to such an extent that original historic elements are not interpretable, and restoration is not possible; and also buildings erected outside the period of significance that are not individually significant nor have gained significance with the passage of time.

Notice to Proceed Authorization to perform work that does not qualify for a Certificate of Appropriateness but may be legally accomplished following conferral of the City of Holland's Preservation Ordinance, Article XV, Section 2-102.4(a-d).

Ordinary Maintenance Keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work under the ordinance.

Oriel Window A projecting bay with windows, which emerge from the building at a point above ground level. It is often confused with a bay window which ordinarily begins at ground level.

Orientation Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building. Generally the entrance, and thus the orientation, faces the street.

Pale A pointed stick or picket used in a fence.

Parapet A low, solid, protective wall or railing along the edge of a roof or balcony, usually used to surround a flat or built-up roof.

Patina The appearance of a material's surface that has aged and weathered. It often refers to the green film that forms on copper and bronze.

Patio A usually paved and shaded area adjoining or enclosed by the walls of the house.

Pediment A wide low-pitched gable end of the roof; also the triangular crowning element used over doors and windows.

Period of Significance The time period during which the majority of contributing buildings in a historic district were constructed.

Pier The part of a wall between windows or other openings. The term is also used sometimes to refer to a reinforcing part built out from the surface of a wall; a buttress.

Pilaster A shallow pier attached to a wall.

Pitch The slope of a building element, typically expressed as the ratio of vertical rise per horizontal run. E.g., a 3/12 pitch indicates a rise of 3" for every 12" of horizontal run.

Plate Height The distance between the foundation or the topmost horizontal piece of framing at the top of a wall and where the next floor framing begins or where the roof form starts.

Porch A covered entrance or semi-enclosed space usually projecting from the façade of a building. May be open-sided, screened or glass enclosed.

Porte Cochere A roofed structure extending from the entrance of the building over an adjacent driveway and sheltering those getting in or out of vehicles.

Portico An entrance porch often supported by columns and sometimes topped by a pedimented roof; can be open or partially enclosed.

Portland Cement A hydraulic cement binder for concrete.

Post A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc., pillar; pole.

Preservation Keeping an existing building in its current state by a careful program of maintenance and repair.

Proportion A central principle of architectural theory, proportion is the visual effect of the relationships of the various objects and spaces that make up a structure, between structures, and to the whole.

Protection The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss of attack or to cover or shield the property from danger or injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment.

Pyramidal Hipped Roof A pyramid-shaped roof with four sides of equal slope and shape.

Quoin Dressed stones or bricks at the corners of buildings, laid so that their faces are alternately large and small. Originally used to add strength to the masonry wall, and later used decoratively.

Rafter Part of a wooden roof frame, sloping down from the ridge to the eaves and establishing the pitch, upon which the roof covering is placed.

Recessed Entry A common component of an historic storefront. Historically display windows, which contained dry goods and other wares for sale, flanked the recessed entry.

Reconstruction Involves recreating an historic building that has been damaged or destroyed by erecting a new structure that resembles the original as closely as possible. A reconstruction may be built with new or recycled building materials.

Rehabilitation A process of returning a property to a state of utility through repair or alteration, which makes possible an efficient contemporary use while preserving those portions or features of a property, which are significant to its historical, architectural, engineering, and cultural values.

Remodeling Changing the appearance and style of a structure, inside and out, by removing or covering over original details and substituting new materials and forms. Also called “modernizing”.

Renovation Similar to rehabilitation, except that in renovation work there is a greater proportion of new materials and elements introduced into the building.

Repair To restore a decayed or damaged resource to good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work under the ordinance.

Repoint To remove old mortar from courses of masonry and replace it with new mortar.

Resource A district, site, building, structure or object that is significant in the history, architecture, engineering, archaeology or culture of this community, state or nation.

Restoration A process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Retaining Wall A braced or freestanding wall that bears against an earthen backing.

Rhythm An ordered recurrent alternation of strong and weak elements.

Ridge The highest part of a roof, running from end to end.

Riser The upright face of the step.

Roof The top covering of a building. Various types identified within this glossary.

Sash A frame in which the panes of glass in a window or door are set.

Screen Door A door intended to allow ventilation but exclude insects, usually consisting of a lightweight frame and screening.

Setback The distance from the lot line to the building.

Shape The general outline of a building or its façade.

Shed Roof A single-pitched roof over a small room or porch; usually attached to a main structure.

Shutter A hipped cover or screen for a door or window.

Sidelight A framed area of fixed glass along the side of a door or window opening, often found in pairs.

Siding Building material used for surfacing a frame building.

Sill The lowest horizontal member in a frame or opening for a window, door, or framed wall or partition.

Simulated Divided Light Window Windows that have muntins affixed to the inside and outside of the panes of glass to simulate the look of a true divided light window.

Size The dimensions in height and width of a building's face.

Sliding Window A window that moves horizontally in grooves, on strips, or between runners.

Soffit The exposed under-face of an overhead component of a building structure.

Spalling The flaking of brickwork due to movement of the building structure or other cause.

Spandrel The triangular space between the exterior curves of two arches.

Spindle A turned wood element used in stair railings and porch trim.

Stabilization The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Standing Seam Metal Roof A roof with vertical panels. Historically, the panels were fitted together with hand rolled seams.

Stile A vertical piece in a panel or frame, as of a door or window.

Stockade Fence A fence made of upright, tightly spaced wooden slats.

Streetscape Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment. Elements may include: sidewalks, lights, site furniture, street trees/plantings, signs, utilities, etc.

String Course A narrow continuous ornamental band set in the face of a building as a design element.

Structure Anything that is constructed or built from different interrelated parts with a fixed location on the ground, with a permanent foundation.

Stucco A type of plasterwork, coarse or fine, used for surfacing exterior or interior walls. Typically, Portland cement mixed with lime, applied over a wood or metal lath. It is usually applied in three coats.

Synthetic Siding Any siding made of vinyl, cement, aluminum or other metallic material to resemble a variety of authentic wood siding types (clapboards, shingles, etc.).

Terra Cotta A fine-grained, often brownish-red fired clay used for roof tiles and decorations.

Traditional Based on or established by the history of the area.

Transom Window A small window over a door or another window.

Tread The level part of a step, or its length. The “run.”

Trellis A frame of latticework often used as a screen or as a support for climbing plants.

True Divided Light Window Windows that use muntins to form multiple individual panes of glass in the sash.

Turned Work In stone and wood cutting, pieces have a circular outline, such as columns, balusters, etc. usually cut on a lathe, although some shapes are cut by hand.

Turret A small, slender tower usually at a corner of a building, sometimes containing a circular stair.

Valley The depressed angle formed at the meeting of two roof slopes.

Vernacular Buildings in indigenous (local and regional) styles constructed from locally available materials following traditional building practice and patterns and not architect designed.

Visual Continuity A sense of unity or belonging together exhibited by elements of the built environment because of similarities among them.

Wainscot The lower part of an interior wall when finished in a material different from the upper part.

Wall Plane The flat vertical surface of a wall in relation to other such elements.

Water Table A projecting course of masonry near a foundation that is beveled for weathering.

Window Parts The moving units of a window are known as sashes and move within the frame. The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin members called muntins or glazing bars. Sometimes in 19th Century houses, windows were arranged side-by-side and divided by heavy vertical wood members called mullions.

Wing A parallel extension (often subordinate) to a building.

Work Construction, addition, alteration, repair, moving, excavation, or demolition.

Appendix 5: References

City of Holland:

Code of Ordinances

Historic Preservation

A Pact with the Past: City of Holland Historic District Commission Design Guidelines, 2008.

State Government:

Michigan State Historic Preservation Office

Federal Government:

Secretary of the Interior's Standards for Rehabilitation

Other:

Ann Arbor Historic District Design Guidelines, Ann Arbor Historic District Commission, 2012.

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City of Northfield (MN) Downtown Preservation Design Guidelines, prepared by the Northfield Heritage Preservation Commission, August 2004.

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Downtown Sandusky (OH) Design Review Guidelines, City of Sandusky Downtown Design Committee, August 2007.

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Historic Preservation Guidelines, City of Grand Rapids, 2006.

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Tyler, Norman, Ilene R. Tyler, and Ted J. Ligibel. *Historic Preservation: An Introduction to its History, Principles, and Practice.* New York: W. W. Norton & Company, 2018.

Winchester (VA) Historic District Design Guidelines. City of Winchester.

12th Street Design Guidelines, Covington, KY. March 2008.

Appendix 6: Index of Preservation Briefs, National Park Service

Preservation Briefs provide guidance on **preserving**, **rehabilitating**, and **restoring** historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful to Historic Preservation Tax Incentives Program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.
Some of the web versions of the Preservation Briefs differ somewhat from the printed versions. Many illustrations are new and in color rather than black and white; Captions are simplified, and some complex charts are omitted. To order hard copies of the Briefs, see Printed Publications.

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)

13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18. Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible

33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Rehabilitation of Historic Buildings
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings
48. Preserving Grave Markers in Historic Cemeteries
49. Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement
50. Lightning Protection for Historic Buildings