

**APPENDIX A1**  
**Secretary of the Interior's Standards**

The Versailles-Midway-Woodford County Board of Architectural Review, hereby and through action at a properly called and conducted meeting, adopted, the Secretary of the Interior's Standards for Rehabilitation & *Illustrated Guidelines for Rehabilitating Historic Buildings* (excluding those regulations that deal with the interior of structures) as part of its guidelines. The ten standards here are a summary of the complete text. The complete text may be obtained from:

U.S. Department of the Interior  
National Park Services  
Heritage Preservation Services  
Washington, D.C.

Or you may look at a reference copy any business day at the Planning Commission Office or at the Woodford County Library.

The Standards for Rehabilitation are as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical,

architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

10. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

## **APPENDIX A2 Design Guidelines (Amended July 2017)**

These Design Guidelines are not intended in any way to contradict or supersede the provisions of the Kentucky Building Code, unless more restrictive.

The Design Guidelines set forth in this Appendix may from time to time be amended, supplemented, changed, or repealed as needed by the Board of Architectural Review.

### **A. Construction of New Building, Additions or In-fill**

1. New construction should try to enhance the surrounding old buildings but should look new while reflecting the basic design components of the surrounding existing buildings.
2. New buildings or additions should be constructed to a height within 10% of the average height of the existing adjacent buildings.
3. Facade setback lines should be maintained.
4. Floor heights should match those of the surrounding buildings.
5. Windows and doors should be compatible with historical structures in the district.
6. Additions should be planned so as to not upset the original building style, visibility and neighbors.
7. Additions should be planned for areas not within the public view.
8. Roof shapes should be compatible to others found in the area.
9. Conceptual/Schematic Design Phase Plans required with an outline of specifications listing all exterior materials is required.
10. Design Development Phase with outline specifications including proposed materials (95% designed).
11. Site Plan and Building Elevation Plans, both to a legible scale, are required for what is visible from the street. Scaled floor Plans are encouraged and may be required.

### **B. Demolition**

1. Demolition is allowed if:
  - a. Building Code Enforcement has ordered demolition.

- b. Demolition request is for an inappropriate addition or non-contributing building and will not affect significant parts of the building or character of the district.
  - c. Reconstruction must take place within six months of completion of demolition or penalties as set forth in Article III, Section 304 will be imposed.
- 2. Demolition, other than an inappropriate addition, non-contributing building or condemned structure, may be approved after the following criteria, prepared and presented in a report by an Architect or Architectural historian, has been met:
  - a. Importance of the structure to the history of the area.
  - b. Physical condition and structural integrity.
  - c. The cost of demolition.
  - d. The cost of reasonable rehabilitation, renovation or restoration to allow the structure to continue in a useful function.
  - e. Existing or potential usefulness of the structure including economic return. This item is to be prepared by a Real Estate professional.
  - f. Applicant shall submit amount paid in sales for last five years and all appraisals.
  - g. If income producing, submit all gross income for past two years, operating expenses and annual cash flow.
- 3. If a demolition permit is granted then the applicant should complete the following items:
  - a. Documentation of the structure by photograph, measured drawings and material listings shall be provided.
  - b. All valued architectural details should be salvaged where practical.
  - c. Schematic Design Phase (A-9 above) must be submitted to the Board of Architectural Review prior to demolition permit being issued.

**C. Awnings/Shading Devices**

- 1. Standard street level awning should be about 7'-0" above the sidewalk.
- 2. A maximum 12" valence flap is usually attached to the awning bar and can serve as a sign panel.
- 3. Awning materials may be canvas, vinyl coated canvas or acrilan, or equivalent.
- 4. Awning/Shading devices shape should be a standard shed form.
- 5. Awnings should complement the building proportion, style and scale.
- 6. Awnings should not be aluminum or fiberglass.

7. Awnings should not be back lit.
8. Textured materials are encouraged and glossy materials are discouraged.
9. The installation of canvas canopies and awnings is encouraged on both commercial and residential buildings. However, they should not obscure significant architectural features or require their removal.

**D. Cornices**

1. Original materials should be retained.
2. Stamped metal cornices should be painted. Cleaning should be by chemical paint remover, not dry grit blasting.
3. Replacement should replicate, match or complement existing details.
4. Lintels or cornices that separate the storefront from the upper floors should not be removed or covered.
5. No alterations to original design should be made to improve the design.
6. Additions of inappropriate or out of character features should not be used.

**E. Decks and Porches**

1. If a porch is beyond reasonable repair or is missing then the replacement should be designed to match the existing as closely as possible in size, scale, detail and material. If a porch is missing then documented evidence that supports the existence of a porch is required.
2. Porches or decks reflecting a later architectural style are often important to the buildings historical integrity and should be retained.
3. Total removal of a porch, which is important to the historical integrity of the structure should not be allowed.
4. Enclosure of an existing porch on a primary facade should not be allowed.
5. Vinyl or aluminum siding should not be used to cover original details.

**F. Doors**

1. Doors should be maintained and repaired with similar materials to maintain the historical content of the building. Maintenance includes cleaning, limited paint removal and the re-application of protective coatings. Original frames should be repaired versus replacement.
2. Doors that need to be replaced because they are beyond repair should match the historical content of the building in size, style, material; have the same number of panes and similar muntins, jamb, sill, rails and head.
3. Closing up, enlarging, or reducing the existing door openings is discouraged.

4. Door windows should have clear glazing.
5. If door glazing is to be broken into panes, then it should have true or simulated divided lights with mullions. Grill between glass or snap-on mullions should not be used.
6. Commercial door to window vertical height should be between 2/3rds and 3/4ths the height of the door.
7. Residential style doors should not be used on commercial buildings.

**G. Fences/Gates/Walls & Retaining Walls**

1. New fences in yards visible from the public right of way must have board approval.
2. New fences should be of wood, iron, or comparable material.
3. New fences should not obscure significant views.
4. Chain-link, concrete block, un-faced concrete, fiberglass, or plywood fences and walls are inappropriate and should not be used.
5. Solid, privacy fences, including stockade fences should not be used, except where they are necessary for screening or utility areas.
6. No approval required for rear-yard fencing not visible from any street within the district.

**H. Fire Escapes**

1. No approval required for repair of existing structure.
2. The addition of a fire escape structure to a historical building may be necessary to meet safety codes.
3. All newly constructed fire escapes visible from the street must have board approval.

**I. Gutters/Downspouts**

1. No approval is required for the repair of existing gutters.
2. Any new materials or design must have board approval.
3. Addition of gutters must have board approval.

**J. Landscaping**

1. Removal of existing trees, 10" in diameter and four feet off the ground requires Board approval and a professional recommendation from an arborist or county horticulture extension agent.

**K. Lighting**

1. Exterior lighting should be compatible with the overall design of the building.

2. 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.
3. Harsh and colored light sources should be avoided.
4. Lighting fixtures and levels of light should not detract from the building and its surroundings.

**L. Masonry Cleaning**

1. Low-pressure water and detergents should be used to clean masonry.
2. Sandblasting and high-pressure water blasting and chemical cleaning should not be allowed.
3. Removal of damaged or deteriorated paint by hand scraping and/or use of a bristle brush is recommended.

**M. Masonry Tuck-pointing**

1. The repair of mortar or the tuck pointing of a building must have board approval.
2. Change of joint style, composition or mortar colors must have board approval.

**N. Painting**

1. Type of paint that is used should be compatible with the material and paint it will cover.
2. No approval is necessary for the colors of paint to be used on a historical structure.
3. The painting of any unpainted original materials must have board approval.

**O. Parking Lots, Paved Areas and Walkways**

1. New parking areas should be placed so as not to be in the public right of way view, preferred would be rear or screened sides of buildings.
2. Size and layout should be as minimal and un-obtrusive as possible.
3. Parking should be designed to minimize view of cars.
4. Green landscaped areas are encouraged.
5. Existing areas should be repaired or replaced with like material.

**P. Structural Elements & Building Ornamentation**

1. No permanent new ornamentation should be added.
2. Original ornamentation & structural elements including but not limited to shutters, brackets, cornice moldings, posts, and gable trim, should be left in place.

3. If one of these elements has deteriorated to the point that it must be replaced, care should be taken to replace it with a duplication of the same shape, style, and material.

**Q. Roofs, Dormers, Cupolas, and Chimneys. Etc.**

1. Retaining and preserving roofs and their functional and decorative features, as original, is most important not only to their definition of the overall architectural preservation of the building but is a necessity in protecting the entire integrity of the structure.
2. The roofs shape and roofing materials should be repaired or replaced with original type and style.
3. No original elements of the roof should be removed.

**R. Siding**

1. Siding should be made of solid wood or similar looking, solid material and have design and dimensions that is consistent with the existing.
2. Masonry brick should not be covered with wood siding.
3. When replacing existing siding, every effort should be made to retain the original design and dimensions.

**S. Signage**

1. Signs in order of preference of location:
  - a. Flush mounted signs.
  - b. Painted directly on glass windows.
  - c. Signs on awnings.
  - d. Projecting over sidewalk.
2. Flush mounted signs should never cover existing clerestory transom panels. (The space between the transom panels and upper windows was provided by early designers for signage).
3. Signs painted directly on the glass show windows draw attention to merchandise and is an effective way of merchandising.
4. Signs on awnings are colorful and relate well to turn of the century signage. Their disadvantage is in lighting them.
5. Indirect light sources that are shielded and shine on the sign are preferred. Their balance of light intensity between sign and display windows is better for pedestrian selling. Indirectly lit signs also give a more professional business image.
6. Illuminated signs are discouraged because of their unusual overwhelming light levels and typical bad design.

**T. Storm Windows/Doors**

1. Exterior storm windows should not damage or obscure the existing windows/doors and/or the existing window frames. Storm windows/doors should match the existing sash design or the window/door and be installed to the inside of the wood brick molding.
2. Exterior insulating storm windows/doors are a good idea to conserve heat and energy. However, they often look inappropriate on an older facade especially on the front of the building. Interior storm windows/doors are preferable.

**U. Windows**

1. Windows should be maintained and repaired with similar materials to maintain the historical content of the building. Maintenance includes cleaning, limited paint removal and the re-application of protective coatings. Original sashes and frames should be repaired versus replacement.
2. Windows that need to be replaced because they are beyond repair should match the historical content of the Building, original in size, style, material; have the same number of panes and similar muntins, jamb, sill, rails and head.
3. Closing up, enlarging, or reducing the existing window openings is discouraged.
4. Windows should have clear glazing.
5. If window unit is to be broken into panes, then should have true or simulated divided lights with mullions. Grill between glass or snap-on mullions should not be used.