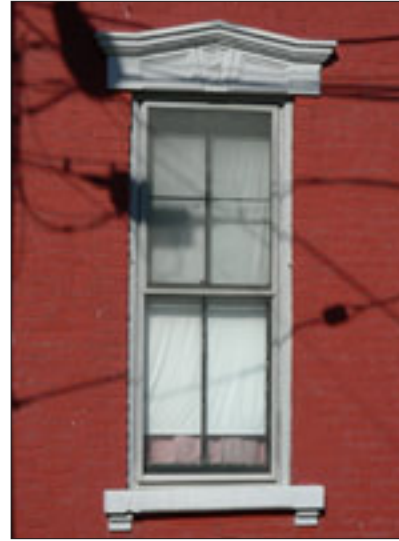


Design Guidelines for Impacted Properties on the South Side of 12th Street

Covington, Kentucky



April 17, 2009

12th Street Impacted Properties Design Guidelines

Covington, Kentucky

**Funded in part by:
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**Photographs: All photographs are by
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Introduction

The design guidelines address the impacted properties associated with the 12th Street (KY 1120) highway improvement project in Covington, Kentucky. They apply to the rehabilitation of the four historic properties, new infill construction, landscape improvements and the development of small linear parks in the area of impact, as set forth in the Kentucky Transportation Cabinet, Memorandum of Agreement (MOA), submitted to the Advisory Council on Historic Preservation, Pursuant to 36 CFR Part 800.6(a), 12th Street - KY 1120, Covington, Kenton County, Kentucky, Item No 6-273.00, March 24, 2004.

The guidelines help to provide more detail about how to address the unique issues that are associated with the highway project. These design guidelines are intended to supplement the city's official preservation guidelines, which are written to apply city-wide.

The guidelines should be used by any parties responsible for the rehabilitation of the exterior of the properties listed in the MOA and by others who are providing improvements along the 12th Street area of impact.

Using these guidelines when planning an improvement project, will assure the work contemplated will help preserve the existing historic resources that have been retained and other new infill and improvements are compatible with the area.

Relationship to Other Design Guidelines

These design guidelines are a compilation of those presented in the initial *12th Street Design Studies* and the *12th Street Corridor Redevelopment Plan* documents. In several cases, the design guidelines provide more detail and supplementary images. Although many of the design concepts created for the south side of 12th Street in earlier documents have been compromised because of parcel constraints, the design guidelines should still apply. Where lots are too shallow to develop, linear parks conceptualized in earlier plans should be considered.

In addition to these documents, the following guidelines should apply to all applicable work in the area:

- The Secretary of the Interior's Standards & Guidelines for the Treatment of Historic Properties
- Kentucky Streetscape Design Guidelines for Historic Commercial Districts.
- The City of Covington Historic Preservation Guidelines

These design guidelines apply to the rehabilitation of historic properties, new infill construction, landscape improvements and the development of a small linear park in the area of impact.

CPTED Principles

Key principles for crime prevention should be employed in all projects. This is known as “Crime Prevention Through Environmental Design.”

The basic CPTED principles are these:

1. Locate open space, including parks, such that other activities frame them.
2. Orient buildings that abut the open space to overlook it, such that “eyes are on the street.”
3. Define the boundaries of park space with decorative fences and walls.
4. Install plant materials and fences that enhance the area while permitting views.
5. Provide adequate lighting to allow for safe walkways and to discourage inappropriate uses.

Urban Design Principles

Some basic principles of urban design also apply to the 12th Street properties:

- 1. Promote a mix of uses in order to enliven the area.**
 - Include residential, commercial and industrial uses.
 - This will promote use of the street throughout the day.
- 2. Create a street edge that encourages pedestrian activity.**
 - Design building fronts and landscapes to provide visual interest and establish a sense of human scale.
 - This will help to animate the area with desirable activities.
- 3. Preserve historic buildings, whenever feasible.**
 - These structures provide a link to the community’s heritage and help provide visual interest.
 - They also help to promote heritage tourism.
- 4. Encourage new development that respects historic development.**
 - New buildings should reflect the traditional mass and scale of historic structures, without directly imitating them.
- 5. Encourage continuing public and private investment in the area.**
 - A diversity of owners and users will help to maintain the area through continuing investment.
 - The area also should attract a variety of businesses and residents that can contribute to its revitalization.
- 6. Anchor corner sites with activities.**
 - Maintain a building on the corner of a block when feasible.
 - In other cases, provide an outdoor space with active uses.
- 7. Highlight pedestrian routes.**
 - Include decorative paving to define crosswalks.
- 8. Provide compatible transitions to established neighborhoods.**
 - Buildings should be compatible with existing neighboring structures.
 - * Also design pedestrian routes to link with those adjoining neighborhoods.

Chapter 1

12th Street Design Traditions

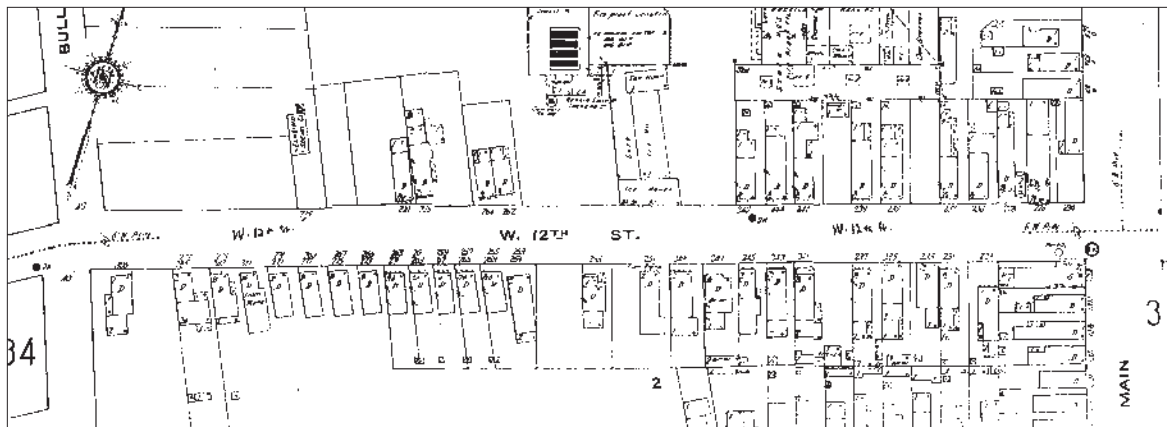
Historic Overview

The 12th Street Corridor in Covington, Kentucky reflects a history similar to other American cities. However, this unique place was established and supported by a patchwork of individuals from distinctive cultures and social classes with an entrepreneurial spirit that shaped the city and the landscape. While the 12th Street Corridor comprises just a slice of Covington, it tells the stories of countless individuals who developed a complex community within a larger urban environment.

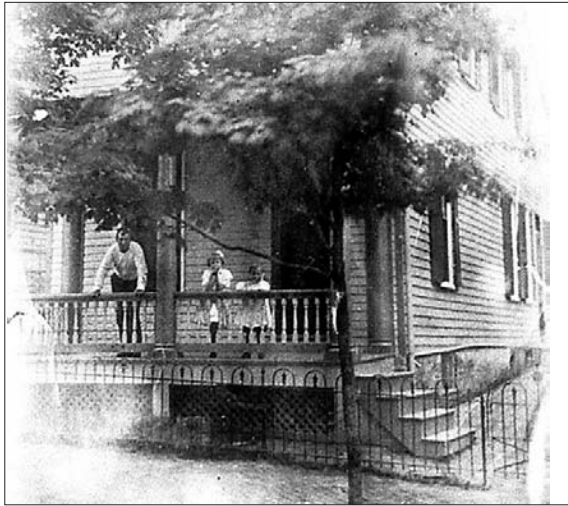
The Town of Covington, named for General Leonard Covington who was killed in the War of 1812, was established by a small group of developers who founded the “Covington Company” in 1814. The town was plotted on 150 acres of land purchased from Thomas Kennedy, lying across from Cincinnati, on a peninsula referred to as “The Point” by early settlers. Covington was incorporated as a town in 1815, being originally bounded by the Ohio and Licking Rivers to the north and east, by Washington Street on the west, and by 6th Street on the south (“Our History,” City of Covington website; Thomason, Eastside MRA, 1986).



Stone piers supporting metal fences, as well as solid stone walls, were seen.



The intersection of Bullock and W. 12th Street historically served as a “gateway,” in that the Bavarian Brewery posed a massive presence, while the uniform rhythm of houses on the south side provided previews of the street character further east. In the portion just east of the brewery, a symmetrical “frame” of houses defined both sides of the street.



Cast iron fences were popular.

Covington's growth was initially hindered by frequent flooding and the financial Panic of 1819, which caused an economic depression lasting several years, and in 1824 the land company promoting its development disbanded. Yet between 1826 and 1830, the town's population doubled to contain 715 residents. Industrial vestiges like the Cotton Manufacturing Company, Covington Iron Works, and McNickle Mill, as well as several tobacco factories and warehouses, all spurred economic growth in the late 1820s and early 1830s (Thomason, Eastside MRA, 1986). Covington benefitted from the increased use of steamboats and expansion of river trade, the rapid growth of neighboring Cincinnati, and continued western migration. As land speculation grew, the town formally incorporated as a city in 1834.

The construction of 12th Street began in the early 1840s when city officials began annexing farmland south and east of the existing urban grid to make way for future development. Covington's population grew quickly in the following decades as an influx of predominantly German, but also Irish and Welsh, immigrants found work in the city's growing industrial sector and trade professions, taking up residence in its newly-developed outer edges.

Mid-century transportation improvements such as the completion of the Lexington & Covington Railroad (later known as Kentucky Central) in 1853, the opening of Roebling's Cincinnati-Covington suspension bridge in 1867, and the advent of horse-drawn railway service to and from Cincinnati furthered the city's development. The railroad particularly affected the 12th Street corridor where the Kentucky Central line came into the city along Washington, establishing the axis by which 12th Street is divided into East and West.

The architecture of 12th Street reflects its history as an area comprised largely of single and multi-family dwellings and light commercial use for more than a century. Specialty stores, including barbers, bakers, and grocers, were commonly found on street corners and clustered around communal structures and busy intersections. A few industrial operations, such as a brewery, lumber yard, meat packaging facility, and coat factory, existed along 12th Street and supplied jobs to area residents in the late 19th and early 20th centuries. Two catholic churches, St. Joseph's (c.1859) and St. Mary's Cathedral (c.1875), provided spiritual and educational services to the local populace. In 1872, a public institution, Covington High School, was erected on the north corner of Russell and 12th Streets.

Much of the street's built environment originated in the mid- to late nineteenth century, but early twentieth century infill was fairly common. Despite an influx of European immigrants to this area of the city in the nineteenth and early twentieth centuries, the buildings along 12th Street employed American, vernacular design traditions that collectively created a dense, mixed-use, pedestrian-oriented, urban environment typical of American cities in that time period. The architecture of 12th Street evolved throughout the 1900s, as property owners made minor repairs, replaced materials, and constructed additions to the existing historic environment.

In the 1970s, Covington saw a dramatic population loss which left many of its buildings vacant and neglected, but a renewed interest in urban living and economic development, beginning in the 1980s and continuing into the 21st century, has once again brought a wide variety of people into the city ("Our History," City of Covington website). Exhibiting a diverse ethnic heritage, middle and working class cultures, vernacular architecture, and walkable urban environment, dating back to the mid-19th century, Covington's 12th Street corridor has contributed to the city's larger identity, while remaining undeniably distinct – a legacy that continues to enrich its redevelopment today.

Historic Overview written by:

Danae Peckler, Kentucky Historic Commission.

Redevelopment along 12th Street has a strong opportunity to create a critical mass of new buildings and rehabilitated historic structures that would present a new image to the region. 12th Street could be a leader in the future for the City in attracting new businesses and strengthening existing ones.



Ornamental street lights, with an acorn lamp design were seen on Pike Street.



Map detail of 1999 of properties along the north side of 12th Street show most lots are long and narrow with minimal setbacks between buildings. Several additions are also shown at the backs of buildings.



Traditionally, a 12th Street house meets the street and generally has a uniform setback, although a slight variation does occur in some locations.

Design Traditions

The design traditions presented here define the character of the street before the 12th Street Highway project was undertaken. These traditions should be reflected in new development and the rehabilitation of historic properties in the area:

- Building alignment and orientation
- Architectural features
- Building form and scale
- Streetscape and landscape features
- Building styles

The manner in which these elements are organized is important to the character of each block on 12th Street. When traditional features reoccur, distinct patterns emerge that contribute to the identity of the area.

Building Alignment and Orientation

Traditionally, a 12th Street house meets the street and generally has a uniform setback, although a slight variation does occur in some places. The building is located on a long and narrow lot with minimal side setbacks. Yards are often small, with a front and side section and a larger private back yard. Occasional vacant lots provide green space along the street. Design features include:

- Narrow lots
- Consistent setbacks
- Small or nonexistent front yards
- Narrow or nonexistent side yards
- Minimal side yard and front yard setback
- Entrances near the street
- Corner stores/buildings serve as anchors at ends of blocks
- Corner stores have angled entry
- Side entry cottages with side porches
- Structures give enclosure to the street

1999 Aerial



2003 12th Street Corridor Redevelopment Plan Design Concept



The design concept proposed in the 2003 12th Street Corridor Redevelopment Plan promotes a redevelopment scenario that reflects many of the site and building design traditions of 12th Street before the improvements commenced. The plan design principles shown in this plan should be reflected in new development along the corridor.

The aerial shown above the illustration shows 12th Street before the highway improvements for comparison purposes.



Entries can be found at the sides of buildings with a small porch.

Building Form and Scale

Long and narrow building forms are a part of the design character of 12th Street. Often the corner buildings are more substantial and are elongated. Sloped roofs are predominant, and are simple in form and character.

Traditional building forms and scales:

- Low sloping or flat roofs
- Side gable roofs are predominant throughout the neighborhood, although there are also many examples of front gable roofs
- Mansard roofs; third floor within roof form
- Hipped roofs
- Many 2 story buildings with some 1 & 3 story buildings
- Structures generally long, narrow and rectangular in form
- Building form proportions are consistent throughout the area.

Building Materials and Detail

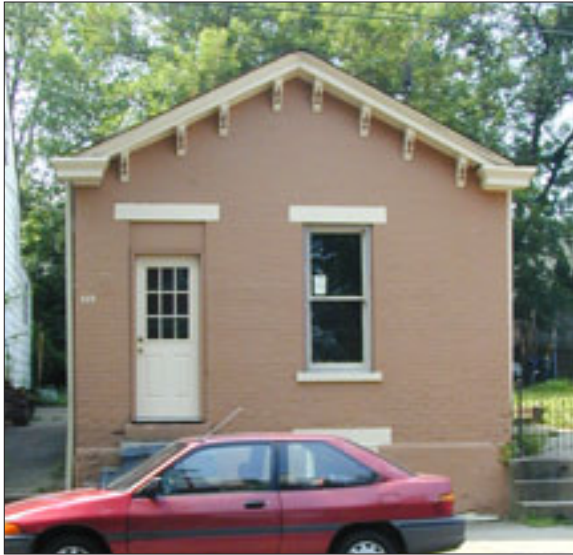
Building diversity is most clearly seen at the level of architectural materials and details, and yet, this diversity lies within a relatively limited range. Building materials traditionally are brick, stone and wood. Some brick is left untreated, while others are painted.

Trim elements and ornamental features vary along the street and are typically associated with specific building styles. Decorative Italianate cornices with inset windows are common along the street as are large horizontal windows with stone lintels. Corner buildings feature recessed angled entries with wide steps.

While details may vary along the street, many common features occur. For example, architectural details are used with a sense of consistency on an individual building or within a time period of building. Often the style and detailing of a building is repeated in groupings of structures built in the same era and aligned horizontally along the street.

In general, building elements include:

- Steps up to entry door
- Side entry with one story porch
- Alignment of horizontal features such as roof lines, cornices and windows
- Natural materials, including brick, stone and wood
- Corner shops with wide, angled, covered entries, sometimes with two-story porches along the side
- Consistent building styles often repeated in blocks
- Windows and door openings symmetric on facade
- Stone lintels above windows and doors
- Varied roof styles/lines
- Chimneys



A simple Vernacular, one story gable front building with Italianate detailing is a common building style.



Covington-style, two story gable front buildings with side entrance with crowning pediments are a common building style.



A Second Empire, three story building with a mansard front highlights the diversity of building styles found within the area.



Note the pedimented arch over the doors of this Greek Revival building. This building form orients a wider front to the street.



Two story porches often adorn rear and side additions. They provide access and outdoor sitting space to secondary to units.



Hip roofed forms are found within the area.



A front yard was often defined by a fence and enhanced with a garden.



Low, transparent, wrought iron fences were used to define property lines at the sidewalk edge.



Limestone walls were prevalent along 12th Street.

Streetscape and Landscape Features

Early photographs of 12th Street and comparable neighborhoods in the city record streetscape and landscape features that contributed to the character of 12th Street.

The traditional streetscape features found along 12th Street were limestone walls, wrought iron fences and small front yards aligned at the sidewalk edge. Many of these features remain today on the north side of the street and should be preserved.

Traditional streetscape and landscape features include:

- Green space occurring as small side yards
- Fences used to define property lines; materials included stone piers, wrought iron, wood picket and wire fences
- Narrow front yards that allowed for a modest planting bed were defined by a limestone wall at the sidewalk edge
- Stone retaining walls
- Large trees or ornamental vegetation in the side or back yards

Architectural Building Styles

Each of the following styles description includes several photographs illustrating 12th Street's most common historic styles and their basic features. During rehabilitation projects these character-defining features should be preserved.

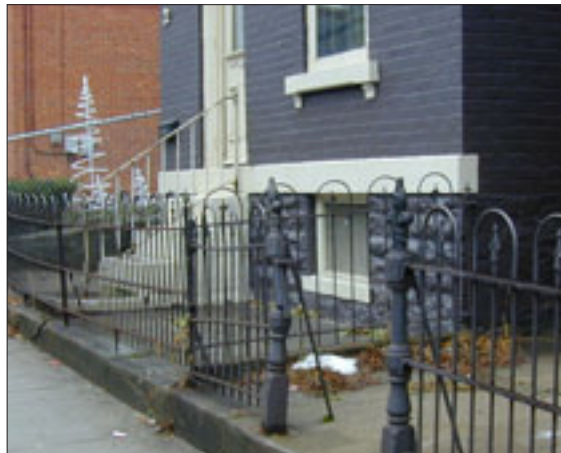
These styles can also be drawn upon as a resources for the design of new infill buildings along the street. Reinterpreting building styles in a contemporary fashion is an appropriate approach. The area has a diverse collection of building styles from, which to draw.

Italianate (1840-1885)

The Italianate style came to the United States from England and grew popular as a picturesque alternative to the neoclassical Greek Revival style that prevailed during the early 19th century. The first Italianate residence in the U.S. was built in the late 1830s. It was an "Italian Villa," based on the architecture of the Italian farmhouse. Beginning in the 1840s, Italian Villa design by architect Alexander Jackson Davis were widely circulated in pattern books written by Andrew Jackson Downing, a landscape gardener and architectural critic. These books helped popularize the Italian Villa style. Two other Italian styles also became popular in the United States: Renaissance Revival, a formal style derived from the architecture of large and elaborate



Italianate Style (one story residential). Front elevation and foundation detail before the building was moved to its new location.



Italianate Style (two story residential)



Italianate Style (two story, corner commercial). Front elevation before the building was moved to its new location.



Large oversized doors were used historically for loading and materials. Today, these could be re-used for the same purpose or a new adaptive reuse could be employed.



Hand painted signs are character-defining features on warehouse buildings.



Manufacturing elements that were used historically add interest to the building fabric. These elements should be retained when feasible.



New double-hung windows can be installed in previously blocked openings where the original material is missing.

city residences, the palazzos of Renaissance Italy; and Italianate, which encompassed all other Italian influenced design. The “Italianate” style dominates along 12th Street.

Characteristics:

- Widely overhanging eaves with decorative brackets
- Tall narrow windows and doors topped by segmental or full arches
- Heavy wood moldings on door and window openings
- Recessed entry
- Vertical windows

Warehouse Buildings

Warehouse buildings typically have simple rectangular box forms, with decorative features limited to windows and doors. The predominant building material is brick; however, stone masonry in foundations and window sills are common. Windows sizes vary, both round arched and rectangular types are found. Typical features include loading docks, loading bay doors and openings and flat roofs.

Characteristics:

- Tall narrow windows and doors topped by segmental arches
- Oversized doors
- Recessed entry
- Vertical divided windows
- Hand-painted signs
- Loading docks are common features, but have been removed from these buildings

Additional Examples of Architectural Building Styles and Types

Many architectural styles and building types can be drawn upon for inspiration in the design of new infill buildings. These are shown here.



A modified two story Italianate building with a hipped roof.



A simple Vernacular, one story gable front building with lap siding.



A row of simple Vernacular, brick one story gable front buildings.



Queen Anne building with steeply pitched hip roof and central tower.



Two story buildings often anchor the corner of a block.



Corner buildings with recessed corner entries were common. This entry was inappropriately modified.



Hooded windows are a popular building feature on Italianate buildings.



Diversity in building forms is reflected in this row of residential buildings.



A three story building with a commercial storefront anchors this corner. Note the doors in this building were inappropriately altered.



An assembly of building forms, materials and heights make up this interesting building complex. Note most of the building forms reflect individual building form, mass and scale of buildings found within the area.

Chapter 2

Design Guidelines for Historic Properties

Basic principles for preservation underlie the design guidelines that are presented in the chapter that follows. These principles are based on city policies, as well as precepts of preservation theory that are recognized nationally.

The rehabilitation guidelines apply to the exterior of the four impacted historic properties, known traditionally as 321 West 12th Street, 423 West 12th Street, 1201 Main Street and 1201 Lee Street. When applying the guidelines that follow, one should first refer to the building style section to understand the important features of the building.

The chapter is organized to first address the “micro” issues, such as the preservation of character-defining building features, and then move to the broader “macro” issues, such as alterations and additions. The policies and guidelines are based on the Secretary of the Interior’s Standards, which are included in the Appendices.

Guiding Policies

1. To promote the preservation, rehabilitation, restoration, reconstruction and protection of historic resources.
2. To promote appreciation and use of historic resources.
3. To promote public awareness of the benefits of preservation.

Respect the Design Character of a Historic Building

A key concept in the treatment of an historic resource is that the “character-defining features” of such a property should be preserved. Don’t try to change its style or make it look older, newer or more ornate than it really was. Confusing the character by mixing elements of different styles is also an example of disrespect.

Seek uses that are compatible with the historic character of a building.

Building uses that are closely related to the original use are preferred. Every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building.

When a substantial change in function is necessary to keep a building in active service, then a use that requires the least alteration to significant exterior elements is preferred. It may be that, in order to adapt a building to the proposed new use, such a radical alteration to significant elements would be required that the entire concept is inappropriate. Experience has shown, however, that in most cases designs can be developed that both respect the historic integrity of the building and accommodate new functions.



Historically, signs mounted and/or painted on the exterior of a building advertised the primary business conducted there. Some of these signs are still visible today and should be preserved.

Preserve a Property's Integrity

A basic tenet of preservation is that one should minimize intervention in the historic building fabric. Therefore, in the treatment of a historic building, it is best to preserve those features that remain in good condition. For those that are deteriorated, repair rather than replacement is preferred. When replacement is necessary, it should be done in a manner similar to that used historically.

The following preservation principles apply to the historic properties and form the basis of the guidelines that follow:

1. If a feature is intact and in good condition, maintain it as such.
2. If the feature is deteriorated or damaged, repair it to its original condition.
3. If it is not feasible to repair the feature, then replace it with one that is the same or similar in character (materials, detail, finish) to the original one. Replace only that portion that is beyond repair.
4. If the feature is missing entirely, reconstruct it from appropriate evidence.
5. If a new feature or addition is necessary, design it in such a way as to minimize the impact on original features.

The least level of intervention is preferred. By following this tenet, the highest degree of integrity will be maintained for the property.

Character-defining features of historic buildings collectively establish a sense of place, provide human scale and add rich detail to the street and should be preserved. Typical features include facade materials, decorative cornices, windows, doors and trim around openings.

Therefore, the character-defining features of historic buildings should be preserved whenever feasible in the project. The following guidelines apply, in addition to the Secretary of the Interior's Standards and Guidelines for Treatment of Historic Properties.

Design Guidelines for Character-Defining Features

Architectural details play several roles in defining the character of a historic structure. They add visual interest, distinguish certain building styles and types and often showcase superior craftsmanship. Features such as headers over window and doors, brackets and cornices exhibit materials and finishes often associated with particular styles, and therefore their preservation is important.

1. **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 building type and style should be respected.

2. **Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site should be treated with sensitivity.**
 - a) Preserve intact features with appropriate maintenance techniques.
 - b) Do not obscure significant features with coverings or signs.

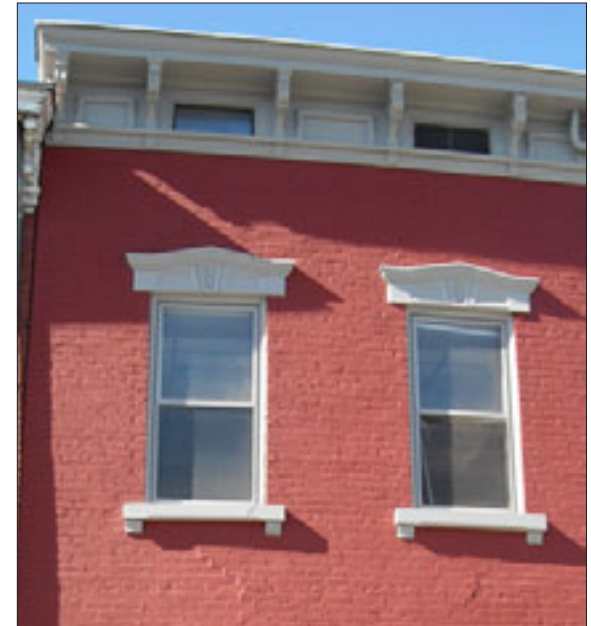
3. **Avoid removing or altering historic material or significant architectural features.**
 - a) Original materials and details that contribute to the significance of the structure are qualities that should be preserved when feasible.
 - b) Retain and preserve original wall material rather than replace it.

4. **Repair features that are damaged.**
 - a) This method is preferred over replacement.

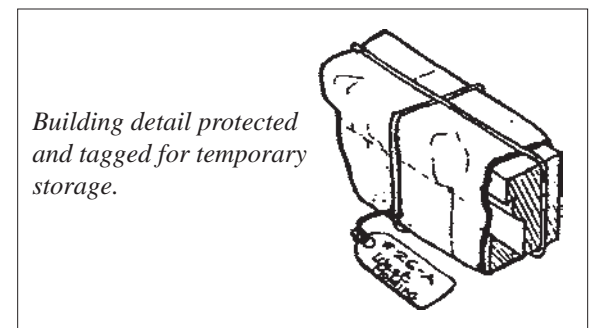
- b) Use repair procedures that will not harm the historic materials. For example, repoint eroded mortar from a brick wall with a mix that is similar in elasticity to that of the original such that the wall will not be damaged during changes in temperature.
- c) When disassembly of a historic element is necessary for its repair, carefully identify how it will be stored during the rehabilitation project. Store it in a safe place until it is to be reinstalled.

5. **Replace features that are missing or beyond repair.**
 - a) Reconstruct only those portions that are beyond repair.
 - b) Reconstructing the original element based on adequate evidence, if available, is the preferred option.
 - c) When feasible, 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.

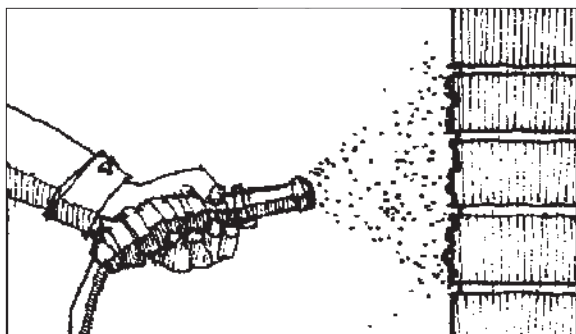
6. **Conjectural designs for replacement features are inappropriate.**
 - a) If evidence is missing, a simplified interpretation of similar elements may be considered.
 - b) See the Criteria for Replacing Missing Features above.



Narrow, rectangular windows and decorative brackets in cornices, overhanging eaves, and hooded window crowns are key, character-defining features on many of the historic buildings in the 12th Street neighborhood. These important architectural features should be preserved.



When disassembly of an historic element is necessary for its repair, carefully identify how it will be stored during the rehabilitation project. Store it in a safe place until it is to be reinstalled.



Harsh cleaning methods are inappropriate.

Design Guidelines for Building Materials

Original exterior building materials provide a sense of scale and texture and often convey the work of skilled craftsmen.

Primary historic building materials should be preserved in place whenever feasible. When the material is damaged, then limited replacement, matching the original, may be considered. Primary historic building materials should never be covered or subjected to harsh cleaning treatments.

This section addresses the treatment of primary historic building materials that compose the dominant exterior surfaces of the historic buildings. The standards address preservation and repair as well as replacement of these primary historic building materials.

Masonry (brick and stone foundations) and wood siding occurred along 12th Street.

The distinct characteristics of each building material, including the scale of the material unit, its texture and finish, contribute to the historic character of a building. In a brick wall, for example, the particular size of brick used and the manner in which it was laid was distinct: in early masonry buildings, a soft mortar was used, which employed a high ra-

tio of lime. Little, if any, Portland cement was employed. The size of the bricks contributed to the sense of scale of the wall, as did the texture and color of the mortar joints. When repointing such walls, it is important to use a mortar mix that approximates the original. Many contemporary mortars are harder in composition than those used historically. These should not be used in mortar repairs because this stronger material is often more durable than the brick itself. As a result, the newer mortar is too strong for the older brick, causing it to break off during movement or swelling. When the wall shifts during the normal change in temperatures, the brick units themselves can be damaged and spalling can occur.

The best way to preserve historic building materials is through well-planned maintenance. Wood surfaces should be protected with a good application of paint. Masonry should be kept dry by preventing leaks from roofs washing over the surface and by maintaining positive drainage away from foundations, such that ground moisture does not rise through the wall.

In some cases, historic building materials may be deteriorated. Horizontal surfaces such as chimneys, sills and parapet copings are most likely to show the most deterioration because they are more exposed to weather and are more likely to hold water for longer periods.

When deterioration occurs, repair the material and any other related problems. Frequently, damaged materials can be patched or consolidated.

In other situations, however, some portions of the material may be beyond repair. In such a case, consider replacement. In the case of primary historic building materials, the new material should match the original. If wood siding had been used historically, for example, the replacement also should be wood. In the case of primary materials, replacement in kind is relatively easy because these materials are readily available and are of high quality.

It is important, however, that the extent of replacement materials be minimized, because the original materials contribute to the authenticity of the property as a historic resource. Even when the replacement material exactly matches that of the original, the integrity of a historic building is to some extent compromised when extensive amounts are removed. This is because the original material exhibits a record of the labor and craftsmanship of an earlier time and this is lost when it is replaced.

It is also important to recognize that all materials weather over time and that a scarred finish does not represent an inferior material, but simply reflects the age of the building. Preserving original materials that show signs of wear is therefore preferred to their replacement.

7. Historic building materials should be preserved.

- a) Employ maintenance procedures that will protect the character and finish of historic materials.

8. Protect historic material surfaces.

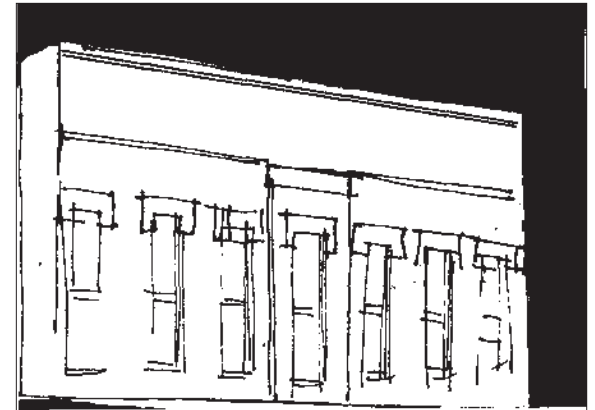
- a) Do not use harsh cleaning methods, such as sandblasting, that could damage the finish of the historic material.

9. Preserve the appearance of original facade materials.

- a) Do not cover or obscure original facade materials. Covering of original facades not only conceals interesting details but also interrupts the visual continuity of materials along the street.
- b) If the original material is obscured with a newer material, uncover it if feasible.

10. If material replacement is necessary, use materials similar to those previously employed.

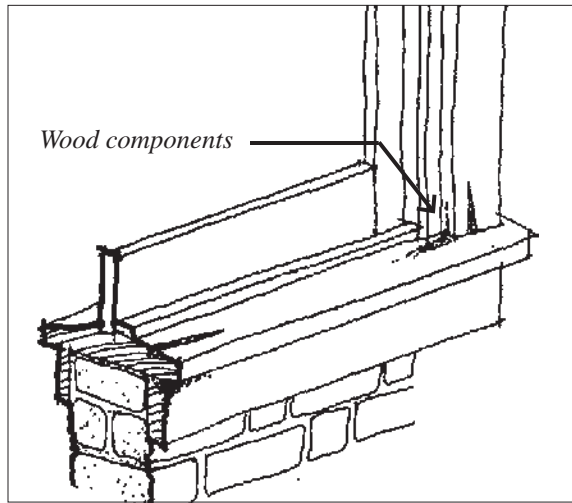
- a) Substitute materials may be used if they match the original in appearance, finish and profile.
- b) Synthetic materials are inappropriate. Covering materials does not necessarily reduce maintenance. The extra layer may cause additional decay due to its method of attachment and its ability to trap moisture.



Before: Cornice missing (compare with below)



After: Cornice reconstructed



If window components are deteriorated, repair rather than replacement, is preferred.

Masonry

11. Repoint those mortar joints where evidence of moisture problem exists or when sufficient mortar is missing.

- a) When repointing masonry, preserve the original mortar characteristics, including composition, profile and color.
- b) In some cases matching the composition of the historic mortar mix may be essential to the preservation of the brick itself.
- c) Consult with a restoration mason when possible.

12. Protect masonry from water deterioration.

- a) Provide proper drainage so the water does not stand on flat or horizontal surfaces or accumulate on decorative features.

Wood

13. Protect wood features from deterioration.

- a) Provide proper drainage and ventilation to minimize rot.
- b) Maintain protective coatings to retard drying and ultraviolet damage. If the building was painted historically, it should remain painted, including the trim.

Design Guidelines for Individual Building Elements

This section presents design guidelines for the preservation of individual historic building elements.

Windows and Doors

Original windows and doors are important features that help convey the early character of a building. These elements should be preserved. It is important to note that some changes in window configurations occurred at times, in response to changing needs, and this tradition of alterations continues. When such changes do occur, however, they should be planned to maintain the overall integrity of a structure.

14. Maintain an architecturally significant facade opening.

- a) The size and shape of an original window opening are important characteristics that should be maintained. Avoid altering these features.
- b) If a window opening has already been altered, consider restoring it if the original condition can be determined.

15. If it is damaged, repair an original window.

- a) This includes the window sash and sill.
- b) Glass replacement is an achievable repair.

16. If a window is deteriorated beyond repair, replicate the original.

- a) Match the general depth and profile of the older window sash in the replacement design.

17. Maintain a window's true divided lights.

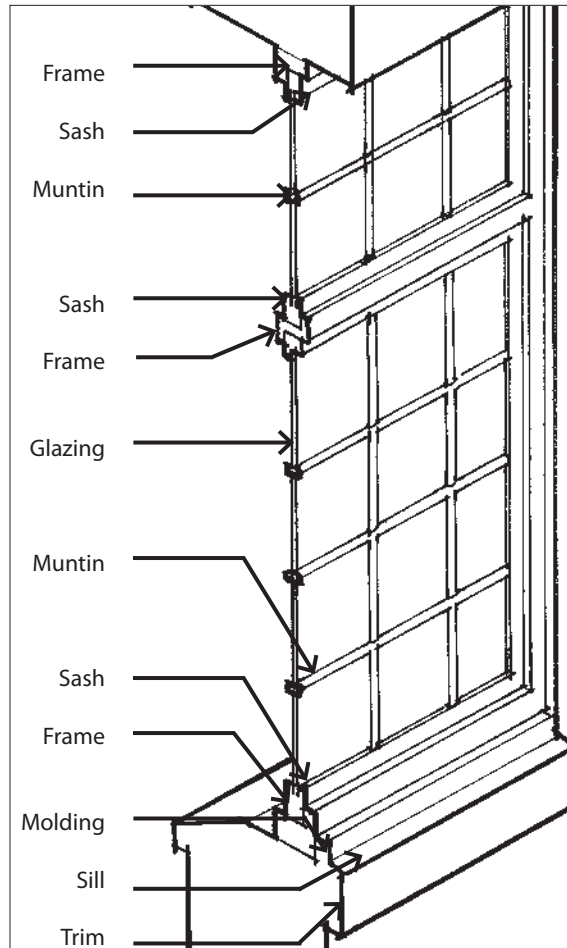
- a) If window replacement is necessary, then match the number and size of lights with the original window or other similar ones.
- b) Using true divided lights is encouraged when replacing a window.

18. Genuine, transparent glass should be used in all windows and doors on key walls.

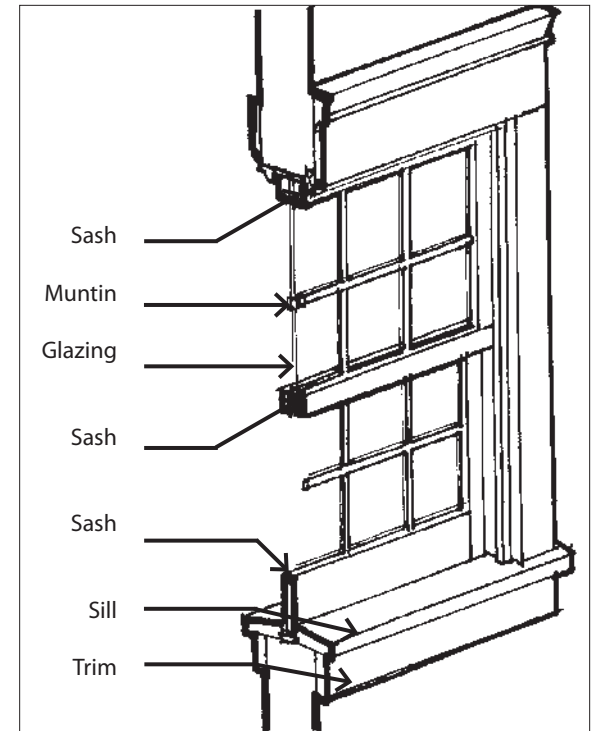
- a) Plastic and Plexiglas are inappropriate.
- b) Opaque, reflective and metallic finishes and tinted materials are inappropriate.

19. Blocking up windows is a part of the "transitional" character of an industrial building, and may be considered to accommodate changing uses.

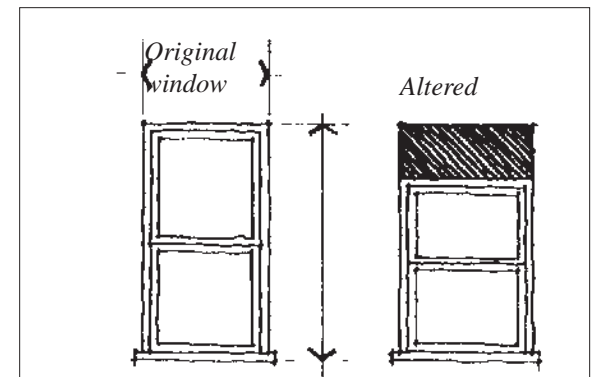
- a) However, this approach should be limited to secondary walls or subordinate window openings.



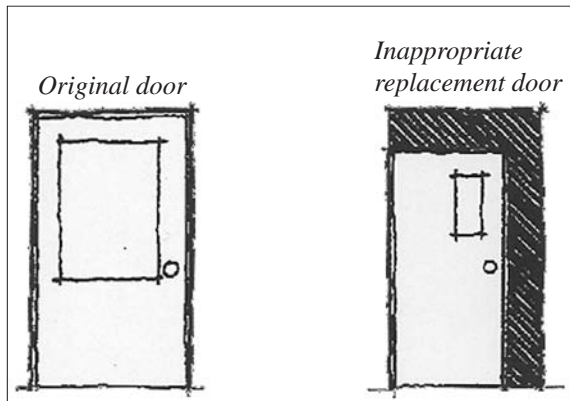
*Pivot Window.
(Warehouse)*



*Double Hung Window.
(Residential, Warehouse)*



The size and shape of an original window opening are important characteristics that should be maintained. Avoid altering these features.



Avoid altering the proportions of a door opening.



A new window should be in character with the building, but also may be seen as a later alteration in the manner in which it is detailed.

20. The material used to fill a window opening should maintain the proportions and character of the original opening.

- a) Inset the material to create a shadow line or “ghost” similar to that seen from having a window inset in the opening.
- b) A change in material or color of material also should be considered to define the location of the original opening.

21. Adding a new window may be considered.

- a) A new window should be in character with the building, but also may be seen as a later alteration in the manner in which it is detailed.
- b) Its position should be in character with that of existing openings.
- c) It should not damage or destroy significant features.
- d) It should have a depth and profile similar to those seen historically on the building.

22. Maintain existing significant doors and entries.

- a) The proportions of an original door, as well as its material and trim details, are important characteristics that should be preserved. Avoid altering these features.
- b) If a door already has been altered, consider restoring it if the original condition can be determined.
- c) Even if the door is no longer to be used, preserve its overall character.

23. When replacement is necessary, use a door style that is similar to that employed originally, when feasible.

- a) The original doorway configuration should be preserved in any situation.

24. Installing a door in a new location may be considered where it does not substantially alter the character of a significant building wall.

- a) Installing a new door along a primary elevation may be considered when it remains subordinate to the overall design.
- b) Installing a new door along a secondary elevation also is appropriate in most cases.

Alterations

Altering buildings to meet changing needs is an on-going practice in the district, and therefore sensitive changes may be considered for historic buildings; however, these alterations should occur in a manner that will not detract from the integrity of the property.

Buildings may undergo alterations over time. New alterations often occur when original material is missing and new interpretations of architectural elements become necessary. These new alterations should be planned to preserve the building's integrity.

On some buildings the specific design of individual facade elements was not integral to the significance of the property. For example, sometimes an entry was repositioned in response to changing functional requirements. When this is the case and a feature (e.g., the location of the door) is not integral to the style of the building, it can be altered. (For example, the entryway can be moved or stairs can be added.)

25. Design an alteration to be compatible with the historic character of the property.

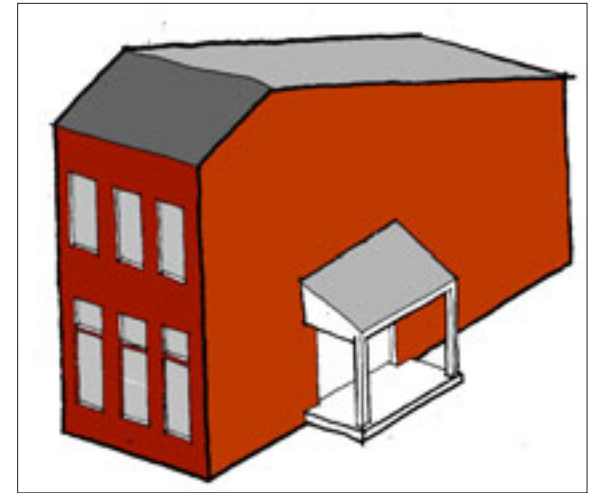
- a) Avoid alterations that would hinder the ability to interpret the significance of the original building.
- b) Alterations that seek to imply an earlier period than that of the building are inappropriate. For example, adding Greek Revival details to a vernacular warehouse structure would falsely suggest the building was constructed earlier than it actually was.

26. Avoid alterations that damage architectural features.

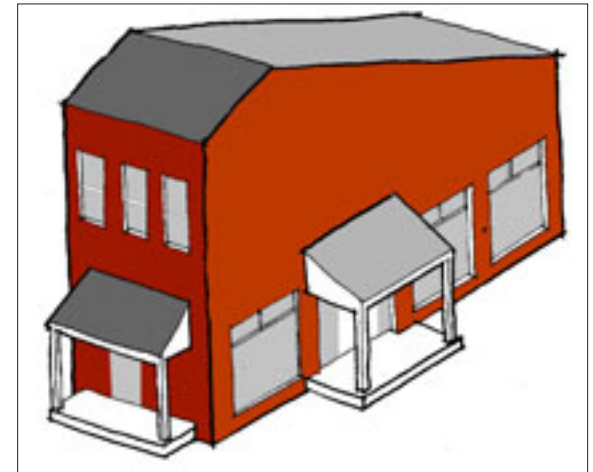
- a) For example, mounting a sign panel in a manner that causes decorative moldings to be damaged would be inappropriate.

27. Preserve the architectural character of a facade when it is intact.

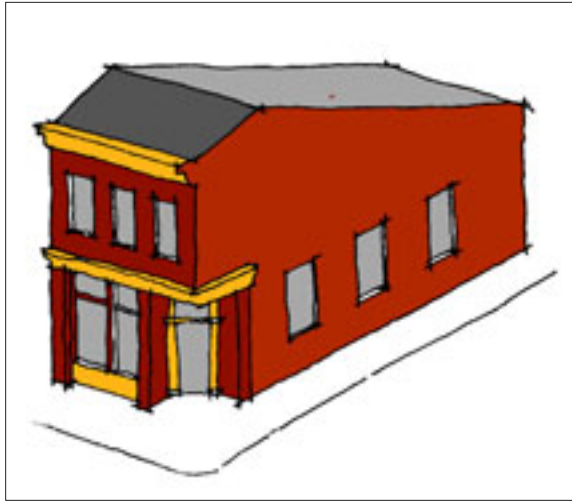
- a) This will help maintain the interest of the street to pedestrians.
- b) If the facade is intact, it should be preserved.



*Historic Condition:
A residence, with the primary entrance located on the side*



*Inappropriate alterations:
Adding a porch and replacing windows with doors on the front of the building. Also adding large display windows to the side of the building.*



*Historic Condition:
A vertical mixed use building, with a recessed corner entrance.*



*Inappropriate alteration:
Changing corner entrance configuration.*

28. An alternative design that is a contemporary interpretation of a traditional facade is appropriate.

- a) Where an original facade or its elements are missing and no evidence of its character exists, a new design that uses the traditional elements may be considered.
- b) However, the design must continue to convey the characteristic elements of typical facades. Also, the design should not impede one's ability to interpret the historic character of the structure. For example, installing new, large display windows, on a facade, would be inappropriate.
- c) Note that in some cases an original facade may have been altered early in the history of the building and the alterations have taken on significance. Such changes may be preserved.

29. Preserve the original roof form.

- a) Maintain the orientation of the roof as seen from the street.
- b) For example, the loss or alteration of the roof form should be avoided.

Design Guidelines for Additions to Historic Buildings

Many buildings have experienced additions over time, as the need for more space and changing functional requirements occurred. New additions may also be considered. When planning an addition, it should be designed such that the historic character of the building can still be perceived. While some destruction of original materials is almost always a part of constructing an addition, such loss should be minimized.

Examples exist in 12th Street where property owners expanded the size of a building by constructing additions. Typically, they used materials and details similar to those of the original structures. Compatible additions to existing historic buildings may also be considered, especially when such additions will help to extend the adaptive use potential of the building. All such additions should meet the following guidelines:

30. When planning an addition to a building, preserve the traditional alignment patterns that occurred along the street.

- a) An addition should not be placed in a location where the primary relationship of the historic building to the street would be destroyed or altered.

31. An addition should be compatible in scale, materials and character with the main building.

- a) An addition should relate to the historic building in mass, scale and form. It should be designed to remain subordinate to the main structure.

32. An addition should not damage or obscure significant features.

- a) For example, loss or alteration of a cornice line should be avoided.

33. Design an addition such that the historic character of the original building can still be interpreted.

- a) A new addition that creates an appearance inconsistent with the historic character of the building is inappropriate. For example, an addition that is more ornate than the original building would be out of character.
- b) An addition that seeks to imply an earlier period than that of the building also is inappropriate because it would confuse the history of the building.

34. An addition should be distinguishable from the original portion.

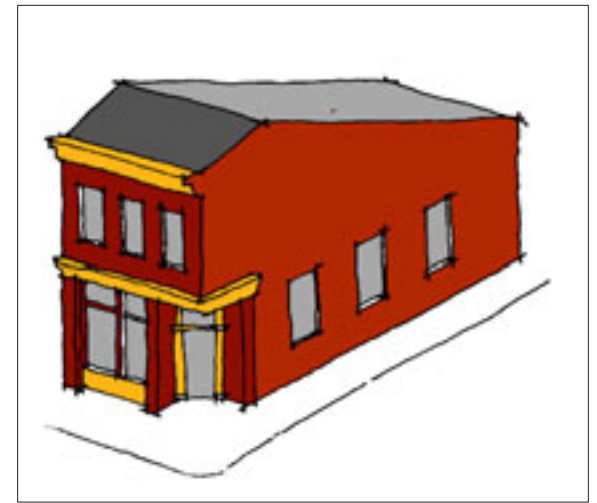
- a) An addition should be made distinguishable from the original building, even in subtle ways, so that the character of the original can be interpreted.

35. Preserve the historic character of a side wall when it is exposed or altered.

- a) When the side of a residential structure is exposed because of the removal of a building beside it, some alterations may be considered that would orient the side of the building to the new open space.
- b) A new side porch may be considered, but should remain subordinate in scale and character.
- c) New windows should be similar in character to those used historically on side walls.
- d) When adapting to commercial use, retain the distinction between building front and side wall.
- e) Maintain the overall ratio of solid to void.

36. A rooftop addition should be set back substantially to preserve the perception of the historic scale of the building.

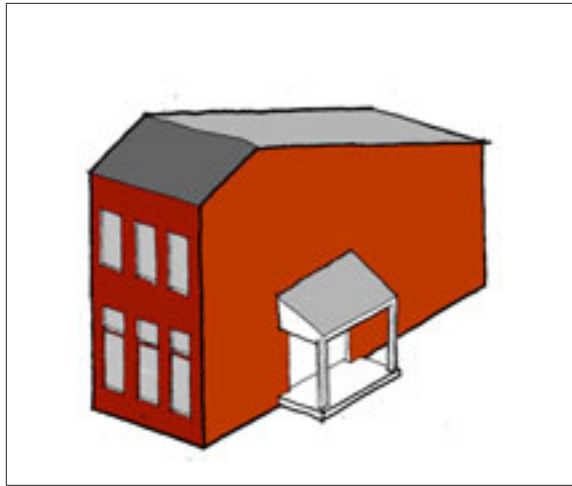
- a) A rooftop addition should be simple in design to prevent it from competing with the primary facade.



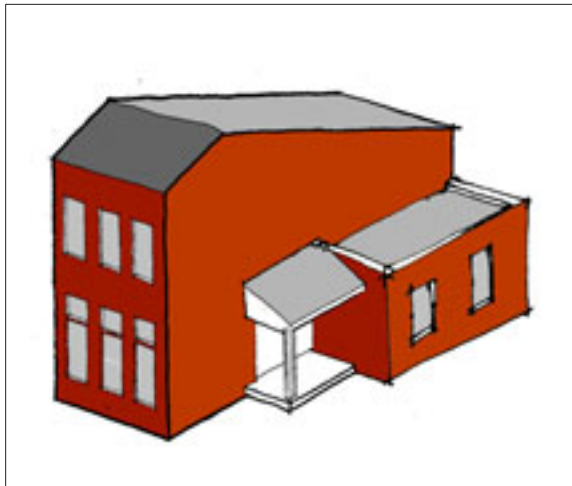
*Historic Condition:
A vertical mixed use building, with a recessed corner entrance.*



*Inappropriate alteration:
Changing the primary roof form to allow for additional headroom on the second floor.*



*Historic Condition:
A residence, with the primary entrance located on the side*



*Appropriate alterations:
One-story side addition set back from the front facade. A one-story rear addition would also be appropriate.*



An addition of a balcony to a warehouse would be appropriate if it is in character with the building.



The handrails shown here are appropriately installed on a loading dock. The railing remains transparent allowing one to see through to the historic building fabric.

Balconies and Handrails

Although in most cases one should avoid adding elements or details that were not part of the original building, a balcony and/or handrail addition may be considered. The addition of a balcony or handrail should be reversible.

Balconies, which would be appropriate on a warehouse building type, should have as little impact on the structure as possible and be a simple design.

37. The balcony should be in character with the building.

- Mount a balcony to accentuate character-defining features.
- The balcony should fit within the opening when feasible.
- A balcony located across two smaller window openings may be considered in limited circumstances. The window opening and balcony proportion should be balanced.
- Use colors that are compatible with the overall color scheme of the building. In most cases dark metal matte finishes are appropriate.

38. Balconies and handrails should be simple in design.

- Simple metal work is most appropriate.
- Heavy timber and plastics are inappropriate.
- The feature should be mostly transparent. One should be able to see through to the building fabric behind the guard rail.

Chapter 3

Guidelines For New Construction

The design guidelines in this section provide directives for construction of new buildings. New buildings should respect the traditional character of the 12th Street neighborhood. New buildings should also enhance the area as a place for pedestrians, including visitors, residents and those who work there. These guidelines focus on the basic mass and scale of new buildings, and greater flexibility is given to architectural details. To the greatest extent feasible, all of these guidelines should be met. However, in some cases, compliance with one may be balanced with another, depending upon the specific conditions, including physical site constraints and economic feasibility.

Objectives for New Buildings

The following are the basic design objectives for new buildings in the 12th Street area:

1. Convey a sense of local identity;
2. Create buildings and designs that are oriented to pedestrians and that reflect the traditional character of 12th Street.

Building Alignment & Orientation

A building should be aligned and oriented similar to those seen traditionally on 12th Street.

39. Building setbacks should be similar to those seen traditionally in the area.

- a) See Chapter 1, 12th Street Design Traditions, page 6.

40. Buildings should relate to the street edge.

- a) Orient the front of a building to the street.
- b) Clearly define the primary entrance.
- c) Where they are used, storefronts should align at the sidewalk edge.

41. Corner sites should be anchored with activities.

- a) A building should be positioned at a corner when feasible.
- b) Create a pedestrian-friendly facade at the corner.



Building setbacks should be similar to those seen traditionally in the area.



The ground level of a building should be designed to provide pedestrian interest.



Dividing buildings into modules that reflect traditional building widths is appropriate.

Building Form

A similarity of building forms contributes to a sense of visual continuity along the street. In order to maintain this sense of visual continuity, a new building should have basic roof and building forms that are similar to those seen traditionally along 12th Street.

42. Primary building forms should appear similar to those seen traditionally in the area.

- a) Simple rectangular forms with traditional pitched and flat roofs are appropriate.
- b) Other, smaller forms should appear to be subordinate to the primary volume. The proportions established during the period of focus should be continued.

Mass and Scale

A building should appear to have a “human scale.” In general, this can be accomplished by using traditional forms and elements that can be interpreted in human dimensions.

43. A building should appear to be similar in width to those seen traditionally.

- a) If a building is to be wider than those seen traditionally on 12th Street, it should be divided into modules that express those seen traditionally.



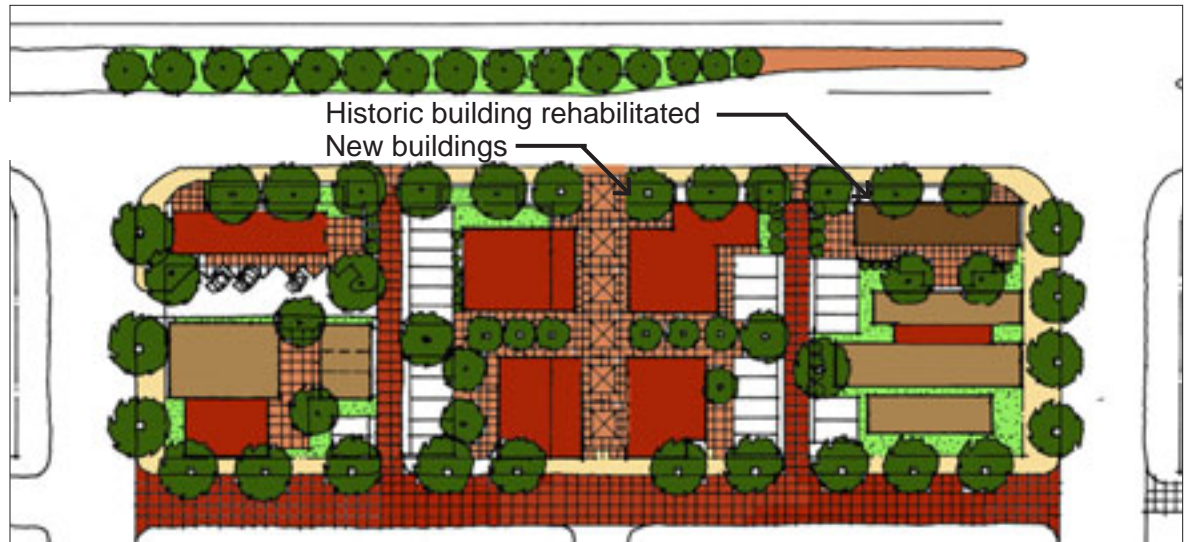
Use windows that reflect the scale and proportion of those seen traditionally.

44. Building materials should help establish a human scale.

- a) Use wood, use wood, brick and stone in modules and dimensions that will express a human scale.
- b) Large, featureless surfaces or paneled products that lack a sense of scale are inappropriate.

45. Express facade components in ways that will help to establish a human scale.

- a) Repeat wall elements, including windows, columns, ornamental trim and architectural features, such that rhythms and patterns result which convey a human scale.
- b) Use windows and doors that are proportional in scale to those seen traditionally.



The redevelopment concept for the block of 12th between Lee and Holman is to build on the existing and rehabilitated structures while creating a new redevelopment. New infill should be similar in mass and scale to those seen traditionally.

Building Height

A building should appear to be similar in height to buildings in the area. The visual impacts of taller portions that exceed traditional heights should be minimized.

46. Floor-to-floor heights should appear to be similar to those seen traditionally.

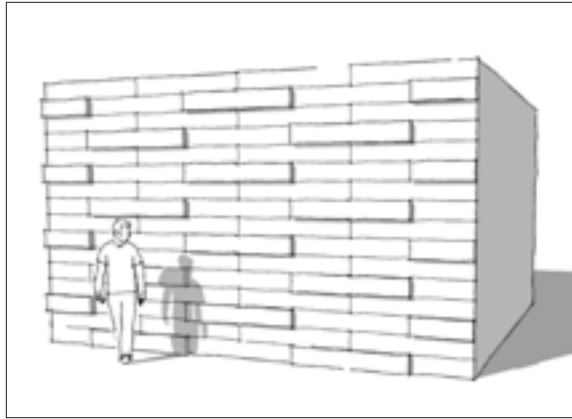
- a) In particular, the openings in new construction should appear similar in height to those seen traditionally.



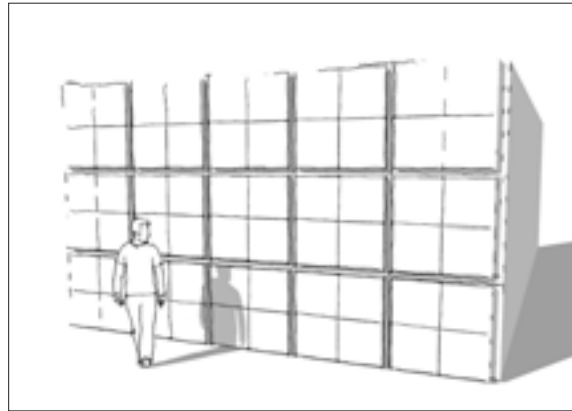
Repeating wall elements such as windows, columns, and ornamental trim will help establish a human scale.



New infill divided into modules to reflect traditional building widths.



Building materials should have a human scale.



Stucco and synthetic materials are inappropriate.



Precedents for dividing buildings into modules exist in Covington.

Building Materials

In the past, a limited palette of building materials appeared in the area. Masonry was a primary material, in a variety of types. Wood lap siding also was used. This same selection of materials should continue to be predominant. New materials also may be considered, however, they should relate to those used traditionally in scale, texture, matte finish and detailing. They should help to convey a human scale as well.

47. Use materials similar to those used traditionally.

- a) Limit the use of facade materials that don't have a human scale or reflect materials used traditionally.

48. New materials may also be considered. If used, they should appear similar in character to those used traditionally.

- a) New materials should also have a demonstrated durability in the Covington climate.
- b) Large expanses of featureless materials and synthetic materials are inappropriate.
- c) A matte or non-reflective finish is preferred. Polished stone and mirrored glass, use wood, should be avoided.

Facade Composition

The front of a building should be designed to reflect the basic organizational traditions of commercial and residential structures in the 12th Street area. It should also be designed to provide interest to pedestrians, including visitors, residents and those who work there, and establish a sense of visual continuity along the street.

49. Compose a building facade with a base, a midsection and a cap.

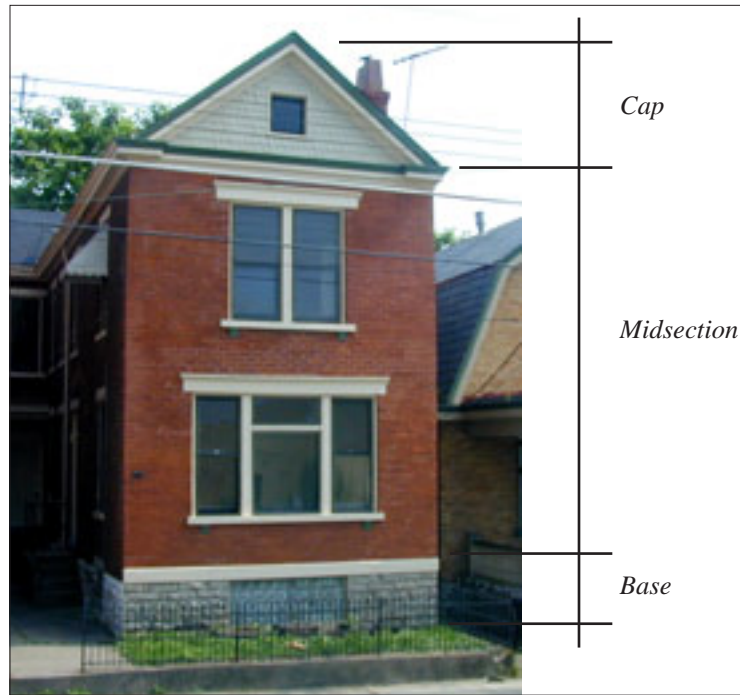
- a) Traditionally, buildings were composed of these three basic elements. Interpreting this tradition will help reinforce the visual continuity of the area.

Pedestrian Interest

The 12th Street area should continue to develop as a pedestrian-oriented environment. Streets, sidewalks and pathways should encourage walking, sitting and other outdoor activities; buildings should also be visually interesting and invite exploration by pedestrians. Existing pedestrian routes should be enhanced.

50. Design the street edge of a building to provide interest to pedestrians.

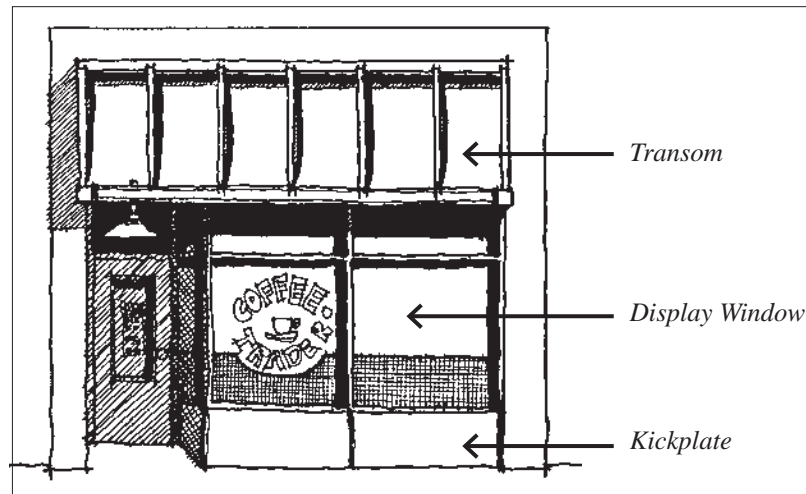
- a) Depending on the building style (residential or commercial) the ground level of a building should be composed of one or more of the following:
 - i. Display windows
 - ii. Display case
 - iii. Porch
 - iv. Public amenities
 - v. Landscaping/Garden
 - vi. Signs



Compose a building facade with a base, a midsection and a cap.

51. Use windows that reflect the scale and proportion of those seen traditionally.

- a) Many windows were double-hung with vertical proportions. Others were in a commercial storefront arrangement.
- b) If using a commercial storefront display window, it should reflect a traditional storefront in transparency, composition and scale. It should also highlight the goods or services provided.



New contemporary storefronts should reflect a traditional storefront composition.

Architectural Character

While it is important that a new building be compatible with the traditional context, it is not necessary that it imitate older building styles. In fact, stylistically distinguishing a new building from its older neighbors is preferred when the overall design of the new infill reinforces development patterns established during the period of focus. In essence, the design of an infill building should be a balance of new and old in design.

52. Contemporary interpretations of traditional building elements are encouraged.

- a) A new design that draws upon the fundamental similarities among older buildings in the area without copying them is preferred. This will allow it to be seen as a product of its own time and yet still be compatible with its older neighbors.
- b) The literal imitation of older historic styles is discouraged.

53. Use architectural ornamentation with restraint.

- a) While some examples of ornamentation occurred traditionally, these were generally modest in scale, number and character.
- b) Highly ornate, formal details are inappropriate.



A contemporary interpretation of a storefront features is appropriate.



A new design that draws upon the fundamental similarities among older buildings in the area without copying them is preferred.



Precedents for compatible new infill designs exist in Covington.

Chapter 4

Guidelines for Streetscape & Landscape Design

This section provides guidelines for general streetscape and landscape design, and defines a palette of appropriate materials. They are intended to help mitigate impacts to historic resources that would remain by reflecting the traditional streetscape and landscapes of yards seen along 12th Street.

The character of the south side of the street should reflect a pedestrian-friendly environment. Remnant parcels should be enhanced with landscaping and small plazas. When feasible, traditional design features should be installed, such as limestone wall or wrought iron fences. Also new furnishings should be provided.

Landscape

Trees and other plant materials should be in character with those seen traditionally in the area. Buildings traditionally abutted the property line or were slightly set back, providing a shallow front yard. These were either partially paved or a small garden was provided.

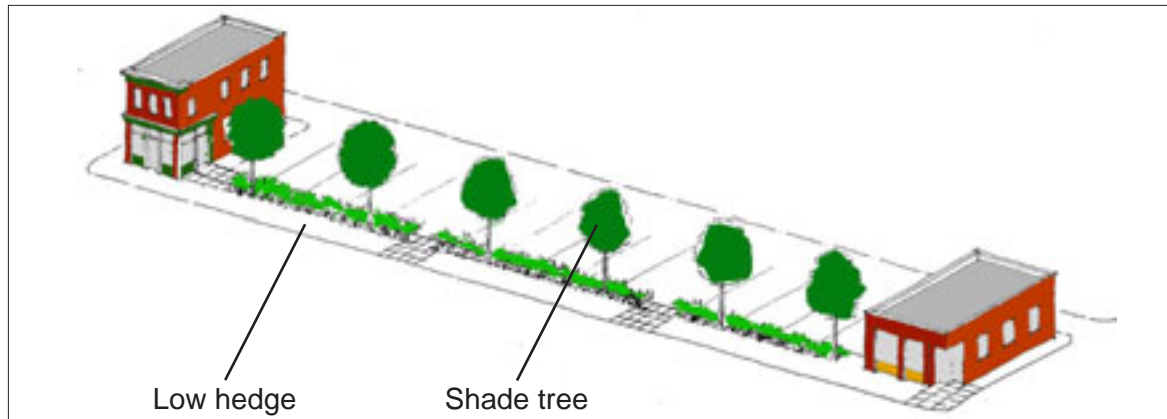
54. Install trees and plant materials similar to traditional landscapes

- a) Trees should be planted in informal clusters, rather than formal lines of street trees.
- b) Include informal clusters of low shrubbery and accent plants.
- c) Preserve existing trees when feasible.
- d) Provide a shallow landscaped or partially paved (brick pavers) front yard.

55. Trees should be planted in staggered patterns, to reflect traditional residential designs.



A conceptual sketch for a park in the 400 West block of 12th Street, looking southwest. Stone walls and fences define the street edge, recalling historic residential yards in the area.



Parking lot edges that abut streets and adjoining lots should be screened with landscaping.



Parking lots should be buffered by landscaping or framed by buildings.

Parking and Access

While on-street parking will provide the bulk of parking spaces along 12th Street, a small amount of off-street parking is anticipated. Access to this parking should be designed to minimize conflicts with traffic on 12th Street and their visual impacts should be minimized.

56. The edges of parking lots that abut streets and adjoining parcels should be buffered with landscaping, although views into the lot should still be maintained.

- a) Buffer parking with two or more of the following:
 - Stone walls
 - Wrought iron fences
 - Low shrubbery
 - Trees
- b) When feasible, anchor the ends of a parking lot with buildings, in order to provide pedestrian-friendly activities along the street.

57. Where possible, parking lots should be situated on the interior of a lot buffered by landscaping or framed by buildings.

Site Features

Site features should be in character with those seen traditionally in the area, while also accommodating contemporary needs and standards.

58. Fence designs should appear similar in character to those used traditionally.

- a) Wrought iron fences and stone walls are appropriate.



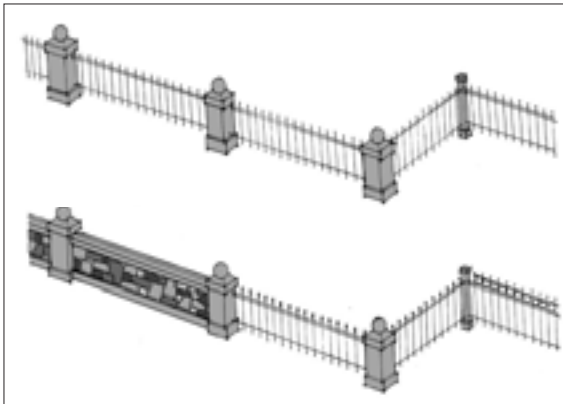
Wrought iron fences were traditionally utilized.

59. Wall and fences should appear similar in scale to those used historically.

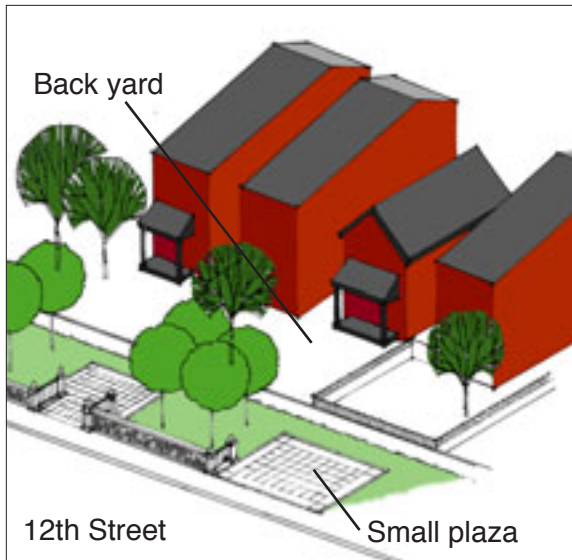
- a) The length of a fence segment should be similar to those seen traditionally.
- b) The height should be similar to those of historic fences.

60. Fence designs should appear similar in character to those used historically.

- a) Wrought iron fences are appropriate.
- b) Stone piers should be used.
- c) Where possible, rebuild or relocate stone walls from existing or stockpiled materials.



Fences should have a similar design and scale to those used historically.



Example of parks and small plazas along 12th Street. Trees should be installed to buffer views from back yards to 12th Street.

Parks

Park should be designed to reflect the general character of yards seen traditionally in the area, while also recognizing the different functional requirements. This is especially important along the southside of 12th Street where there is great potential for a cohesive park network.

The landscape palette described in this report should be used, including stone walls, wrought iron fences and planting clusters. In addition, the CPTED principles should apply.

Whenever feasible, the park should be flanked with active uses, to help animate the area and to monitor activity in the open spaces.

61. Provide activities that will animate the park.

- a) Anchor the park with a commercial or residential use.
- b) In some cases, allocating some of this open space to an adjoining residence as a new side yard would be appropriate. This side yard should serve as a transition to the park area.

62. Where possible, provide filtered views from the back yards of properties on Watkins Street.

- a) Install trees to help buffer views from these yards to 12th Street. However, maintain some visual contact with the linear park area, in consideration of CPTED principles.



This sketch illustrates park designs for the south side of the 500 and 400 blocks of 12th Street.

63. Park landscapes should reflect features of the residential character of yards seen historically.

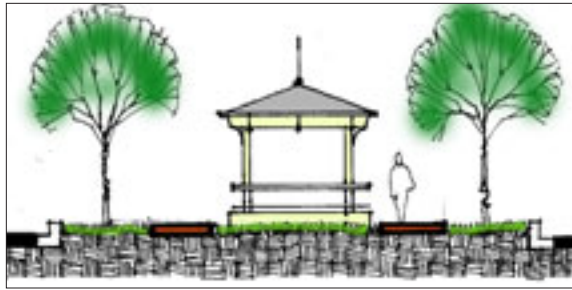
- a) Define the sidewalk edge with stone walls and/or metal fences.
- b) Reuse existing stone walls and metal fences in designs, when feasible.
- c) Provide entrances into the park that read as “gateways” to yards.

64. Install trees in a manner similar to traditional residential landscapes.

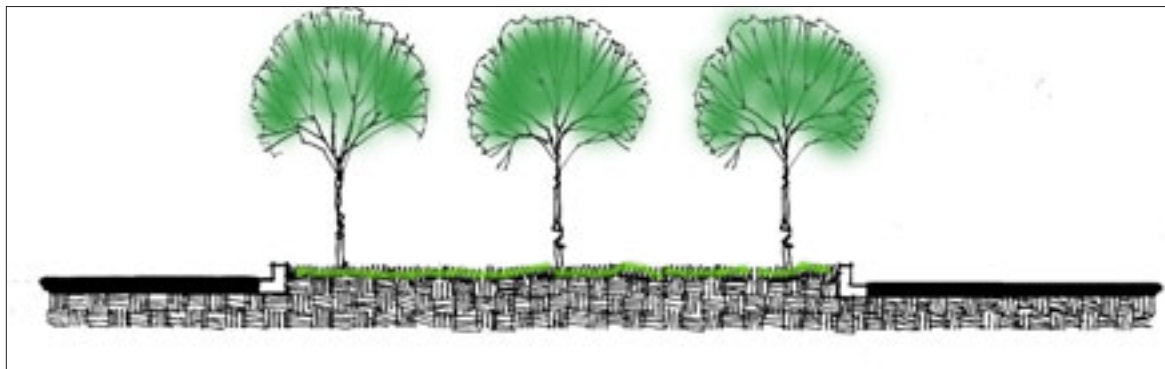
- a) Trees should be planted in informal clusters, rather than formal lines of street trees.
- b) Also include informal clusters of low shrubbery and accent plants.
- c) Preserve existing trees when feasible.

65 . Reflect historic paving materials in hard surfaces in parks.

- a) Use brick paving as accents, to recall historic alley materials.
- b) Broom finished concrete, in scored patterns, is also appropriate.



Parklike structures and sidewalks should not be located in the median.



The median should be planted with grass and trees.

Medians

A landscaped median in the center of 12th Street is a key element of the overall landscape strategy for the corridor.

The median should be designed as a visual buffer along the street. It should serve primarily as a visual amenity, with landscaping. At key locations, signs should be installed. In addition, some special focal points, to include sculpture, fountains or other public monuments, should be installed to help give distinct identity to individual blocks.

66. The median should be planted with grass and trees.

- a) No sidewalks should be provided, since this area is primarily a visual entity.
- b) No structures should be erected in the median

67. In its widest locations, two different trees species should be used in the median, in an alternating pattern.

- a) This provides variety in size and color and relates to the more informal landscape designs of residential yards seen historically in the area.

68. The median landscape palette should include:

- a) Stone walls and piers
- b) Wrought iron fences
- c) Grass and street trees

69. Traditional ornamental lighting fixtures should be utilized.

- a) Ornamental street lights should be used to highlight signs, crosswalks and focal points.

70. Locating a sidewalk or parklike structure in the median is inappropriate

- a) However, some structural features may be included as monumental focal points.

Sidewalks

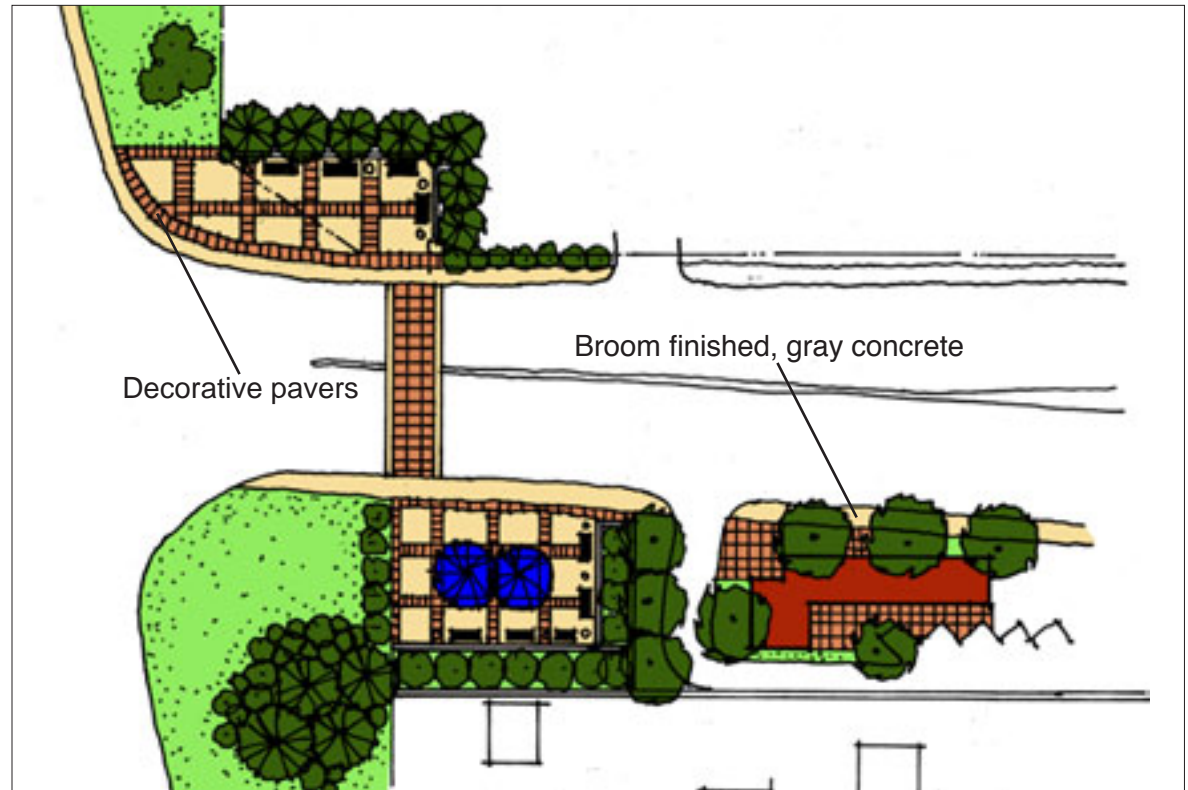
Sidewalks should be in character with those seen historically in the area, while also accommodating contemporary needs and standards.

71. New sidewalks should be broom finished, grey concrete.

- a) The minimum width should be five feet.
- b) Where feasible, seven feet should be provided.
- c) Decorative paving should be used as accents at corners, expanded landscape areas, and at building entries.

72. Include decorative paving in crosswalks at key intersections

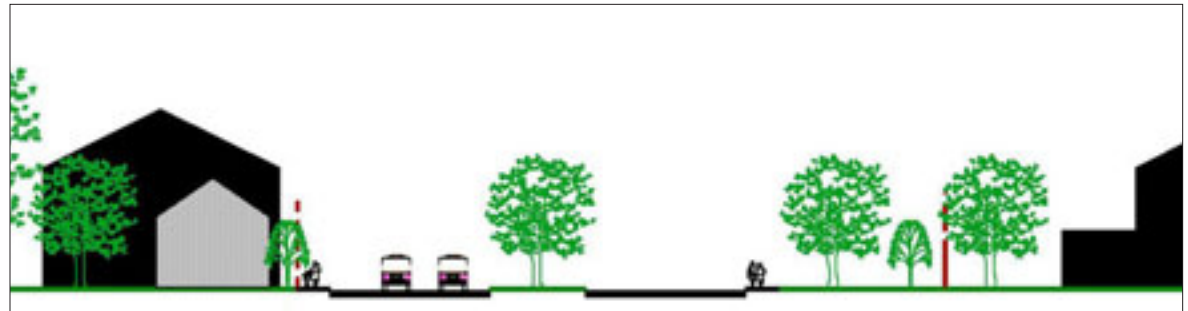
- a) Paving should be modular concrete pavers, designed to appear similar to bricks seen historically in the area.
- b) Frame paving in bands, similar to those used in new streetscape design in downtown Covington.



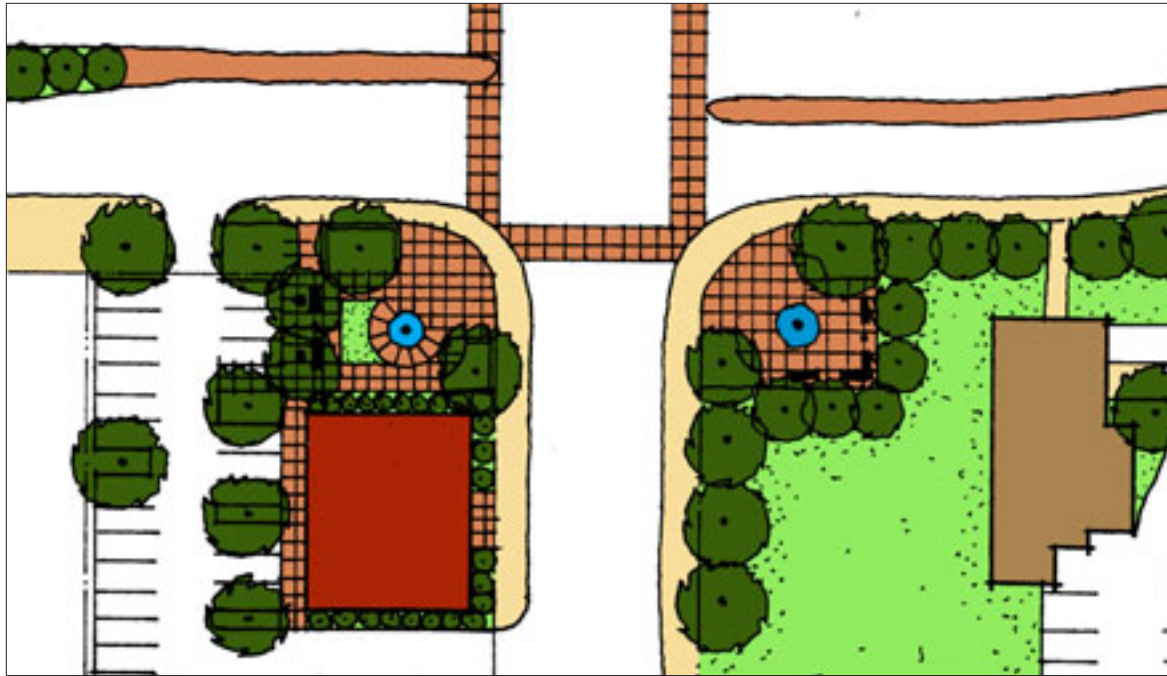
New sidewalks should be broom finished, grey concrete while crosswalks and key intersections should be constructed of decorative pavers.

73. Trees should be planted in staggered patterns, to reflect traditional residential designs.

- a) Consult the Kentucky Heritage Council's Streetscape Design Guidelines for Historic Commercial Districts for further guidelines on tree plantings.



Sidewalks should be enhanced with trees and other landscaping.



Plazas create an active outdoor activity and are appropriate for corner lots.

Corner Lots

Corner lots anchor the street and should be active and include a building, plaza, or park.

74. Corner sites should be anchored with activities.

- a) A building should be positioned at a corner when feasible.
- b) Relocate the existing building to the newly formed corner lot or construct a new compatible infill building.
- c) Create an active outdoor activity.

Signs

It is important to maintain a clean and uncluttered streetscape. Signs should be kept to a minimum and, where possible, placed appropriately on a building's facade.

75. Signs should be kept to a minimum.

- a) Place and integrate a sign on a building's facade where possible.
- b) Integrate a sign into the landscape design.
- c) Utilize shielded light fixtures to minimize glare.
- d) Consult Historic Covington Design Guidelines for further guidelines on signs.

Appendix A

The Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings

The Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings are general rehabilitation guidelines established by the National Park Service. These standards are policies that serve as a basis for the design principles presented in this document. The Secretary's Standards state that:

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships 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 elements from other historic properties, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, 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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. 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, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the 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.

Appendix B

National Park Service Information

(<http://www.nps.gov/history/hps/freepubs.htm>)

The Cultural Resources Department of the National Park Service, in the U.S. Department of the Interior has published a series of technical reports regarding proper preservation techniques. This series, Preservation Briefs and Preservation Tech Notes, is a mainstay for many preservationists in the field. When considering a preservation project on any historic property these resources should be sought out.

Preservation Briefs

Preservation Briefs 1: The Cleaning and Waterproof Coating of Masonry Buildings. Mack, Robert C. Washington, D.C.: U.S. Government Printing Office, 1975.

Preservation Briefs 2: Repointing Mortar Joints in Historic Brick. Mack, Robert C., de Teel Patterson Tiller and James S. Askins. Washington, D.C.: U.S. Government Printing Office, 1980.

Preservation Briefs 3: Conserving Energy in Historic Buildings. Baird, Smith M. Washington, D.C.: U.S. Government Printing Office, 1978.

Preservation Briefs 4: Roofing for Historic Buildings. Sweetser, Sarah M. Washington, D.C.: U.S. Government Printing Office, 1978.

Preservation Briefs 5: Preservation of Historic Adobe Buildings. U.S. Department of the Interior. Washington, D.C.: U.S. Government Printing Office, 1978.

Preservation Briefs 6: Dangers of Abrasive Cleaning to Historic Buildings. Grimmer, Anne E. Washington, D.C.: U.S. Government Printing Office, 1979.

Preservation Briefs 7: The Preservation of Historic Glazed Architectural Terra-Cotta. Tiller, de Teel Patterson. Washington, D.C.: U.S. Government Printing Office, 1979.

Preservation Briefs 8: Aluminum and Vinyl Siding on Historic Buildings. Myers, John H., revised by Gary L. Hume. Washington, D.C.: U.S. Government Printing Office, 1978.

Preservation Briefs 9: The Repair of Historic Wooden Windows. Myers, John H. Washington, D.C.: U.S. Government Printing Office, 1981.

Preservation Briefs 10: Exterior Paint Problems on Historic Woodwork. Weeks, Kay D. and David W. Look. Washington, D.C.: U.S. Government Printing Office, 1982.

Preservation Briefs 11: Rehabilitating Historic Storefronts. Jandl, H. Ward. Washington, D.C.: U.S. Government Printing Office.

Preservation Briefs 12: The Preservation of Historic Pigmented Structural Glass. U.S. Department of the Interior. Washington, D.C.: U.S. Government Printing Office, 1984.

Preservation Briefs 13: The Repair and Thermal Upgrading of Historic Steel Windows. Park, Sharon C. Washington, D.C.: U.S. Government Printing Office.

Preservation Briefs 14: New Exterior Additions to Historic Buildings: Preservation Concerns. Weeks, Kay D. Washington, D.C.: U.S. Government Printing Office, 1986.

Preservation Briefs 15: Preservation of Historic Concrete: Problems and General Approaches. Coney, William B. and Wiss, Janney, Elstner Associates, Inc. Washington, D.C.: U.S. Government Printing Office.

Preservation Briefs 16: The Use of Substitute Materials on Historic Building Exteriors. Park Sharon C. Washington, D.C.: U.S. Government Printing Office.

- Preservation Briefs 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character. Nelson, Lee H. Washington, D.C.: U.S. Government Printing Office.
- Preservation Briefs 18: Rehabilitating Interiors in Historic Buildings. Jandl, H. Ward. Washington, D.C.: U.S. Government Printing Office, 1988.
- Preservation Briefs 19: The Repair and Replacement of Historic Wooden Shingle Roofs. Park Sharon C. Washington, D.C.: U.S. Government Printing Office.
- Preservation Briefs 20: The Preservation of Historic Barns. Auer, Michael J. Washington, D.C.: U.S. Government Printing Office, 1989.
- Preservation Briefs 21: Repairing Historic Flat Plaster—Walls and Ceilings. MacDonald, Marylee. Washington, D.C.: U.S. Government Printing Office, 1989.
- Preservation Briefs 22: The Preservation and Repair of Historic Stucco. Grimmer, Anne. Washington, D.C.: U.S. Government Printing Office, 1990.
- Preservation Briefs 23: Preserving Historic Ornamental Plaster. Flaharty, David. Washington, D.C.: U.S. Government Printing Office, 1990.
- Preservation Briefs 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches. Park, Sharon C. Washington, D.C.: U.S. Government Printing Office, 1991.
- Preservation Briefs 25: The Preservation of Historic Signs. Auer, Michael J. Washington, D.C.: U.S. Government Printing Office, 1991.
- Preservation Briefs 26: The Preservation and Repair of Historic Log Buildings. Bomberger, Bruce D. Washington, D.C.: U.S. Government Printing Office, 1991.
- Preservation Briefs 27: The Maintenance and Repair of Architectural Cast Iron. Waite, John G. Washington, D.C.: U.S. Government Printing Office, 1991.
- Preservation Briefs 28: Painting Historic Interiors. Chase, Sara B. Washington, D.C.: U.S. Government Printing Office, 1992.
- Preservation Briefs 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs. Levine, Jeffrey S. Washington, D.C.: U.S. Government Printing Office, 1992.
- Preservation Briefs 30: The Preservation and Repair of Historic Clay Tile Roofs. Grimmer, Anne E. and Paul K. Williams. Washington, D.C.: U.S. Government Printing Office, 1992.
- Preservation Briefs 31: Mothballing Historic Buildings. Park, Sharon C. Washington, D.C.: U.S. Government Printing Office, 1993.
- Preservation Briefs 32: Making Historic Properties Accessible. Jester, Thomas C. and Sharon C. Park. Washington, D.C.: U.S. Government Printing Office, 1993.
- Preservation Briefs 33: The Preservation and Repair of Historic Stained and Leaded Glass. Vogel, Neal A. and Rolf Achilles. Washington, D.C.: U.S. Government Printing Office, 1993.
- Preservation Briefs 34: Applied Decoration for Historic Interiors: Preserving Composition Ornament. Thornton, Jonathan and William Adair. Washington, D.C.: U.S. Government Printing Office, 1994.
- Preservation Briefs 35: Understanding Old Buildings: The Process of Architectural Investigation. McDonald, Travis C. Washington, D.C.: U.S. Government Printing Office, 1994.
- Preservation Briefs 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes. Birnbaum, Charles A. Washington, D.C.: U.S. Government Printing Office, 1994.

Preservation Briefs 37: Appropriate Methods for Reducing Lead Paint Hazards in Historic Housing. Park, Sharon C. and Douglas Hicks. Washington, D.C.: U.S. Government Printing Office, 1995.

Preservation Briefs 38: Removing Graffiti from Historic Masonry. Weaver, Martin E. Washington, D.C.: U.S. Government Printing Office, 1995.

Preservation Briefs 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings. Park, Sharon C. Washington, D.C.: U.S. Government Printing Office, 1994.

Preservation Briefs 40: Preserving Historic Ceramic Tile Floors. Grimmer, Anne E. and Kimberly A. Konrad. Washington, D.C.: U.S. Government Printing Office, 1995.

Preservation Brief 41: The Seismic Retrofit of Historic Buildings. Look, David W., AIA, Terry Wong, P.E., and Sylvia Rose Augustus. Washington, D.C.: U.S. Government Printing Office, 1997.

Preservation Brief 42: The Maintenance, Repair and Replacement of Cast Stone. Piper, Richard. Washington, D.C.: U.S. Government Printing Office, 1995.

Preservation Brief 43: The Preparation and Use of Historic Structures Report. Slaton, Deborah. Washington, D.C.: U.S. Government Printing Office, 2004.

Preservation Brief 44: The Use of Awnings on Historic Buildings Repair, Replacement & New Design. Randl, Chad. Washington, D.C.: U.S. Government Printing Office, 2004.

Preservation Briefs 45: Preserving Historic Wooden Porches. Leeke, John and Aleca Sullivan. Washington, D.C.: U.S. Government Printing Office, 2006.

Preservation Briefs 46: The Preservation and Reuse of Historic Gas Stations. Randl, Chad. Washington, D.C.: U.S. Government Printing Office, 2006.

Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings. Sharon Park, FAIA. Discusses the benefits of regular inspection, monitoring, and seasonal maintenance work for historic buildings. Provides guidance on maintenance treatments for historic building exteriors. 16 pages. 18 illustrations. 2006.

Preservation Tech Notes

Doors

No. 1: Historic Garage and Carriage Doors: Rehabilitation Solutions. Bonnie Halda, AIA. (1989)

Exterior Woodwork

No. 1: Proper Painting and Surface Preparation. Sharon Park, AIA. (1986)

No. 2: Paint Removal from Wood Siding. Alan O'Bright. (1986)

No. 3: Log Crown Repair and Selective Replacement Using Epoxy and Fiberglass Reinforcing Bars. Harrison Goodall. (1989)

No. 4: Protecting Woodwork Against Decay Using Borate Preservatives. Ron Sheetz and Charles Fisher. (1993)

Finishes

No. 1: Process-Painting Decals as a Substitute for Hand-Stencilled Ceiling Medallions. Sharon Park, FAIA. (1990)

Historic Glass

No. 1: Repair and Reproduction of Prismatic Glass Transoms. Chad Randl. (2002)

No. 2: Repair and Rehabilitation of Historic Sidewalk Vault Lights. Cas Stachelberg and Chad Randl (2003)

Historic Interior Spaces

No. 1: Preserving Historic Corridors in Open Office Plans. Christina Henry. (1985)

No. 2: Preserving Historic Office Building Corridors. Thomas Keohan. (1989)

No. 3: Preserving Historic Corridor Doors and Glazing in High-Rise Buildings. Chad Randl. (2001)

Masonry

No. 1: Substitute Materials: Replacing Deteriorated Serpentine Stone with Pre-Cast Concrete. Robert M. Powers. (1988)

No. 2: Stabilization and Repair of a Historic Terra Cotta Cornice. Jeffrey Levine and Donna Harris. (1991)

- No. 3: Water Soak Cleaning of Limestone. Robert M. Powers. (1992)
No. 4: Non-destructive Evaluation Techniques for Masonry Construction. Marilyn E. Kaplan, Marie Ennis and Edmund P. Meade. (1997)

Mechanical Systems

- No. 1: Replicating Historic Elevator Enclosures. Marilyn Kaplan, AIA. (1989)

Metals

- No. 1: Conserving Outdoor Bronze Sculpture. Dennis Montagna. (1989)
No. 2: Restoring Metal Roof Cornices. Richard Pieper. (1990)
No. 3: In-kind Replacement of Historic Stamped-Metal Exterior Siding. Rebecca A. Shiffer. (1991)
No. 4: Rehabilitating a Historic Iron Bridge. Joseph P. Saldibar, III. (1997)
No. 5: Rehabilitating a Historic Truss Bridge Using a Fiber-Reinforced Plastic Deck. Chad Randl (2003)
No. 6: Repair and Reproduction of Metal Canopies and Marquees with Glass Pendants. Lauren Van Damme and Charles E. Fisher (2006)

Museum Collections

- No. 1: Museum Collection Storage in a Historic Building Using a Prefabricated Structure. Don Cumberland, Jr. (1985)
No. 2: Reducing Visible and Ultraviolet Light Damage to Interior Wood Finishes. Ron Sheetz and Charles Fisher. (1990)

Site

- No. 1: Restoring Vine Coverage to Historic Buildings. Karen Day. (1991)

Temporary Protection

- No. 1: Temporary Protection of Historic Stairways. Charles Fisher. (1985)
No. 2: Specifying Temporary Protection of Historic Interiors During Construction and Repair. Dale H. Frens. (1993)
No. 3: Protecting A Historic Structure during Adjacent Construction. Chad Randl. (2001)

Windows

- No. 10: Temporary Window Vents in Unoccupied Historic Buildings. Charles Fisher and Thomas Vitanza. (1985)
No. 11: Installing Insulating Glass in Existing Wooden Sash Incorporating the Historic Glass. Charles Fisher. (1985)
No. 13: Aluminum Replacement Windows with Sealed Insulating Glass and Trapezoidal Muntin Grids. Charles Parrott. (1985)
No. 17: Repair and Retrofitting Industrial Steel Windows. Robert M. Powers. (1989)
No. 19: Repairing Steel Casement Windows. Chad Randl. (2002)
No. 20: Aluminum Replacement Windows for Steel Projecting Units with True Divided Lights and Matching Profiles. Chad Randl. (2003)
No. 21: Replacement Wood Sash Utilizing True Divided Lights and an Interior Piggyback Energy Panel. Charles E. Fisher. (2008)
No. 22: Maintenance and Repair of Historic Aluminum Windows. Kaaren R. Staveteig. (2008)