

CITY OF FORT THOMAS

DESIGN GUIDELINES AND PROCEDURES

For the Midway and Town Center Business Districts

Regulations Governing
Site Modification,
Demolition,
Landscaping,
Public Streetscape
and Signage

Fall 2002





ACKNOWLEDGEMENTS

DESIGN REVIEW BOARD

Scott Hull, Chair
Melinda Motley, Vice-Chair
Brian Barton
Chris Manning
Jim Stegman

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Eric A. Haas, Council Member
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Roger L. Peterman, Council Member
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CITY STAFF

Jeffrey S. Earlywine, City Administrative Officer
Jay Treft, Assistant to CAO/Economic Development Director
Ralph Hopper, Building Inspector/Zoning Administrator
Betsy Downard, Downtown Manager
Nazanin Khodadad, Architecture Student Intern



The Mission of the Design Review Board is to work with business owners, citizens and the city to help preserve and enhance the unique and varied community character and architectural styles in our local business districts.

The Purpose of the Guidelines is to help create and maintain the attractive nature of Fort Thomas, and to enhance its vitality and continued heritage.

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OVERVIEW



Repair	original materials rather than replace them
Retain	original features
Promote	the historic compatibility of the Districts
Protect	the original setting of a building to preserve its integrity
Maintain	the original historic fabric of a building to enhance its character

OVERVIEW

1.1 Introduction

The purpose of these guidelines is to establish specific design standards for the Central Business District (CBD) zoning classification (hereinafter “Districts”) in order to help business and property owners to create and maintain the attractive, unique community character of Fort Thomas, and enhance its vitality and continued heritage.

These guidelines are not intended to:

- Prohibit, hinder or strictly regulate building improvement projects;
- Return the Districts to any one particular style of architecture prevalent in the past;
- Govern land use questions;
- Require that any structure be altered against the owner’s wishes.

In short, it is the goal of these design standards to benefit the citizens, businesses and property owners of Fort Thomas through:

- Aesthetically-pleasing streetscapes and architecture;
- Improved environment for business;
- Renewed economic vitality.

1.2 Philosophy

The principal philosophy behind these guidelines is an emphasis on historic compatibility, preservation and enhancement over complete replacement. This is reflected in the guidelines through the use of such words as **repair**, **retain**, **promote**, **protect** and **maintain**.



2 OVERVIEW

1.3 Background

In Winter 2002, the City of Fort Thomas took an important step in preserving and enhancing the unique and varied community character and architectural styles in the Districts. A Design Review Board was established through an act of the Fort Thomas City Council (Ordinance O-2-2002) on February 19, 2002.

The Design Review Board has adopted these written guidelines for the review and evaluation of proposed exterior alterations to public and private properties within the districts to ensure design compatibility of built elements with the overall character of the Districts.

The Districts consist of two primary business areas in the community: Town Center and Midway (See Figures 1, 2 and 3). These two areas were selected for design review due to the fact that they are the primary historic urban business districts within the community. The architecture within the area is important to preserve and enhance for the continued vitality and heritage of the community.

Despite their distinctions, Town Center and Midway contain certain common threads such as Fort Thomas Avenue, plentiful surrounding green-space, stonework, ornamental iron, and mixed land uses, just to name a few.

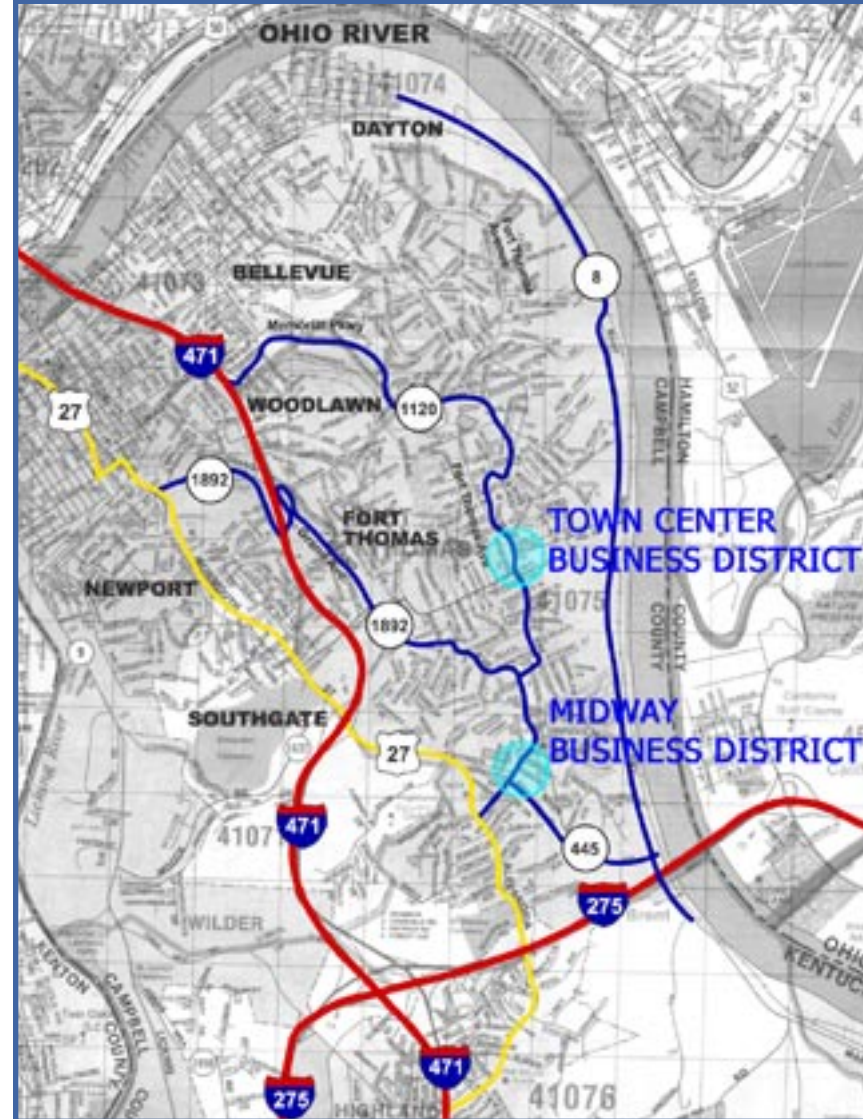
The Mission of the Design Review Board is to work with business owners, citizens and the city to help preserve and enhance the unique and varied community character and architectural styles in our local business districts.

The Design Review Board is a five (5) member board made up of residents appointed by the Mayor with the advice and consent of the Board of Council. All members have a demonstrated background or interest in one or more relevant fields, including design, architecture, historic preservation and restoration, building, construction management, engineering, real estate or small business management.



NOT TO SCALE

FIGURE 1: FT. THOMAS MAP AND VICINITY



3 OVERVIEW

FIGURE 2: TOWN CENTER BUSINESS DISTRICT



The Town Center Business District represents the civic center of the community, containing local government offices, the Post Office, financial institutions, and other commercial and residential land uses. The architecture of the Town Center can be described as an eclectic mix of turn-of-the-century Victorian, Tudor, Colonial and other building styles.

Note: Refer to Appendix 3 for corresponding addresses



NOT TO SCALE

FIGURE 3: MIDWAY BUSINESS DISTRICT



The Midway Business District is located on the southern end of the community across from the former military Fort. This area came into existence in the late 1800's to service the adjacent military fort and the soldiers stationed there. The architectural styles within the Midway Business District are less eclectic and strongly influenced by structures of Tower Park.



4 OVERVIEW

1.4 History

Fort Thomas was incorporated on February 27, 1867. Originally, the area was named the “District of the Highlands” but it was later changed by vote to Fort Thomas in 1914. At that time, the central area of town was known as “Mt. Vernon” and the northern area of town referred to as “Mt. Pleasant”. There are many historic sites in the city, including St. Stephen Cemetery, which has been in use since 1850, and Samuel Woodfill School, which is named for a WWI hero. Robson Spring, on Alexandria Pike, is a surviving mineral spring used regularly in the 1920’s and during the flood of 1937 for drinking water. Built in 1859, the Samuel Shaw House on Audubon Place is one of the oldest homes in town. There are approximately 160 residences in Fort Thomas that are over 100 years old.

The city boasted an electric railway, referred to as “The Green Line,” from downtown Cincinnati to Fort Thomas that was brought in through the generosity of Samuel Bigstaff, a prominent citizen and property owner. As a primary means of transportation for residents, passenger trolley cars once traversed the city along what is now Fort Thomas Avenue and Memorial Parkway.

Basic to the spirit of the city is the former military fort, for which Fort Thomas is named, which was constructed between 1898 and 1901. Due to the community’s high elevation, this site was chosen for building a U.S. military fort to train troops at a location that wouldn’t be repeatedly flooded as it did in lower land at Newport Barracks. As was the custom of the time, the fort was given the name of an outstanding Civil War general, George H. Thomas, who was a strong and courageous leader known for his firm stand as the “Rock of Chicamauga.”

During the years when the fort was activated as an Army Post (until approximately 1948), there was a bustle of activity as troops from Ohio, Indiana, and all sections of Kentucky came in by train through Newport and Cincinnati. Enlistees were brought directly to Fort Thomas by trolley, lived in the barracks buildings, dined in the Mess Hall (still-existing), and marched daily on the drill fields (now converted to ball fields and used for softball, baseball, soccer and volleyball). The fort, deactivated by the U.S. government in the early 1970’s, was procured by the City for the express purpose of becoming a recreation area. Today known as Tower Park, this area is the city’s largest and most active park, and still contains the former military Armory building now used for recreation.



The Shaw House



The Green Line at Tower Park, 1904



Army Enlistees at The Fort

5 OVERVIEW

1.4 History (continued)

One of the city’s most significant landmarks is a large, 102-foot-high stone water tower which stands at the entrance to Tower Park. This water tower was constructed in 1890 to provide water to the troops stationed in the fort. Cannons captured in Cuba’s Havana Harbor during the Spanish-American War rest on the stone platforms in front of the Tower. A wrought iron gate stands at the entrance, along with a bronze plaque with sculpture dedicated to the memory of the 28 officers and soldiers from the Sixth Regiment of the U.S. Infantry who lost their lives in the Spanish-American War.

In addition to the park, there also presently exists an on-site Veteran’s Hospital facility, U.S. Army Reserve center, nursing home, and approximately two-dozen turn-of-the-century homes formerly used as military living quarters. This area is now on the National Register of Historic Places.

The community of Fort Thomas is one mindful of the military roots that formed the core of the municipality, and the historical roots of the Ohio River that runs along the entire eastern border. Situated along the ridge line of the river bluffs, with lovely older and newer homes, tree-shaded streets and well-placed parks, the city provides a comfortable living environment for its citizens.



Officers' Quarters at the Fort, 1907



North Fort Thomas Avenue in the 1940s



View of the Ohio River from Fort Thomas



The Water Tower



6

DESIGN REVIEW PROCESS

2.1 Projects Needing Review

Any project affecting the exterior appearance of the building or property from any public right-of-way will require design review and approval.

Any exterior building alterations, such as:

- Window and door replacement
- Painting
- Siding
- Tuck pointing
- Roof/gutter replacement
- Porches/decks

Any interior building alterations that may affect the appearance of the exterior

New construction/additions

Demolition

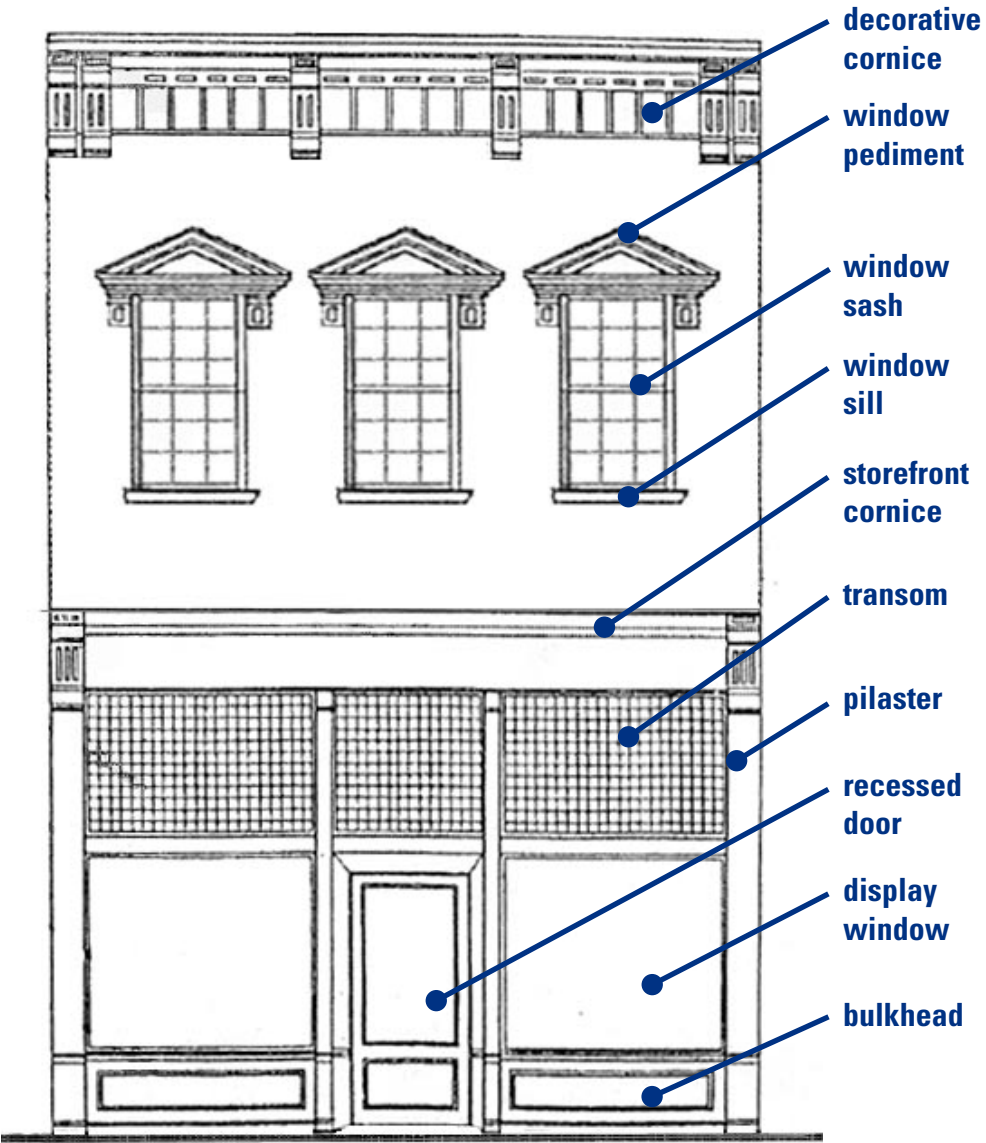
Landscaping, including:

- New plantings
- Tree removal
- Lighting
- Public streetscape items
- New off-street parking and paved areas

Signage/Awnnings

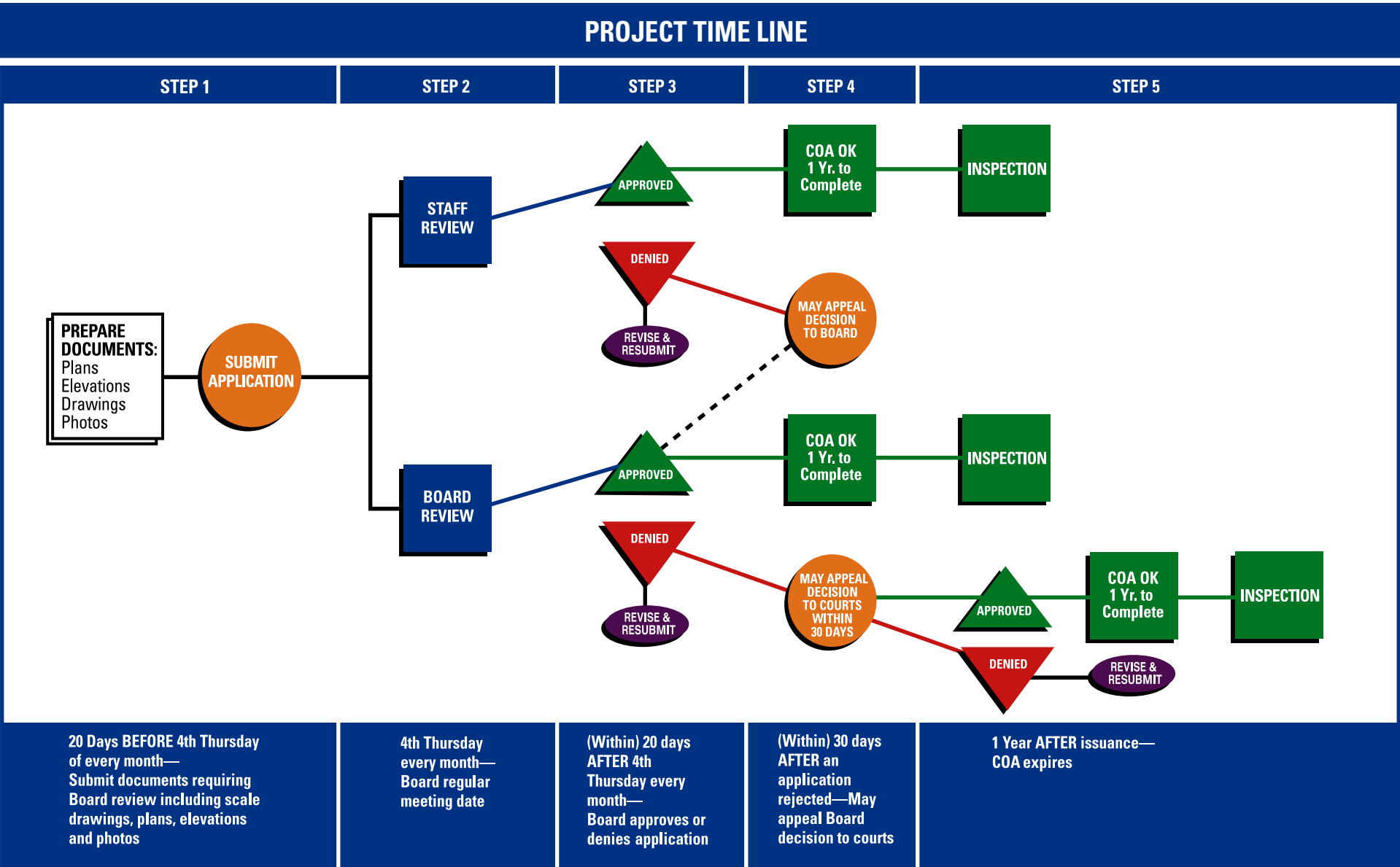
Design Review Board approval is not required for ordinary repair and maintenance of exterior building feature where the work reproduces the existing design and is executed in the existing material. The DRB offers our expertise as a resource to all property/business owners in regards to any proposed work.

Please refer to Appendix 2, Design Review & Approval Authorization Schedule, for a complete list of reviewable projects.



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DESIGN REVIEW PROCESS



8 GENERAL DESIGN GUIDELINES

2.2 Procedures

An application for a Certificate of Appropriateness (COA), available from the General Services department at the City Building, must first be completed and submitted. Work should not commence until a COA has been issued and any required zoning and/or building permits are obtained.

In an effort to streamline the approval process, several types of routine maintenance (see Appendix 1) can be approved at the City staff level. In instances where a COA is required from the Board, or an applicant is appealing a decision of the staff, a completed hearing application must be submitted a minimum of twenty (20) calendar days prior to the scheduled hearing date.

The Board meets monthly to review COA applications requiring Board approval. Prior to the hearing, notice of the proposed alteration is sent to property owners abutting the property under consideration. To issue a COA, the Board will determine that the proposal is compatible with the design guidelines, with the applicant carrying the burden of proof.

The Board should act upon all submitted applications within twenty (20) days from the date of the hearing. An applicant aggrieved by any action or decision of the Board may appeal to the appropriate court within thirty (30) days subsequent to final action of the Board.

A COA is valid for one (1) year after it is issued, unless extended by the Board at the request of the applicant. The Board or City staff may conduct site visits to determine that the work complies with the provisions described in the COA.

3.1 General Design Guidelines Overview

Because there are a variety of specific conditions, each project must be considered on an individual basis. However, utilizing the preservation and enhancement philosophy outlined, the Board will consider the following general design concepts for all proposed work:

- The removal or alteration of historical material or distinct stylistic features is to be avoided.
- Wherever possible, **repair** rather than replace. If replacement is necessary, replicate the original as closely as possible.



The Midway, 1908



The Midway, 2002

The Design Review Board meets regularly the 4th Thursday of every month at 6:00 pm at the City Building unless otherwise rescheduled.

9 GENERAL DESIGN GUIDELINES



North Fort Thomas Avenue, 1950s



North Fort Thomas Avenue, 2002

- Non contributing structures should strive for enhancements that are compatible with the character of the district.
- Original design features may be covered and should seek to be revealed and restored.
- New additions, construction or infill should be compatible with the existing buildings, its neighbors and the overall character of the Districts.
- Do not assume that a later addition or alteration to an old building is worth less just because it's not part of the original building. Additions made at a later time may have gained historical significance on their own.
- Use architectural styles, construction materials and paint colors appropriate to the Districts.
- **Maintain** height, shape and proportion as represented by existing buildings, as well as existing skyline created by roofline contour and cornice.
- Setbacks are to be based on those of abutting properties (within relevant zoning parameters).
- **Maintain** existing rhythm of facade including doors and windows.
- Streetscape enhancement within the Town Center Business District should be consistent with the CBD Master Plan.
- Any sign/awning should be professionally designed and should relate to and complement the existing building and surrounding area.
- The board encourages adherence to the provisions of Americans with Disabilities Act (ADA).

As a supplemental reference to these general guidelines, the U.S. Department of the Interior has established The Secretary of the Interior's Standards for Rehabilitation. These standards are intended to guide property owners in planning the rehabilitation, preservation and continued use of historic buildings. These are listed in Appendix 1.

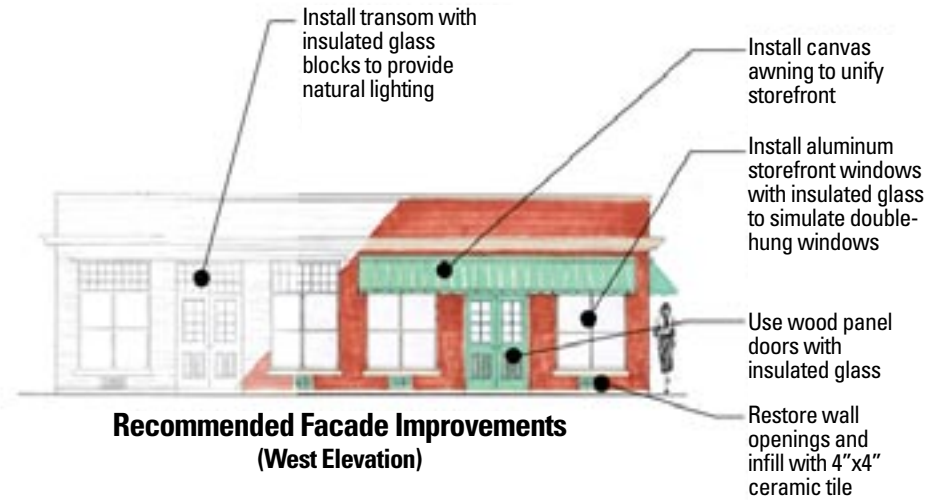


10 RENOVATIONS & REHABILITATION

4.1 Renovations and Rehabilitation Overview

The following guidelines apply to all buildings residential, commercial and institutional:

- Materials used on the exterior of a building should be compatible with the building's original materials and the overall character of the District.
- Buildings should have exterior material of wood, brick, stucco, stone, masonry, metal or other materials as approved by the Board per the official Design Guidelines & Procedures.
- Existing architectural features and elements that give buildings their character, such as rooflines, porches, doors, windows, decorative piers, columns, brackets, cornices, decorative brickwork and tile should be preserved.
- Where necessary, missing, inappropriate or deteriorated materials should be replaced with appropriate recycled or new materials that match the original element as closely as possible.
- If the original detail is deteriorated beyond repair or is missing, it should be replaced with a newly constructed detail appropriate in scale, material, proportion and accuracy.
- The addition of inappropriate and out-of-character features should be avoided.
- The texture, color and compatibility among the various elements of the structure should also be taken into consideration. Original materials should not be removed or covered.



11 RENOVATIONS & REHABILITATION

4.2 Roofline Contours

The buildings in the District display a variety of roof types. The original roofline and shape of structures should be preserved, including parapets, roof slopes and detailing. Changing the original roof shape or adding features inappropriate to the essential character of the roof such as oversized dormer windows is discouraged. Whenever possible, retain the original type of roofing materials. New roofing should be appropriate to the style and period of the building and neighborhood, and should match the old in composition, size, shape, color and texture. Preserve or replace, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting and weather vanes. Architectural details that will change the character of the roof are discouraged. Television antennae, satellite dishes or similar items and mechanical equipment should be placed in a location where they will not be visible from the public right-of-way.

Skylights, Roof Decks and Roof Gardens

Skylights, roof decks and roof gardens may be permitted if they do not detract from the architectural character of the building. Generally, the use of skylights, roof decks or roof gardens in the main facade of the building is discouraged.

Roof Ornaments and Accessories

Historic boots, scuppers and other ornamental roof accessories should be cleaned, repaired and painted. Where replacement is necessary, strive for replication of original design.

4.3 Gutters and Downspouts

Box gutters should be preserved and repaired whenever possible. If box gutters cannot be repaired, they should be replaced to match the existing box gutters. If it is absolutely necessary to replace the original gutters with hanging gutters, they should be replaced with profile and sized gutters that reflect the architectural style of the building. Downspouts should be similar in shape, size and location as the original. Exposed gutters and down spouts, unless made of copper, should usually be painted the same color as the trim. To prevent the paint from flaking and peeling within a short period of time, galvanized metal gutters and downspouts should be coated with a galvanized steel primer before applying the finish coats of paint.



12 RENOVATIONS & REHABILITATION

4.4 Rhythm of Facade

Perhaps the most distinctive feature of any building is its openings. Keeping this in mind, the original doors and window openings should be retained. When original doors and windows must be replaced, the replacement should be characteristic of the building's style and should fit the original openings in the facade. Original window and door openings should not be infilled.



4.5 Doors

Whenever possible, the building's original door and door trim should be retained and repaired. Any original hardware and glazing on the door should also be repaired and retained whenever possible. Original transoms and side lights should be retained.



Door openings should not be reduced, enlarged or filled in, especially on street facades.

If original doors are not desired, the door may be fixed in place to retain the original appearance. If a new door is required, the size, proportion, shape and number of panels of the original door should be duplicated.

New doors should match the material and hardware of the original.

New doors installed where there are no existing openings, should match the existing doors as much as possible, especially where visible from the street. New openings should be of the same size and at the same height as existing openings.

If original openings are filled in on the side or rear, the outline of the original opening should remain apparent by setting infill material back from the surface and leaving original sills and lintels in place.



13 RENOVATIONS & REHABILITATION

4.6 Windows

The original pattern of window openings and their shape and configuration on structures in the districts should not be altered. When replacement windows are used, they should match the original in size, shape and design. Windows of a style or era different from the building should not be used. Window openings should not be reduced, enlarged or filled in, especially on street facades.

New windows installed where there are no existing openings, should match the existing windows as much as possible, especially where visible from the street. New openings should be of the same size and at the same height as existing openings. New openings should be trimmed to match the existing openings.

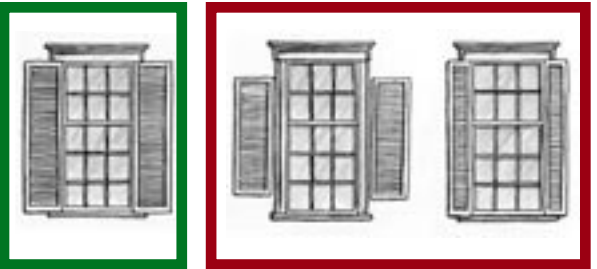
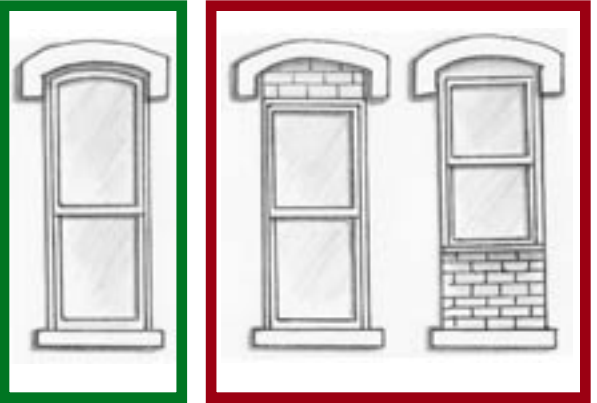
If original openings are filled in on the side or rear, the outline of the original opening should remain apparent by setting infill material back from the surface and leaving original sills and lintels in place. Original openings on the side and rear may be blocked by attaching shutters in a closed position to maintain the appearance of a window.

Storm doors and windows should be constructed with a narrow frame and should be similar in trim color in order to not alter the visual effect of the opening.

All glazing should be clear.

4.7 Shutters

Original shutters should be retained or repaired whenever possible. New shutters should match the old in composition, size, shape, color and texture. Shutters that detract from the character and appearance of the building should not be installed. Shutters should look functional and the size of the shutters should be proportional to fit the opening of the window if closed.



4.8 Materials and Textures

Original architectural materials such as brick, stone, wood siding, wood trim, cast iron, wrought iron and sheet metal should be repaired, restored and reused whenever possible. Original materials should not be removed or covered. Missing or deteriorated materials should be replaced with appropriately recycled or new materials that match the original as closely as possible. Existing architectural features that give buildings their character, such as decorative piers, columns, brackets and cornice work, decorative brickwork, and terra cotta, should be preserved. The addition of inappropriate and out-of-character features should be avoided.

4.9 Masonry

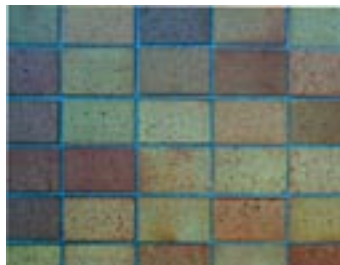
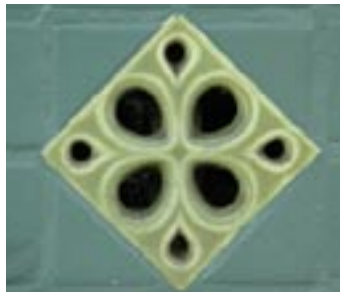
Masonry is one of the most durable building materials and can last for centuries. Brick, stone, terra cotta, stucco, concrete and mortar are all examples of masonry. Masonry is used primarily for wall surfaces, but is also used for cornices, pediments, window lintels and sills and other decorative building elements. The color, texture and patterns of the masonry help define the character of a building.

Cleaning

Cleaning masonry should be done by the least damaging method available, ranging from washing with a mild detergent and soft brushes to chemical cleaning. Sandblasting is not an acceptable method for cleaning because it destroys masonry and lessens the life of the building.

Sealants

Water-repellent coating should not be used unless there is actual water penetration through the masonry units themselves, and the problem is not caused by faulty or missing mortar, poorly functioning gutters and downspouts or rising water. If water is penetrating through the masonry to interior surfaces, then only the affected area should be treated and only after the masonry has been allowed to dry. Painting is more permanent and provides a good measure of waterproofing to masonry walls. However, painting is recommended for buildings in the Districts only if the buildings have previously been painted. Painting brick walls that have never been painted before is discouraged. (Refer to section 4.12 on Paints for more detail.)



4.9 Masonry (continued)

Tuck Pointing

Older, softer bricks require a softer mortar. Tuck pointing should be done with a soft mortar, simulating the old lime and sand mortars in appearance and composition.

A mixture consisting of **1** part of white masonry cement, **2** parts of lime and **7 to 9** parts of the smallest available mesh sand (to match the original sand) is recommended.

The use of the softer mortar will insure that during periods of freezing and thawing, the expansion and contraction characteristics of the brick and mortar will be nearly the same.

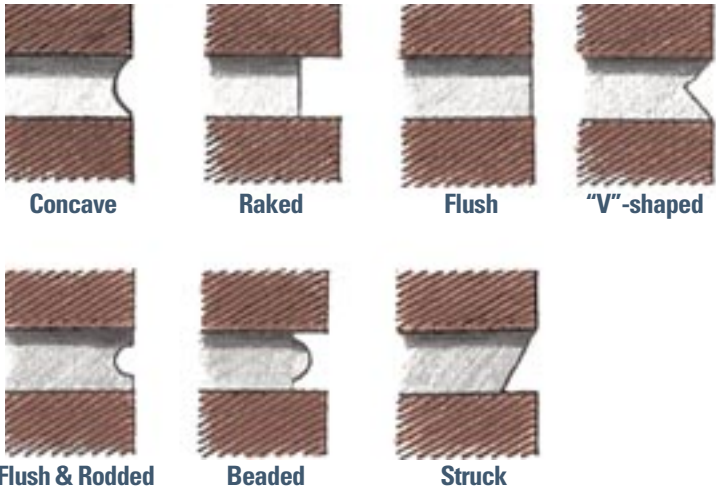
If a hard, modern mortar with a high Portland cement content is used, the softer bricks may suffer irreparable damage during the freeze/thaw periods.

The original tooling of the masonry joint should be matched by new tuck pointing.

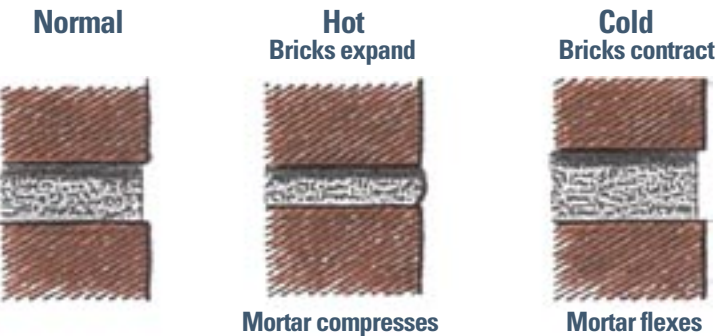
The mortar should be tinted to match the color of the original mortar as closely as possible.

If the brick itself needs to be replaced, the brick should match the original as closely as possible.

Customary Tooled Joints



Fexible Mortar (Lime)



Inflexible Mortar (Cement)



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○○

:

○

○

○

○

○

○

○

=

soft mortar

1

:

2

:

7-9

part white masonry cement

parts lime

parts mesh sand

Design Guidelines and Procedures

Fort Thomas, Kentucky

16 RENOVATIONS & REHABILITATION

4.10 Siding/ Exterior Surface Treatment

Wood, a common building material used for structural framing, protective siding and decorative elements (such as cornices, brackets, shutters, doors and windows, columns and porches) is widely used throughout the Districts. For the purpose of these guidelines, siding means all wood siding, shingles, decorative wooden elements, framing and other synthetic products deemed appropriate by the Board.

- Wood clapboard siding should match existing and should run in the same direction of the original material.
- Siding or other exterior surface treatments should not be used in order to cover original building materials.
- Siding should be applied horizontally, and all wood siding should be painted.
- Shingles, decorative wooden elements, trim and face trim should be retained or replaced to match the existing element.

Synthetic Siding and Trim Products

The use of synthetic siding and trim materials should be carefully considered for compliance with the guidelines. These design guidelines discourage the use of synthetic siding and trim products for the following reasons.

- It rarely duplicates the appearance of original siding.
- Aluminum or vinyl over wood siding can trap moisture causing the wood to deteriorate.
- The insulation value of synthetic siding is much lower than that of wood and will not contribute significantly to the overall warmth of the structure.



17 RENOVATIONS & REHABILITATION

Synthetic Siding and Trim Products (continued)

In some circumstances the use of synthetic siding may be permitted. The board recognizes that new products come to market, and that each project will be reviewed on a case-by-case process.

- Corner boards for synthetic siding should be the same size as the existing corner boards.
- New window and door trim should be the same width as the original trim.
- Architectural features such as cornices, brackets, window sills and lintels should not be removed or obscured when resurfacing material is applied.
- Frieze and soffit boards must be covered in the same width as the original.
- Exterior facade shingles should remain, or be replaced with like materials, and must not be covered or altered.
- Decorative porch posts, railings, brackets, cornices and cornice trim must remain uncovered.
- Masonry must remain uncovered.
- The width of synthetic siding must have approximately the same width and shape as the original.
- Synthetic siding should not be installed over rotted wood. All original siding, trim, fascia and drip should be repaired.
- All synthetic siding should be compatible with the colors of the Districts. (Refer to section 4.12 on Paints for more detail.)
- Siding materials with a stamped or molded design which imitates masonry or wood grain should not be used.



18 RENOVATIONS & REHABILITATION

4.11 Porches and Decks

Porches or additions reflecting later architectural styles may be important to the building's historic integrity and should be retained. Retain porches and steps which are appropriate to the building and its development.

When a porch is added where one did not previously exist, the porch, including the detailing, materials, texture, color, scale and connection of railings and trim, should be compatible with the building and surrounding district.

No treated wood decks should be visible from the public right of way. Treated wood deck materials should not be incorporated into the renovation of existing porches on historic buildings.



19 RENOVATIONS & REHABILITATION

4.12 Paints and Color

It is not necessary to paint a building in its original colors. However, these guidelines do encourage that buildings in the Districts be painted in compatible, historically accurate colors. The following general guidelines apply to the use of paint color in the historic areas. The chart on the following page is the best printing can simulate and is for general reference only. Please consult with a color representative at your paint supply store for true color chips. Historic color palettes are available at many nationally known suppliers.

- The colors applied to any building should be selected from colors available at the time the building was built and considered appropriate for the original style and design.
- The colors should enhance the design of the structure in the manner originally intended.
- The colors should be compatible with the overall character of the Districts.
- When painting signs, porches, fences, lamp posts and other secondary elements to the building, colors should match and/or complement those of the structure.
- Paint colors are not restricted with the exception of intense and arresting colors such as fluorescent paints, which are not appropriate to historic buildings.
- For removing paint, use only hand scraping, chemical solvents or heat gun. Never sandblast wood siding or brick under any circumstances.
- Use quality paints appropriate to the surface being painted.



20 RENOVATIONS & REHABILITATION

GENERAL COLOR RECOMMENDATIONS

Greek Revival 1820 to 1860

Body of House: White, buff, pale yellows, light blue grays or green grays

Ornamentation and Trim: For white houses, black or dark green. For non-white houses, gray blues, darker greens (evergreen, olive, or bottle greens)

Gothic Revival 1820 to 1860

Body of House: Light earthy colors—warm grays, stone brown and grays, tans, rosy beige, dark brown

Ornamentation and Trim: Same as body color but a different shade—lighter trim on darker body or darker trim on light body

Italianate 1860 to 1890

Body of House: Unpainted brick. Medium grays, dark browns, dark reds or dark greens

Ornamentation and Trim: Dark greens, white or dark browns

Second Empire (or Richardsonian) to 1880

Body of House: Rich earth tones—warm red-browns, lead gray, terra-cotta, dark or umber browns, dark greens, ochre

Ornamentation and Trim: Contrasting color to body of building—white, beige, creams, etc.

Queen Anne or Victorian 1885 to 1910

Body of House: Multi-colored with 3-5 colors on one building. Medium grays, dark reds, dark blues, dark greens or browns

Ornamentation and Trim: Dark gray, dark brown, olive green and dark red

Colonial Revival 1900 to 1930

Body of House: Whites, light yellows, tan or medium grays

Ornamentation and Trim: Cream, warm whites, dark greens

Bungalow 1910 to 1940

Body of House: Often unpainted with stained shingles, brown or dark red

Ornamentation and Trim: White, light yellows, grays, light greens



21 RENOVATIONS & REHABILITATION

SOME TYPICAL PERIOD COLORS

Colors shown are representative of each period, and by no means comprehensive.
Natural stone, brick and masonry that has not been painted previously should not be painted.

Siding or Body						Trim				
					Greek Revival 1820–1860					
					Gothic Revival 1820–1860					
					Italianate 1845–1880					
					Second Empire— to1880					
					Queen Anne or Victorian 1876–1900					
					Colonial Revival 1900–1930					
					Arts & Crafts 1910–1940					

Typical siding or body of building colors are approximate only—the closest printing can reproduce.
Please consult with a color representative at your paint supply store.
Historic color palettes are available at many nationally known suppliers.
NOTE: natural stone, brick or masonry should NOT be painted.

Some period trim colors may have two or more schemes, especially in Colonial, Victorian or Georgian Revival periods. Shutter and sash colors may be contrasting or complementary to the primary siding color.

5.1 Additions and New Construction Overview

The purpose of these guidelines is not to prohibit new construction, but to encourage new buildings to be compatible and contextual within the historic and visual characteristics of the Districts. New construction includes both additions and in-fill buildings. New buildings can be designed so that they respect the historic character of neighboring buildings and do not simply duplicate them.

- Additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process of rehabilitation. New design should be clearly differentiated so that the addition does not appear to be an original part of the historic building but rather complements the original historic building.
- An addition to an existing structure may be designed and constructed to blend seamlessly with the structure. However, special care with regard to matching materials will be necessary.
- When an existing building is enlarged, extended or decreased in size or space, the building should retain its original architectural style, rooflines, window and door proportions and similar exterior material.
- Whenever possible, additions should be located on the rear or an elevation not visible from the public right of way and should not overwhelm the historic building.
- The scale, massing, materials and window spacing should be respected.
- Additions should be visually compatible with surrounding buildings.

When undertaking the design of a new or replacement structure, elements deemed important to the overall building appearance should be considered, in order to assure reasonable conformity to the context of adjacent structures. Such considerations include, but are not limited to, overall building height, width proportions, chimney construction, windows, doors, roof pitch and roof material. The following criteria are important in considering whether new construction proposed for the Districts is compatible.



5.2 Scale

The size and proportion of new structures should maintain the same scale and rhythm as the existing buildings. Buildings that violate the existing scale and rhythm in height, width or massing of the area, are discouraged.

Accessory buildings exceeding 100 square feet of floor area, and visible from the street, should be of the same architectural style and of the same or similar exterior material as the main building.

When rebuilding an accessory building, a reasonably reconstructed facsimile of the original structure that previously existed on the lot is appropriate.

5.3 Height and Width

The overall height of the new construction should relate to that of adjacent structures. As a general rule, new buildings should be the same height as the average height of existing buildings within the vicinity. The building's vertical and horizontal dimensions should be in proportion to one another without over emphasis of either dimension. New construction that greatly varies in height (too high or too low) from existing buildings in the vicinity should be avoided.

Horizontally long buildings should be broken up through the use of recesses or setback variations to cause the facade to appear as a series of proportionally correct masses in order to be consistent with the rhythm and massing of the buildings in the area. Spaces created by the setbacks or recesses can then be used for public spaces or courtyards with fountains, benches, etc.



The characteristic proportions of existing facades should be respected



Consistency in height of new construction with existing buildings should be respected



APPROPRIATE



INAPPROPRIATE



5.4 Setbacks

The historic lines of streetscapes should be maintained with the basic premise being to protect the visibility of adjoining properties and to maintain the rhythm of facades. This can be accomplished by locating front walls of new buildings in the same plane as the facades of adjacent buildings. Violating the existing setback pattern by placing new buildings in front of or behind the historic facade line is to be avoided. Avoid placing buildings at odd angles to the street, unless in an area where diverse siting already exists, even if proper setback is maintained.

For new construction or rehabilitation involving additions on buildings in the Districts, the setback will be no less than the average of abutting property setback (within relevant zoning parameters). When such projects occur at a corner, building setbacks across the street must be used in conjunction with those of any abutting properties.

5.5 Roofline Contour

The roof forms of the new buildings should relate to those found in the Districts. Although not entirely necessary, duplication of the existing or traditional roof shapes, pitches and materials on new construction is one way of making new structures more visually compatible.

Roof treatment should be of the same type and form and the same or similar color and exterior material as found on the original design of the building. Introducing roof shapes, pitches or materials not traditionally used in the areas are discouraged. Cornices of new buildings should be visually proportioned and well articulated to traditional architectural styles.



The new facade should have a relationship with the street which is consistent with its neighbors



The type of roof used should be similar to those found on adjacent buildings

5.6 Massing

Overall building mass must consider the depth of a building in relation to both adjoining buildings and the lot upon which the building is intended. Single, monolithic forms that are not relieved by variations in massing should be avoided. Boxlike facades and forms are intrusive when placed in a streetscape of older buildings that have varied massing and facade articulation, and should be avoided.

5.7 Rhythm of Facade

Windows and doors are one of the instances where distinctions should be made between new construction and rehabilitation projects. The rhythm of the wall areas, established by door and window elements, should be maintained.

Careful consideration should be given to the width to height ratio of bays in the facade. Placement of openings with respect to the facade’s overall composition, symmetry, or balanced asymmetry should be carefully studied.

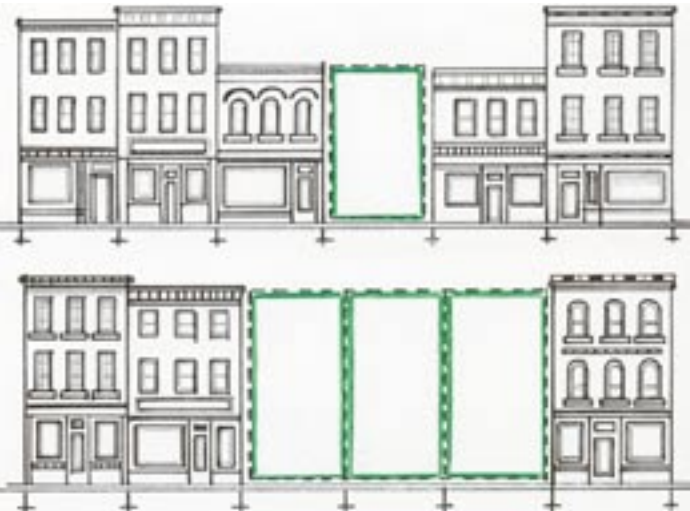
Incompatible facade patterns that upset the rhythm of openings established in surrounding structures should not be introduced.

Glass walls, inappropriate windows and doors, and inappropriate locations of openings which affect the adjoining building should be avoided. The following guidelines are designed to address these concerns.

APPROPRIATE

INAPPROPRIATE

Rhythms which carry throughout the block (such as window spacing) should be incorporated into the new facade



26 ADDITIONS & NEW CONSTRUCTION

5.8 Doors

The main entry of a building should preferably face the street. When on a corner, a building's entry can face either street or be at an angle. Recessed entries can also be used to break the plane of longer facades.

Doors generally should be wood panel, either solid or with glass panes. Generally, trim around doors is the same as for windows. Other door types and materials may be acceptable as they match that of the original.

Transoms above with glass panes are acceptable.



5.9 Windows

The window design of new construction should be compatible and complimentary to existing historic structures within the Districts. The size, shape and materials of individual window units, as well as the overall harmonious relationship of the window openings, should be taken into consideration when selecting window treatments.

Windows can be fixed or operable and can vary in construction material but should maintain the vertical and horizontal rhythm established in the area. For example, large pane storefront windows on the first floor, and multi-paned windows on the upper floors are appropriate. Window openings in masonry buildings should be traditional in that they retain the sense of sill, lintel and sides of the opening.

Glazing

All glazing should be clear.



5.10 Shutters

If shutters are used, they should be constructed of wood and be proportioned to fit the window openings. False shutters, inappropriate window sash, and uncharacteristic architectural details should not be used.



27 ADDITIONS & NEW CONSTRUCTION

5.11 Materials and Textures

The selection of materials and textures used for a new building should relate to the materials and textures used in the surrounding area. For building additions, materials and textures should relate to the existing structure. In areas where certain materials and textures such as brick or fish scale shingles are consistently used, the continued use of those materials or similar, compatible materials on new construction is encouraged. Natural brick should not be painted. Any painting of natural brick must be approved by the Design Review Board (subject to Appendix 2, Design Review & Approval Authorization Schedule).

5.12 Paints and Color

The selection of colors for a new building should relate to their use in the surrounding area. The selection of colors for an addition should relate to the existing building. In areas where strong continuity of color is a factor, the continued use of existing colors should be strongly considered. New buildings which vary significantly in their use of color from the surrounding buildings should be avoided except where continuity of color is not a clear factor and the trend toward a variety of colors is dominant. For example, selecting an inconsistent color or the use of numerous colors should be avoided in an area where the use of one consistent color or a range or family of colors is the dominant characteristic.

5.13 Architectural Detailing

The architectural details and articulation of new buildings should relate to that of existing buildings. Such details may include lintels, cornices, arches, chimneys and ironwork. Since there is such a large variety of styles and details within the Districts, this criterion may be interpreted in numerous ways. However, the addition of inappropriate and out-of-character features should be avoided. Overly simplified, or bland new buildings with no details should be avoided, particularly in areas where rich detailing and ornamentation are common characteristics. Poor quality or imitation details should be discouraged. For example, a simple box-like building with minimal details and articulation should not be built in an area where ornate and richly detailed architecture predominates.



28 PUBLIC STREETSCAPE

6.1 Public Streetscape

The Design Review Board should review the proposed placement of any and all items within the public right-of-way by a property owner or tenant, through application for a COA. These items should include, but are not limited to, waste containers, benches, exterior lighting, temporary signage, merchandise for sale or display, tables and/or chairs, planters, sculptures, etc.

This section does not restrict the maintenance of previously approved items by the Board or previously existing items owned and maintained by the City of Fort Thomas or Commonwealth of Kentucky. However, new improvements or items of a non-regulatory nature that are proposed within the public right-of-way by governmental or public utility entities should require Board approval, including, but not limited to, street lights, paving, landscaping, signage and street/sidewalk furnishings.

Private parking should be restricted to side and rear yard areas only. New parking is required to be screened per Section 9.17 of the Official Zoning Ordinance.

Streetscape enhancement within the Town Center business district should be consistent with plans adopted by the Board of Council of the City of Ft. Thomas. Enhancements within the Midway business district should be compatible with the overall character of the Fort, Tower Park and Historic commercial buildings.

Street Furniture

Street furniture such as benches, tables, chairs, and trash containers are encouraged throughout the Districts and should be of a consistent design, size and scale appropriate to the character of the Districts.



29 PRIVATE STREETSCAPE

7.1 Private Streetscape & Landscape Elements Overview

In all cases of new construction/building additions, vehicular use area expansions, grading or loading/unloading area, the Official Zoning Ordinance requires that a complete site/landscape plan be submitted as part of the proposal for review.

Only proposed new improvements should be required to be brought into compliance with the Landscape/Screening Requirements (Section 9.17) of the Official Zoning Ordinance. Please refer to Section 9.17 of Official Zoning Ordinance for additional information.

The property owner should be responsible for perpetual maintenance and replacement of all landscaping materials and trees on private property. However, all public streetscape elements, in the public right-of-way shall not be altered by private property owners or tenants without the prior written approval of the city. Owner should keep all site/landscapes that are publicly visible, in a proper, neat and orderly appearance, free from refuse and debris at all times.

All unhealthy or dead plant material should be replaced by the next planting season or within one year, whichever comes first. The necessary trimming and pruning of landscaping materials or trees on private property does not require Board approval. Privately owned trees or landscaping that overhang the public right of way may be subject to Tree Commission review.



7.2 Walls and Fences

Preserve and maintain historic fence and/or wall materials and design. New retaining walls should be of materials that are compatable with the character of the Districts. Incompatible walls and fences should be removed where possible.

The following types of fences should not be used where visible from any public right of way:

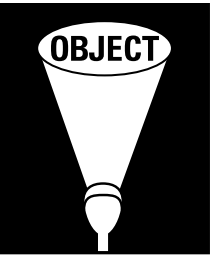
- chain link
- split rail
- stockade
- concrete block

7.3 Lighting

Exterior lighting should be compatible with the overall design of the building. Lighting fixtures that are compatible with the existing style, scale and design of the original building and character of the surrounding area should be selected.

Imitation historic lighting fixtures should be high quality and authentic in design. Harsh and colored light sources should be avoided. Lighting fixtures and levels of light should not detract from the building and its surroundings and should not present a safety hazard to pedestrians or vehicular traffic. Lighting should not glare onto adjacent properties (per the City’s Official Zoning Ordinance).

The use of lighting contemporary to the period of the neighborhood is encouraged. Authentic re-creations and restored lighting fixtures are also encouraged.



Lighting fixtures and levels of light should not detract from the building and its surroundings and should not present a safety hazard to pedestrians or vehicular traffic.

7.4 Ground Surfaces

Ground surfaces such as paving, ground cover planting, terraces, etc. should be compatible with the existing adjacent sites, existing site conditions and the historic character of the building. The use of ground surfaces that vary significantly from the surrounding conditions, that do not fit the site configuration, or that detract from the character of the building is discouraged.

In the residential sections of the Districts, lawns and well-designed gardens are encouraged whenever possible. Front yards that have extensive areas of paving and walks with little grass or groundcover should be avoided, especially where the surrounding sites have large areas of grass or groundcover (per Official Zoning Ordinance regulations on ratio of unpaved area to paved area).

For additional information on inappropriate ground cover, please reference the list of invasive non-native and noxious weeds per the Kentucky Department of Natural Resources.

7.5 Tree Plantings

In many instances, large trees on private property along the streets and sidewalks contribute to the “avenue” effect of streets in the Districts. The continuation of this precedent is encouraged. Periodic maintenance should be carried out to insure the proper height and appearance of the landscaping.

Retain and protect mature shade trees. However, dead or damaged trees and limbs should be removed. If a mature tree must be removed, the stump should be cut at ground level and removed. Replacement is encouraged.

The city has a documented list of landmark trees and the regulations.

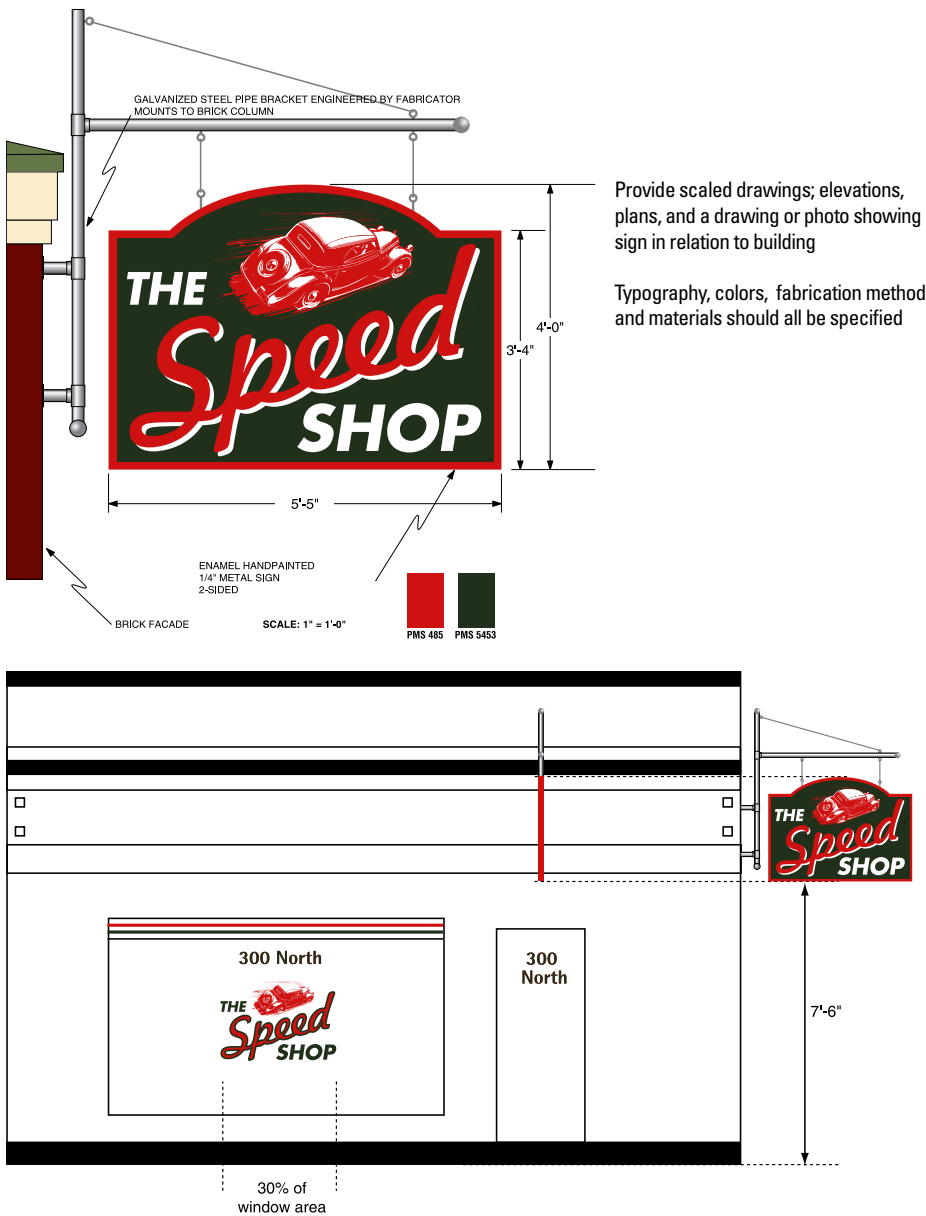


32 SIGNAGE AND AWNINGS

8.1 General Sign and Awning Guidelines

Signage must be professionally designed, manufactured with quality materials and correctly installed. From a business perspective, a sign is best viewed as an investment. A sign is paid for once, and with proper maintenance will last for years. Please see Article XV of the zoning ordinance for information and limitations on sign size and placement. The Design Review Board’s review of permits for signs shall include consideration of the following guidelines:

- Any sign erected should relate to and complement, not overwhelm the existing building and surrounding area in size, design, materials, overall appearance, method of attachment or erection and location.
- Horizontal or vertical orientation should be considered for the area that the sign will be displayed. Signs should be scaled in proportion to the building or the portion of the building they identify.
- Signs should not conceal or disfigure any architectural feature or detail of the building. When existing signage elements are of significant historical or architectural value, care should be taken to accurately restore and maintain the signage.
- Signs shall be of professional quality, examples of which are shown in this document. Use of traditional graphic symbols to identify the type of business within is encouraged.
- Visible street numbers should be incorporated into sign design or fascia of building.
- Removal of outdated (historically insignificant), damaged or redundant signs or fixtures is strongly recommended.
- Flashing, LCD, video, digital or any other “moving” message signage is not permitted.
- Lighted signs that show through windows are discouraged.
- Lighting should be appropriate to the business and sign type.
- Roof-top signs are not appropriate and are not permitted.



33 SIGNAGE AND AWNINGS

8.2 Sign Types

In addition to the General Guidelines in the previous section, the following criteria apply to these sign types:

8.2.a Building-Mounted or Fascia Signs

Projecting or Hanging Signs

- Generally on a bracket mounted to building
- May have inconspicuous lighting or no lighting
- Sandblasted, routed, or carved, one-of-a-kind
- 2-sided
- Placement limited to the bottom of the sill of second story windows or below the roof line

Window Signs

- Window signage or lettering should not cover more than 30% of the area of any one window
- Vinyl is allowed, but should be applied second-surface to the glass (from inside)
- Painted or gilt lettering should also be reverse applied
- Color selection should be considered for contrast with background lights and wall colors

Fascia Signs

- Flush mounted to the face of the building
- Sign cabinets with internal illumination and plastic faces shall be avoided on historic structures
- Wood or other appropriate materials with graphics applied to the surface
- Decorative, goose-neck lights or similar lighting is appropriate



Projecting signs



Awning sign and painted window signage

Vinyl window sign



34 SIGNAGE AND AWNINGS

Awnings and Canopies

- Canvas or vinyl awnings are recommended. Metal awnings are discouraged.
- Awnings should run parallel to the face of the building and provide for continuous covering along the sidewalk.
- Numerous small entry awnings over doors and windows should be avoided.
- Awnings should not extend more than six feet from the face of the building and 18" from the curb.
- The height of the awning should not exceed the distance of projection from the building.
- Awnings should not cover significant architectural details.
- Identity (logos, name, address) should not exceed 35% of the surface area.
- Graphics should be limited to the valance, but may be on the front face of the awning in some instances.
- Awnings should be of consistent color-fast color and UV protected and treated for weather resistance. Identity should be applied using silk screen, vinyl or appliqued methods.
- "Waterfall" back-lit awnings are not permitted on historic structures.



Awnings



Free-standing sidewalk sign



8.2.b Free-Standing Signs

- Portable sidewalk signs including sandwich board signs– no illumination (as permitted by zoning)
- Freestanding projecting signs– externally illuminated
- Ground or monument signs– illumination may be internal (*letters only*) or external
- Post signs may have either one or two support posts

35 SIGNAGE AND AWNINGS

8.3 Special Signs and Definitions

The following are other types of signs that may also be appropriate depending on the given circumstances:

8.3.a Neon and Trompe L' Oeil

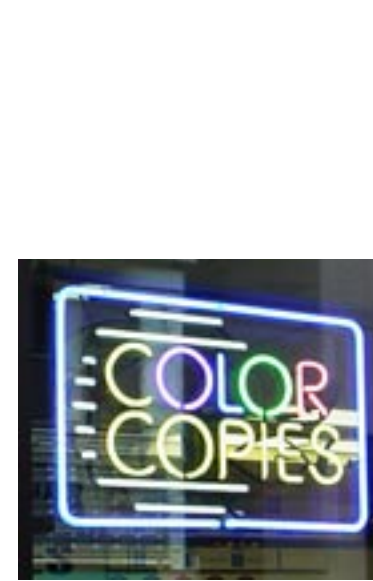
- Neon is gas tube used alone or in combination with dimensional metal structure or "can letters".
- Trompe L' Oeil is painted directly to building surface, usually depicting a surrealistic image.

8.3.b Backlit Signs

- Sheet metal lightboxes or channel letters internally illuminated.
- May be building-mounted or free-standing.

8.3.c Public Signage Systems

- Also called environmental graphics, a group of individual signs to direct traffic or aid in wayfinding, usually with common design elements.
- May utilize a variety of sign types.



Neon



Trompe L' Oeil



Backlit can letters



Wayfinding

9.1 Demolition

In line with the preservation philosophy, demolition of structures within the Districts, particularly historic structures, should be avoided if at all possible. Proposed demolition may only be approved by the Board in the following cases:

- The structure is deemed a public health or safety hazard by the City Building Inspector.
- The owner provides a written report performed by a licensed structural engineer or architect noting structural damage sufficient to render rehabilitation as unfeasible. The report shall clearly outline all deficiencies of the building and cost estimates for rehabilitation.
- The extent of the total rehabilitation costs necessary to bring the structure up to compliance with the city building/property maintenance code is deemed to place an unreasonable economic hardship on the owner, as determined by the Board, compared with demolition/replacement costs for the structure.

In addition to the conditions listed above, the Board shall consider the following factors prior to approving a request for demolition:

- The overall significance and historic compatibility of the building within the Districts.
- Whether partial demolition can be accomplished without compromising the economic and aesthetic significance of the building to the Districts.
- If partial removal or alteration of any original materials, hardware, or architectural features can be performed without damaging or compromising original materials design and/or architectural features.
- If partial demolition would remove non-original materials, design or architectural features which are not consistent with the remaining original structure.

Definitions

The following terms are either utilized within the Design Guidelines or relevant to the discussion of historic preservation.

Alteration —	Any construction, replacement or change to the exterior of a building or structure where it is visible from the street. An alteration shall also include a proposed sign or changes to an existing sign.
Building —	A structure enclosed within exterior walls or firewalls for the shelter, housing, support or enclosure of persons, animals or property of any kinds.
Certificate of Appropriateness —	The permit, issued by the Fort Thomas Design Review Board, which gives the Board’s approval for alteration or demolition to be done in a local historic district or on a designated landmark.
Context —	The setting in which a historic element, site, structure, street or district exists.
Coping —	A cap or covering to a wall, either flat or sloping, which sheds water.
Cornerboard —	A vertical strip of wood placed at the corners of a frame building.
Cornice —	A projecting molding at the top of a wall surface, usually found below the eaves of a roof.
Cresting —	A decorative ridge for a roof, usually constructed of ornamental metal.
Demolition —	Any act that destroys—in whole or in part—a landmark or building or structure in a local historic district.
Dentil —	Small square blocks closely spaced to decorate a cornice.
Design Guideline —	A standard of appropriate activity that will preserve the historic and architectural character of a structure or area.
Designated Property —	A landmark or building or structure in a local historic district. Designated property shall include all lots within a local historic district and the entire lot containing a landmark.
Dormer —	A small window with its own roof that projects from a sloping roof.
Double Hung Window —	A window with two sashes, one sliding vertically over the other.
Downspout —	A pipe which directs rain water from the roof to the ground.



Definitions (continued)

Eave —	The edge of the roof that projects beyond the face of a wall.
Element —	A material, part or detail of a site, structure, street or district.
Exterior Architectural Feature —	A functional or decorative element of a building including, but not limited to, cornices, chimneys, latticework, walls, roads, eaves, or porches, and including gutters, down spouts, stair rails, lighting fixtures and similar features.
Facade —	The face or front elevation of a building.
Fenestration —	The design and placement of windows in a building or opening in a building.
“Imitation Historic” —	Elements and components not of the same architectural style or period as the existing building that create a misleading or false historic appearance. “Imitation Historic” can also be elements or components of the same period or style as the building, but for which there is no documentation that these elements ever existed on a given historic building or site.
Landmark —	Any building structure, site, object or premises located thereon, which has special character or historical, architectural, aesthetic or cultural significance or value as part of the development, heritage or cultural characteristics of the city of Fort Thomas, and which has been designated as a Landmark by the Design Review Board.
Landscape —	Site features including topography, transportation patterns, vegetation, etc.
Lintel —	The horizontal top member of a window, door or other opening.
Local Historic District —	An area of architectural, historic, aesthetic or cultural significance, in this case the areas contained within Central Business District (CBD) zoning classification as regulated in the Fort Thomas Official Zoning Ordinance.
Maintained/Retained —	Used in conjunction with one another to describe both the keeping of an element, site, structure, street or district and the assurance of physical repair and upkeep to those elements, sites, structures, streets and districts.
Maintenance —	Ordinary repairs and refurbishing to correct any deterioration or damage to a structure or to restore the structure to its condition prior to such deterioration or damage, provided such work does not involve a change in design, material or exterior architectural feature.
Major Structural Change —	Structural alterations and structural repairs made within any 12-month period costing in excess of 50 percent of the replacement value of the structure, as determined by comparison of the extent/value of the alterations involved and the replacement value of the structure at the time the plans for the alteration are approved, using the Marshal Valuation Service for construction costs.



Definitions (continued)

Mullions —	The horizontal elements separating the lights or panes of glass in a window.
Muntin —	The same as mullion. The horizontal elements separating the lights or panes of glass in a window.
New Construction —	An addition to an existing building or structure or the construction of a new building or structure.
Obscured —	Covered or hidden from view.
Parapet —	A low wall that rises above a roofline, terrace or porch.
Pediment —	The triangular space forming the end of a roof in classical architecture or the triangular cap over a window or door.
Pier —	An upright structure of masonry which serves as a principal support.
Pilaster —	A square pillar attached to, but projecting from a wall. Pilasters often resemble classical columns.
Plant Materials —	Trees, shrubs, vines, ground covers, grass, perennials, annuals, and bulbs.
Preserve or Preservation —	The process, including maintenance, of treating an existing building to arrest or slow further deterioration, stabilize the Landmark and provide structural safety without changing or adversely affecting the character or appearance of the Landmark.
Proportion —	Balanced relationship of parts of a building, landscape, structures or buildings to each other.
Reconstruction —	Reproducing by new construction the exact form and detail of a vanished structure or part thereof, as it appeared at a specific period of time.
Rehabilitation —	To restore a building or structure to a good condition for a new purpose. The activity involves the retention and repair of historic elements.
Removal —	A relocation of a structure to another position on the same site or to another site.
Repair —	The renewal or replacement of any existing part of a building or structure for maintenance purposes only in keeping with its existing type of construction and occupancy.





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DEFINITIONS

Restoration —	The process of accurately recovering the form and details of a property as it appeared at a particular period of time by means of the removal of the later work or by the replacement of missing earlier work.
Re-Use —	Use again.
Rhythm —	Relationship of solid elements to open spaces in a streetscape or a building facade.
Ridge —	The top horizontal member of a roof where sloping surfaces meet.
Riser —	The vertical face of a stair step.
Roofscape —	The physical appearance of a roof, shapes, forms, materials, pitch, chimneys, bays, skylights and other roof elements.
Sash —	The movable framework holding the glass in a window or door.
Scale —	Proportional relationship of the size of elements in a building to one another and the human figure.
Screening —	Use of vegetation or fences to conceal an area from view.
Setting —	The time, period and physical environment reflected by historic elements, sites, structures, streets and districts.
Shall —	Required by ordinance.
Should —	What is expected or suggested, but what is not mandatory.
Siding —	The exterior wall covering of a structure.
Significant —	Having important meaning to an element, site, structure, street or district.
Sill —	The horizontal water-shedding member at the bottom of a door or window frame.
Spandrel —	The triangular space between the shoulder of an arch and the square enclosing.
Visible from the street —	Those portions of a structure that are within physical view from any public right-of-way.
Streetscape —	The distinguishing character of a particular street created by its natural and man-made components: width, alignment, paving materials, plantings, furnishings and forms or surrounding buildings.



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DEFINITIONS

Definitions (continued)

Structure —	Anything constructed or erected, the use of which requires more or less permanent location in or on the ground or attachment to something having a permanent location in or on the ground, including buildings, mobile homes, walls, signs and fences, but not including earthworks, ditches, canals, dams, reservoirs, pipelines, telephone or telegraph or electric power lines, driveways or curbs.
Style —	A type of architecture distinguished by its characteristics of form and ornamentation. A style is often related to a specific historic time period.
Terra-cotta —	Cast and fired clay units, used ornamentally.
Transom —	An opening over a door or window containing a glazed or solid sash.
Trellis —	Lattice work as an outdoor screen, often a support for vines.
Turret —	A small, slender tower.



APPENDIX



The Secretary of the Interior’s Standards for Rehabilitation

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- A. 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.
- B. 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.
- C. 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.
- D. Most properties change over time; those changes that have acquired significance in their own right shall be retained and preserved.
- E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- F. 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.
- G. 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.
- H. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- I. 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.
- J. 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.

DESIGN REVIEW AND APPROVAL AUTHORIZATION SCHEDULE

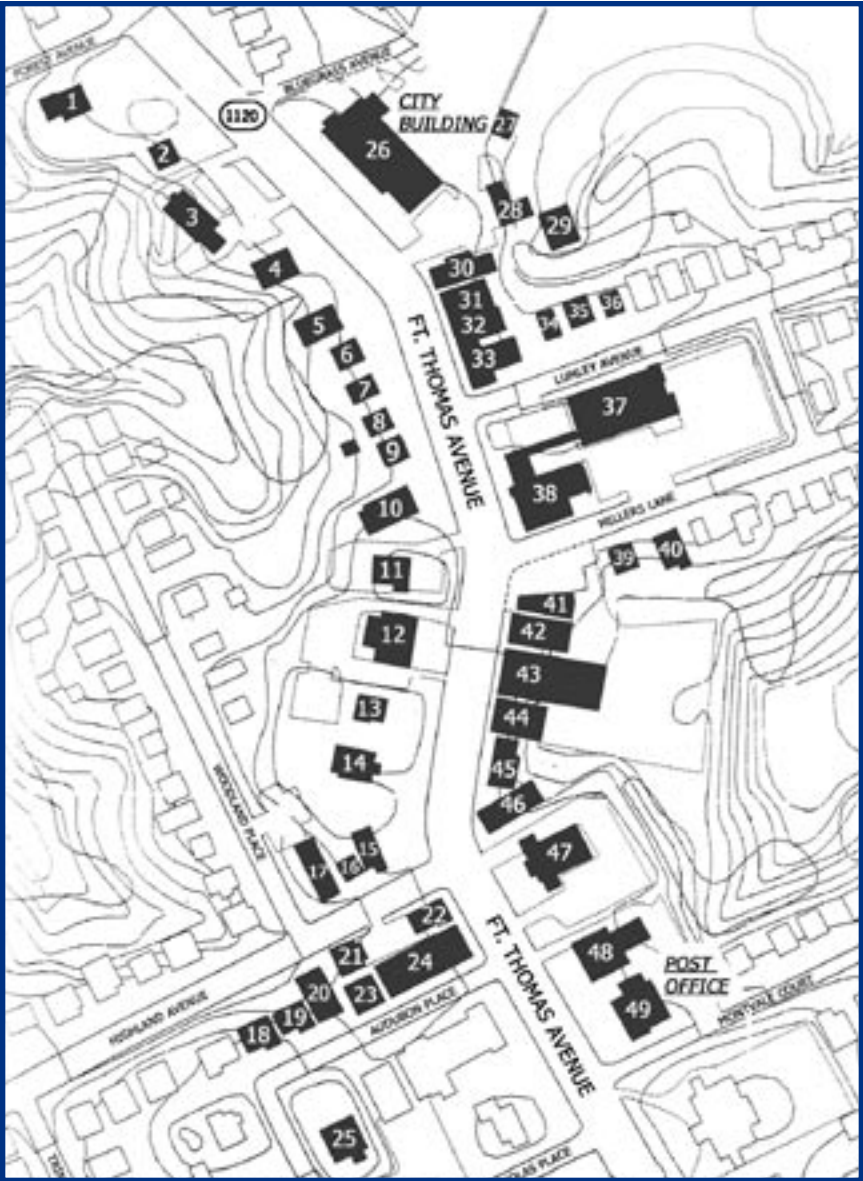
TYPE OF WORK	STAFF APPROVAL REQUIRED	BOARD APPROVAL REQUIRED
Awnings	All installation of new awnings visible from the street	
Construction of new buildings or additions		All new buildings or additions, including garages, porches and porch enclosures
Cornices	Repair/replacement that approximates original design	Any work which does not approximate original appearance
	Minor repair using existing materials/design	
Decks	New decks not visible from the street	New decks visible from the street
Demolition		All demolition to existing structures
Doors	All new doors visible from the street	
	(See storm doors and windows), doors not visible from the street	
Fencing	All new fencing	
Fire escapes	All new fire escapes	
Gutters	All new gutters visible from the street	
Landscaping	All new planting/landscaping plans	
	Routine maintenance	
Lighting	All new lighting fixtures visible from the street	
	Lighting required by code	
Masonry cleaning	Other masonry cleaning	
	Chemical or water cleaning	
Painting	All exterior painting not consistent with the original color and/or DRB guidelines	
	All exterior painting that is consistent with the DRB guidelines	
Parking lots and paved areas	Repaving	All new off-street parking and paved areas

DESIGN REVIEW AND APPROVAL AUTHORIZATION SCHEDULE

TYPE OF WORK	STAFF APPROVAL REQUIRED	BOARD APPROVAL REQUIRED
Porch fixtures	Porch lights, house numbers, mail boxes, door hardware etc.	
	Removal/alteration of porch features including posts and trim	
Public right-of-way		Street lights, paving, landscaping etc.
Retaining walls	All retaining walls visible from the street	
Roofs	Routine maintenance and repair	Alteration of roof line or other details, substitution of materials when repair is unfeasible
	Roof replacement in original design and materials	
Security grills	Grills consistent with DRB guidelines	
Siding	Routine maintenance and repair	
Signs	Signs that conform with zoning regulations and DRB guidelines	All signs that do not conform with DRB guidelines
	Replacement of siding with simulated materials consistent with DRB guidelines	
Skylights	Installations not visible from street	
	All installations visible from street	
Storm doors and windows	Installation constructed of a narrow frame and similar trim color which does not alter visual effect of opening	
	All other installations	
Tuck pointing	Maintenance and repair consistent with DRB guidelines	
	All other tuck pointing	
Windows	Repair of existing windows, installation of new windows not visible from street	Installation of new windows visible from street
All other improvements not specifically identified		As determined by the staff

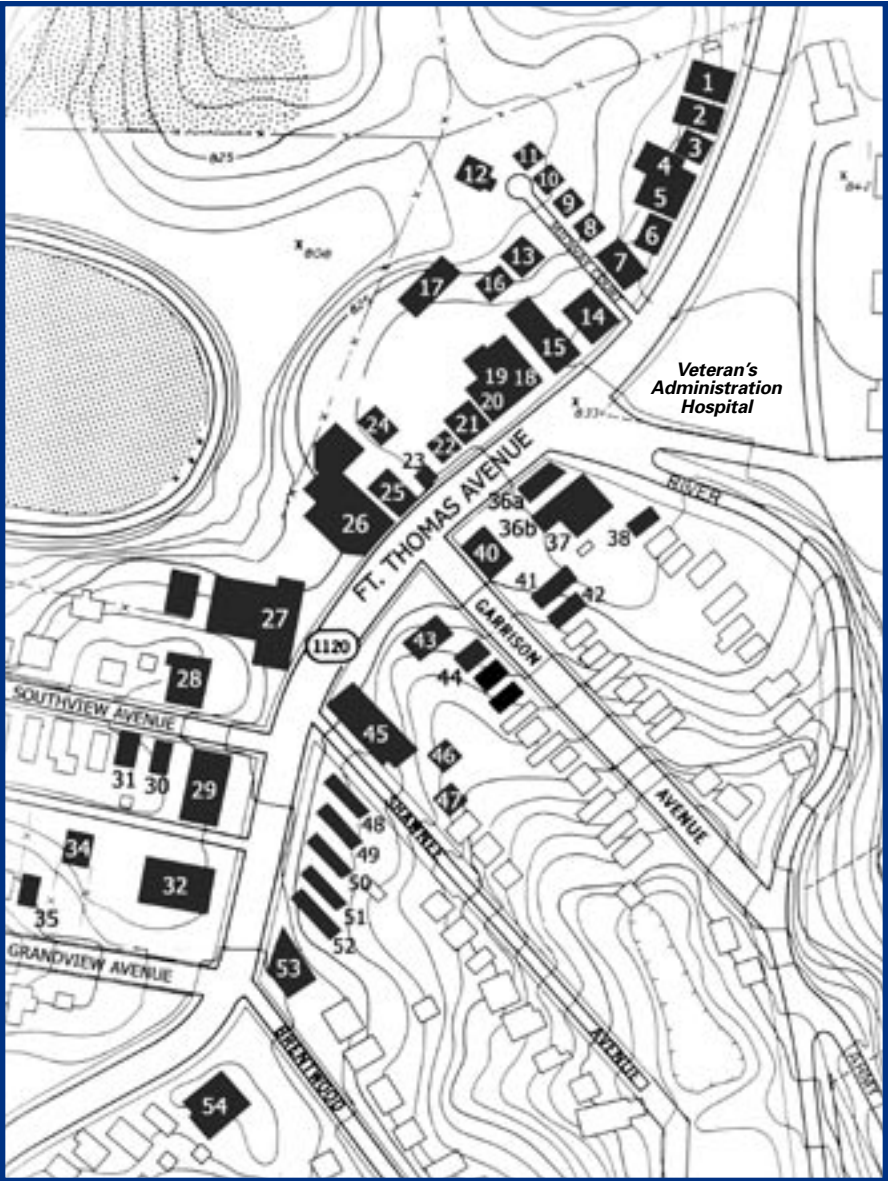
TOWN CENTER BUSINESS DISTRICT AND CORRESPONDING ADDRESSES

1	155 N Ft Thomas Avenue	31	118 N Ft Thomas Avenue
2	143 N Ft Thomas Avenue	32	114 N Ft Thomas Avenue
3	131 N Ft Thomas Avenue	33	110 N Ft Thomas Avenue
4	127 N Ft Thomas Avenue	34	9 Lumley Avenue
5	119 N Ft Thomas Avenue	35	15 Lumley Avenue
6	115 N Ft Thomas Avenue	36	17 Lumley Avenue
7	111 N Ft Thomas Avenue	37	40 N Ft Thomas Avenue
8	107 N Ft Thomas Avenue	38	34 N Ft Thomas Avenue
9	103 N Ft Thomas Avenue	39	14 Miller Lane
10	37 N Ft Thomas Avenue	40	18 Miller Lane
11	33 N Ft Thomas Avenue	41	28 N Ft Thomas Avenue
12	25 N Ft Thomas Avenue	42	26 N Ft Thomas Avenue
13	19 N Ft Thomas Avenue	43	18 N Ft Thomas Avenue
14	15 N Ft Thomas Avenue	44	14 N Ft Thomas Avenue
15	3 N Ft Thomas Avenue	45	10 N Ft Thomas Avenue
16	3 N Ft Thomas Avenue	46	8 N Ft Thomas Avenue
17	9 Highland Avenue	47	2 S Ft Thomas Avenue
18	25 Audubon Place	48	14 S Ft Thomas Avenue
19	21 Audubon Place	49	24 S Ft Thomas Avenue
20	17 Audubon Place		
20	12 Highland Avenue		
21	8 Highland Avenue		
22	3 S Ft Thomas Avenue		
23	11 Audubon Place		
24	11 S Ft Thomas Avenue		
25	26 Audubon Place		
26	130 N Ft Thomas Avenue		
27	130 N Ft Thomas Avenue		
28	130 N Ft Thomas Avenue		
29	130 N Ft Thomas Avenue		
30	122 N Ft Thomas Avenue		



MIDWAY BUSINESS DISTRICT AND CORRESPONDING ADDRESSES

1	1011 S Ft Thomas Avenue	25	1121 S Ft Thomas Avenue
2	1013 S Ft Thomas Avenue	26	1123 S Ft Thomas Avenue
3	1017 S Ft Thomas Avenue	27	1131 S Ft Thomas Avenue
4	1025 S Ft Thomas Avenue	28	1133 S Ft Thomas Avenue
5	1025 S Ft Thomas Avenue	29	1175 S Ft Thomas Avenue
6	1029 S Ft Thomas Avenue	29	1177 S Ft Thomas Avenue
7	1031 S Ft Thomas Avenue	30	1201 S Ft Thomas Avenue
8	12 Midway Court	31	10 Southview Avenue
9	16 Midway Court	32	14 Southview Avenue
10	20 Midway Court	33	1227 S Ft Thomas Avenue
11	24 Midway Court	34	13 Grandview Avenue
12	28 Midway Court	35	19 Grandview Avenue
13	15 Midway Court	36a	1100 S Ft Thomas Avenue
14	1035 S Ft Thomas Avenue	36b	9 River Road
14	1039 S Ft Thomas Avenue	37	11 River Road
15	1041 S Ft Thomas Avenue	38	115/ 17 River Road
16	1041 S Ft Thomas Avenue	39	1118 S Ft Thomas Avenue
17	1043 S Ft Thomas Avenue	40	12 Garrison Avenue
18	1045 S Ft Thomas Avenue	41	14 Garrison Avenue
19	1051 S Ft Thomas Avenue	42	1120 S Ft Thomas Avenue
20	1107 S Ft Thomas Avenue	43	13 Garrison Avenue
21	1109 S Ft Thomas Avenue	44	15 Garrison Avenue
22	1113 S Ft Thomas Avenue	45	17 Garrison Avenue
23	1117 S Ft Thomas Avenue	46	136 S Ft Thomas Avenue
24	1119 S Ft Thomas Avenue	47	1136 S Ft Thomas Avenue
		48	1202 S Ft Thomas Avenue
		49	1204 S Ft Thomas Avenue
		50	1206 S Ft Thomas Avenue
		51	1210 S Ft Thomas Avenue
		52	1214 S Ft Thomas Avenue
		53	1220 S Ft Thomas Avenue
		54	1312 S Ft Thomas Avenue



PHONE 859-441-0300
FAX 859-441-5104
www.ftthomas.org



130 N. FT. THOMAS AVE
FT. THOMAS, KY 41075

CERTIFICATE OF APPROPRIATENESS APPLICATION
DESIGN REVIEW BOARD

Application/Reference Number:

Property Address:

Contractor:

Owner:

Address:

Address:

Phone:

Phone:

Work Proposed: (Describe proposed work, types of building materials, colors of material, methods to be used, etc.)

Attach additional information to completely describe the project. Information required may include elevations, site plans, specifications, material samples, or other drawings. Failure to supply documentation could result in delays in processing and denial of the request.

Property Owner Signature

Date

OFFICE USE ONLY

RECEIVED BY: DATE MEETING DATE:

DISTRICT: MIDWAY TOWN CENTER ZONE:

TYPE OF WORK:

CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

DESIGN REVIEW BOARD

Work reviewed by the Design Review Board includes:

- New Construction
- Additions
- Demolition
- Parking lots
- Exterior renovation or rehabilitation
- Signs

Sufficient documentation completely describing the project must be attached. Depending on your project, information in addition to the list below may be required.

- Plot (site) plans
- Landscaping plans
- Elevations
- Types of building materials
- Color of materials or paints (paint charts or material samples needed)

The submitted drawings and written descriptions should explain how the project involves any of the following building elements:

- Walls
- Doorway, doors
- Vents, grates, grills
- Roof
- Signs
- Foundations
- Porches, steps
- Windows, sash
- Chimneys
- Decorative details

For approval of signs, please contact the Zoning Administrator at 859-572-1224.

- Provide a scaled drawing giving exact dimensions of the sign design, typography, color specifications, and any illustrated images including logos.
- Scaled color drawings, location, photograph of building, width of building and lot frontage shall all be submitted with the Application for Certificate of Appropriateness.
- Supply specifications of materials the sign will be constructed with (i.e. wood, MDF, metal); hardware and type of mounting system (brackets, poles, posts); and color applications (enamel paint, gold leaf, vinyl, etc.).

The Design Review Board will request a description of fabrication method and the name of the sign maker.



130 North Fort Thomas Avenue
Fort Thomas, Kentucky 41075
T: 859 441 1055
F: 859 441 5104
www.ftthomas.org