



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**Monday, March 14, 2022 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer
Art Konstantino
Mike Langston**

STAFF

**Laura Jones, CRA Director
Nicole Bouse, Secretary
Kiersten Ballou, City Attorney**

CALL TO ORDER

ROLL CALL

APPROVAL OF PRIOR MINUTES

1. February 14, 2021

CONSENT AGENDA

2. None

TREASURER'S REPORT

3. Finance Report

PUBLIC COMMENTARY

OLD BUSINESS

4. Foolish Pleasure Event
5. Block 12 Update
6. Library Parking Lot

NEW BUSINESS

7. Sunoco Façade Design

STAFF ANNOUNCEMENTS

OTHER BUSINESS

Johnathan Lewis Term, Seat #4, Approved by City Council on March 8 for a 4 year term ending March 15, 2026.

ADJOURNMENT

NEXT CRA MEETING DATE

March 14, 2022 at 5:30 PM

Notice:

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Minutes of the CRA meeting may be obtained from the Department of Community Development. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
MINUTES**

**Monday, February 14, 2021 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer
Art Konstantino
Mike Langston**

STAFF

**Laura Jones, CRA Director
Nicole Bouse, Secretary
Kiersten Ballou, City Attorney**

CALL TO ORDER

ROLL CALL

APPROVAL OF PRIOR MINUTES

1. January 24, 2021

Dr. Ken Schwiebert moved to accept the minutes with minor changes. Mr. Art Konstantino seconded. Motion passed 5-0.

CONSENT AGENDA

2. None

TREASURER'S REPORT

3. Finance Report- Mr. Jonathan Lewis, Treasurer explained he did not see any changes. Mr. Konstantino wanted clarification on what the \$50,000 under "AID TO PRIVATE ORGANIZATIONS" was for. Mr. Lewis explained that was where the façade grant money is placed.

PUBLIC COMMENTARY- None

OLD BUSINESS

4. Foolish Pleasure Statue – Ms. Sara Whitehurst, Landmark Landscaping, presented the design elements for the statue and brought the proposal as requested for the work to be done. Ms. Whitehurst explained the design to the Board and the exact location that the statue will be placed. She explained that the base of the pedestal will be 5 feet high to help deter people from climbing on it or maybe placing some holly bushes

around the base vs having a fence around it if they wanted to bring the base down a foot or two.

Dr. Schwiebert asked if Ms. Whitehurst had a quote that listed the different heights. Ms. Whitehurst did but everything was digital and the screen was not working in the Council Chambers but could send it to Ms. Laura Jones the next day.

Ms. Whitehurst went on to explain that there would be an oval brick design element around the bottom of the pedestal that will have a 3 foot walkway from the existing sidewalk and all that is included in the quote that is submitted.

The Board asked if this is going to be achievable by March 23rd. Ms. Whitehurst said that all she needed was the approval and can get started.

Ms. Jones wanted to clarify with the Board if the CRA has to bring this kind of project to the City Council. Dr. Schwiebert said they do not have to. Ms. Jones said that there were some comments made by the council stating that the statue was donated to the City and now there's a \$16,371 bill. She reminded the Board that improvements to Heritage Park are already in the budget. Mr. Williams explained that he did not anticipate from going to a donated item to this type of dollar amount. He explained that he understands that projects can expand beyond what they were originated as.

Dr. Schwiebert said that the Heritage Park project has been the CRA's project and if it wasn't for the CRA the City wouldn't have the Veterans Memorial, and he believes this is one more step in honoring the history of the City.

Mr. Williams thinks its important if they are going to proceed and approve something tonight that everyone thinks about the pricing and not have any regrets moving forward. Mr. Williams suggested to the Board that for Ms. Whitehurst to proceed is to come up with a not to exceed amount.

Mr. Williams asked Ms. Whitehurst if she'd given any thought to the pedestal being slanted on the sides. She explained that she did but it wasn't very esthetically appealing. If it was done with stone similar to the Veterans Memorial the cost would be extremely high.

Discussion continued regarding the stones and brick for the pedestal. The Board agreed on making it look like the design in the handout which is a medium textured stone. The Board agreed that the brick coloring should match what is placed in the Veterans Memorial and Mr. Williams suggested that the lay-ins are match the same placement.

Discussion of the sidewalk took place and all agreed that it should be at least 4 feet in width instead of 3 feet.

The Board agreed on the face of the statue facing towards the South of the City. Mr. Ben Wessels, Wessels Thoroughbreds, voiced a concern on the height of the pedestal being 5 feet. He explained that the size of the horse is 6 feet 6 inches tall to the top of his ears and with it being on a 5 foot pedestal the horse will be taller than the top of streetlights. He suggested making the pedestal at least 1-2 feet lower. Discussion continued on the height of the pedestal.

Ms. Jones asked Mr. Williams if they would approve the design and estimate she would go out and make the final decisions on the height and make it more level with the Gazebo by bringing the pedestal down.

Mr. Williams asked Ms. Whitehurst on a not to exceed amount. Ms. Whitehurst explained that if they wanted to expand the sidewalk to 4 feet and bring the pedestal down in height that it the cost will not exceed \$18,000.

Ms. Jones reminded the Board that there would be permitting to be pulled but it should not be more than \$250.

Mr. Williams asked the Board if they agreed to a not to exceed amount of \$18,000.

Dr. Schwiebert made a motion to approve the not to “exceed” amount of \$18,000. Mr. Konstantino seconded. Motion passed 5-0.

NEW BUSINESS

5. Approval of Walker Architects Invoice- Ms. Jones said that she had gotten all the quotes from Walker Architects for the construction from across the street and that she was working with the City Utility Department to see what work they could perform to help offset some of the costs and she will bring that back once she gets the information.

Mr. Lewis motioned to approve Walker Architects invoice in the amount of \$527.00. Dr. Schwiebert seconded. Motion passed 5-0.

STAFF ANNOUNCEMENTS- Ms. Jones explained that she had not been able to get a price on the City parking lot across for them library yet and will be bringing that back.

Ms. Bouse explained that the Wayfinding Sign locations had been updated and that installation of them will begin around April.

OTHER BUSINESS

Jonathan Lewis Term, Seat #4, Expires March 2022. Mr. Lewis agreed to continue another new term ending in March 2026.

ADJOURNMENT - 6:38 PM

NEXT CRA MEETING DATE

March 14, 2022 at 5:30 PM

Nick Williams, Chair

Nicole Bouse, Recording Secretary

Notice

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Minutes of the CRA meeting may be obtained from the Department of Community Development. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

CRA FUND
ACTUAL VS BUDGET
41.66 % Yr Complete For Fiscal Year: 2022 / 2

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	141,461.65	47,154.00	(94,307.65)	33.33 %
403-331-300	TAX INCREMENTAL REVENUE - COUNTY	188,615.53	188,615.53	0.00	100.00 %
403-361-100	INTEREST INCOME	150.00	14.29	(135.71)	9.53 %
403-384-000	OTHER FINANCING SOURCES	396,277.32	0.00	(396,277.32)	0.00 %
403-385-000	SPECIAL EVENTS	500.00	0.00	(500.00)	0.00 %
TOTAL REVENUES		727,004.50	235,783.82	(491,220.68)	32.43 %
EXPENDITURES					
OPERATING & PERSONAL SERVICES					
403-552-010-014	OVERTIME	300.00	68.40	(231.60)	22.80 %
403-552-010-021	PAYROLL TAXES	3,864.62	1,476.22	(2,388.40)	38.20 %
403-552-010-022	RETIREMENT	974.23	363.74	(610.49)	37.34 %
403-552-010-023	LIFE & HEALTH INSURANCE	11,398.52	4,740.70	(6,657.82)	41.59 %
403-552-010-024	WORKER'S COMPENSATION	1,376.64	510.64	(866.00)	37.09 %
403-552-010-112	SALARIES & WAGES	50,217.90	19,789.97	(30,427.93)	39.41 %
403-552-010-113	OTHER SALARIES	0.00	27.50	27.50	0.00 %
403-552-030-031	PROFESSIONAL SERVICES	15,000.00	0.00	(15,000.00)	0.00 %
403-552-030-032	ACCOUNTING AND AUDIT	6,950.00	0.00	(6,950.00)	0.00 %
403-552-030-036	FINANCIAL SERVICES	8,327.31	2,081.76	(6,245.55)	25.00 %
403-552-030-040	TRAVEL AND PER DIEM	3,000.00	326.84	(2,673.16)	10.89 %
403-552-030-042	POSTAGE	200.00	0.00	(200.00)	0.00 %
403-552-030-154	DUES AND SUBSCRIPTIONS	175.00	795.00	620.00	454.29 %
403-552-030-248	ADVERTISING	1,000.00	300.00	(700.00)	30.00 %
403-552-030-254	TRAINING - SCHOOLS & SEMINARS	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-352	MATERIAL AND SUPPLIES	15,000.00	182.44	(14,817.56)	1.22 %
403-552-030-400	SPECIAL EVENTS	3,500.00	0.00	(3,500.00)	0.00 %
403-552-080-082	CRA - AID TO PRIVATE ORGANIZATIONS	50,000.00	750.00	(49,250.00)	1.50 %
TOTAL OPERATING & PERSONAL		174,284.22	31,413.21	(142,871.01)	(18.00)%
CAPITAL OUTLAY					
403-552-060-064	CAPITAL OUTLAY - CONTINGENCY	552,720.28	42,255.00	(510,465.28)	7.64 %
TOTAL CAPITAL OUTLAY		552,720.28	42,255.00	(510,465.28)	(7.00)%
TOTAL EXPENDITURES		727,004.50	73,668.21	(653,336.29)	(10.00)%
EXCESS REVENUES OVER/UNDER EXPENDITURES		0.00	162,115.61	162,115.61	0.00 %

Date: March 14, 2022

CRA AGENDA ITEM

TOPIC: Parking Lot Quote

BACKGROUND / DESCRIPTION:

The parking lot on SE 1st Street across from the library is in need of repairs and upgrades. To continue the improvement of the area, while constructing the new sidewalk on the street, the CRA requested a quote to restripe the parking lot. The quote is attached.

LEGAL REVIEW: NA

FISCAL IMPACTS: None

RECOMMENDED ACTION: Approve or disapprove

ATTACHMENTS: Parking Lot Quote from SnG Pavement Marking, Inc.

CRA BOARD ACTION:

_____ **APPROVED** _____ **DISAPPROVED**



SnG Pavement Marking, Inc.

SPECIALISTS IN:

- Sealcoating
- Patchwork
- Power Sweeping
- Striping (Paint/Thermoplastic)
- Car Stops
- Grounds Maintenance
- Tennis Courts
- Heated Power Washing
- Traffic Signs

1104 N.W 50th Avenue, Suite A · Gainesville, Florida 32609
(352) 378-2636 · FAX (352) 378-0905 · www.sngpavementmarking.com

Bid To _____ Phone _____ FAX _____

Billing Address _____ City _____ State _____

Job Location _____ Individual _____

Email: _____

The following specifications are bid on your job as we understand your requirements. Price includes labor, material, and equipment for the patch paving, sealcoating or striping only. Anything not specified are extras at our established rates.

Asphalt Repairs

Clean Pavement with Power Blowers and Wire Brushes

Prime All Oil Spillage Areas

Apply:

2 Coats Heavy Duty Sand Slurry Coating

1 Coat Heavy Duty Sand Slurry and 1 Coat Heavy Duty Sealer

2 Coats Heavy Duty Sealer

Other- _____

New Layout of Striping

Restripe as per existing format

Paint and Stencil Car Stops

Installation of New Car Stops

Other- Specify: _____

Description of Asphalt Repairs: _____

REMARKS: Sealer shall contain four (4) lbs. of graded silica sand per gallon of sealer. Applied material shall also contain three percent (3%) latex additive to ensure proper suspension of sand & accelerate cure time. All paint shall be FL D.O.T. spec waterborne lead free paint. SnG is fully insured both work comp and general liability. Certificates available upon request.

=====
Date _____ Coating Selected @ _____ per sq. yd. = \$ _____

Cleaning = \$ _____

Concrete Repairs = \$ _____

Line Marking = \$ _____

Asphalt repairs = \$ _____

Melanie Clouse
Representative for SnG

Buyers Signature, Title _____ Date _____ TOTAL = \$ _____

TERMS: NET ON COMPLETION

I also acknowledge the terms and conditions on the reverse side

TERMS AND CONDITIONS

When this form is signed by customer and an officer of SnG, it becomes a contract and customer agrees to pay for work completed at above terms. Should it be necessary for us to employ an attorney to collect this contract amount or any unpaid balance thereof, customer agrees to pay interest at a rate of 18 per cent per annum from date of completion on the unpaid balance as aforesaid and in addition thereto shall pay all legal cost and expenses including reasonable attorney's fees.

We guarantee the Heavy Duty Slurry Coating for materials, workmanship and adhesion under normal use for a period of one year, excluding mechanical damage, stains from vehicles or other sources.

Should you select one of the alternate Coatings, we guarantee them for workmanship and adhesion. Length of service depends on the amount of traffic and use and therefore we cannot guarantee a specific service of life.

This guarantee does not include any responsibility for the performance of the asphalt pavement as to cracks forming in the surface of the pavement or from base failure, shrinking, or movement of the pavement.

This material is **NOT** intended to restore badly cracked or broken base pavements, nor to permanently seal cracks.

CRACKS SEALED AND FILLED MAY OPEN AGAIN.

WE CANNOT BE RESPONSIBLE FOR WATER POCKETS WHEN GRADE IS LESS THAN 1INCH IN 10 FEET OR WHEN PATCHWORK IS BEING DONE.

WE DO NOT GUARENTEE ELIMINATION OF STANDING WATER. WATER REDUCTION IS NOT GUARENTEED.

Notice – We are not responsible for any damage whatsoever to concrete strips or sidewalks, that our equipment must cross to complete your job. Nor are we responsible for breakage of underground water, electrical or sewer lines unless specifically agreed to in writing.

HOT MIX ASPHALTIC CONCRETE is a practical, clean, long-life pavement. It usually “tire-marks” for several months and there is noticeable surface porosity at first, but rubber tire traffic will kneed and seal theses pores. Gasoline and repeated oil spillage will soften asphalt, however, it is easy to patch. Grass and weed roots in an old base will grow through asphalt, but are easily killed with any type of commercial weed-killer and we don't accept responsibility.

No other agreements or contracts expressed or implied are binding unless signed by and officer of SnG.

Payment in full shall be made on completion of the project in order to validate the guarantee.

Date: March 14, 2022

CRA AGENDA ITEM

TOPIC: New Sunoco Façade

BACKGROUND / DESCRIPTION:

The Sunoco gas station located at 340 West Noble, Williston, is demolishing and replacing the existing store associated with the gas station constructing a new building. The property owner has submitted the façade colors and materials for your approval. Attached is the Urban Design Element for the CRA Plan to review. Due to the size, the original front elevation plan with the colors and materials will be available at the meeting.

LEGAL REVIEW: NA

FISCAL IMPACTS: None

RECOMMENDED ACTION: Approve or disapprove with recommendations

**ATTACHMENTS: CRA Plan Urban Design Element
Photographs of Front Elevation Plan**

CRA BOARD ACTION:

_____ APPROVED _____ DISAPPROVED

Date: March 14, 2022

④ SOUTHWEST BLEND PRO-FIT
LEDGESTONE STACKSTONE



Southwest Blend Pro-Fit Ledgestone

EW SUNOCO CONVENIEN

Date: March 14, 2022

SW 7674
Peppercorn

⑤ TWO TONE METAL AWNING
WITH SW7674 PEPPERCORN
TOP AND WHITE BOTTOM

CHAPTER VIII

URBAN DESIGN AND CONDENSED ARCHITECTURAL GUIDELINES ELEMENT

The first part of this chapter includes a District Spatial Analysis or discussion on urban design related features of the Primary District. The second part of this chapter includes a discussion and graphic analysis of existing residential and commercial building types in an attempt to identify those architectural features commonly found among local structures that should be preserved and encouraged. Encouraging new and remodeled structures to adhere to adopted standards is a means to protect historic and architecturally significant resources, to manage growth and change, to protect housing stock and property values, to encourage community pride, and to maintain the rural “small” town character exhibited in Williston. The condensed architectural guidelines should be used as a starting point for adopting full architectural guidelines for the Primary District. **Property owners seeking to be in compliance with this section do so on a VOLUNTARY BASIS, and should defer to the City of Williston’s Land Development Regulations when considering property improvements. Citizens are not required to follow these condensed architectural guidelines.**

Inventory Section

District Spatial Analysis

From an urban design perspective, the **current** Primary District is divided into a north section and south section by Noble Avenue (U.S. 27/SR 500). The dominant feature of the north section includes the Linear Park and its central pavilion which are flanked by both residences and businesses. The north section also includes the city hall, post office, specialty retail businesses in the primary commercial block, and miscellaneous businesses along Noble Avenue. The south section includes an underutilized extension of the Linear Park adjacent to the old depot building. The south section also includes the police department building, the city maintenance yard, specialty retail businesses in the secondary commercial block, and miscellaneous businesses along Noble Avenue. In general, residential structures are located in both the north and south sections one block off of Noble Avenue, Main Street, and N.W. Main Street. Pedestrian activity is concentrated between city hall, the post office, the Ivy House restaurant, and both the main and secondary commercial blocks.

From an urban design perspective, **proposed** modifications to the Primary District include an effort to unify the north and south sections of the Primary District across Noble Avenue (U.S. 27/SR 500). The dominant feature of the Primary District is the Linear Park, it could be redesigned to functionally extend south to the City of Dunnellon. The addition of a dedicated municipal block and plaza area would serve as a secondary feature. The Linear Park would include the addition of a farmer’s market adjacent to the old depot building. Residential structures currently located in both the north and south sections one block off of Noble Avenue., Main Street, and N.W. Main Street would become mixed-use type structures. Pedestrian activity would extend significantly from the northern edge of the Linear Park to the farmers’ market and both the main and secondary commercial blocks.

(Please refer to Figures VIII.1 and VIII.2)

Analysis Section

If the City Council were to consider the creation of a Historic Zoning District it would protect locally significant historic structures by requiring the review of exterior work on structures. The Historic Zoning District is locally designated, is a type of overlay zoning that has no impact on use defined by land use zoning, and administered by the Historic Preservation Board and City Council. The Historic Preservation Board is responsible for ensuring that changes in the Historic District adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties and the locally adopted Architectural Guidelines. The Board is also responsible to ensure that the rights of property owners are recognized and respected, and that full use of private property is guaranteed within the bounds of the guidelines. The Board issues Certificates of Appropriateness to ensure that all work within the Historic District, including new construction, exterior repairs or alterations, demolition, relocation, and landscaping projects are consistent with the guidelines. Where necessary, the Board may consult with a Design Review Committee or volunteers and professionals with expertise in areas of historic preservation, architecture, landscape design, or construction.

The procedure to implement this section includes:

- Designate select areas and structures within the Primary District as a Historic Zoning District
- Nominate structures to be included in the National Register of Historic Places
- Adopt detailed Architectural Guidelines in accord with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Create a Historic Preservation Board
- Establish a design review process and issuance of Certificate of Appropriateness
- Establish appeal and compliance procedures

In general, the condensed architectural guidelines are based on those properties identified as historic "contributing" meaning fifty (50) years or more in age and compatible with the overall character and quality of the Williston building stock. However, the guidelines also apply to new construction and those existing properties considered to be historic "non-contributing" meaning fifty (50) years or more in age but incompatible with the overall character and quality of the Williston building stock.

Residential Architectural Guidelines

General Residential Standards:

- Where feasible, 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.
- Where feasible, 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. The artificial application of theme type elements shall be strictly prohibited.
- Where feasible, distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

- Where feasible, deteriorated architectural features shall be restored or repaired rather than replaced. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
- Where feasible, contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions are compatible with the size, scale, color, material, and character of the property and environment.
- Where feasible, 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 historic structure would be unimpaired.

Landscaping in Residential Areas:

Typical of residential areas within the District are front lawns with substantial foundation planting, shade trees, hedges, and other border vegetation. Some streets feature mature tree canopies. Other landscape features include fences, patios, and gardens. The preservation of landscape and site features is essential to preserving the character and charm of the District.

- Where feasible, retain mature trees and other hedges and landscape materials that contribute to the character of the District.
- Where feasible, replace mature trees, hedges, and other landscape materials that are damaged or diseased with appropriate landscape materials within the vicinity of the replaced landscape materials.
- Where feasible, maintain the property's natural topography, and avoid grading that adversely affects drainage or soil stability on adjoining properties.
- Where feasible, retain original site features such as walkways, walls, gardens, and trellises that contribute to the character of the District. Select new landscape elements such as benches, lighting, fences, walls, and walkways that are compatible.
- Where feasible, introduce swimming pools, playground equipment, concrete pads, basketball goals, tree houses, and trash receptacles only in areas such as rear yards that are not visible from the street and/or are adequately screened with shrubs or fencing.
- Where feasible, open picket fences, low walls, and decorative wire fences should be used in front yards, simple utilitarian privacy fences are to be used in rear yards. Front yard fences should not exceed four (4) feet in height, rear yard fences should not exceed seven (7) feet in height and should not extend beyond the midpoint of the structure.
- Where feasible, new parking areas and driveway locations should be unobtrusive and designed to protect neighboring properties from light, glare, noise, and fumes. New driveways and walkways should be compatible in terms of width, locations, materials, and design. Double width driveways and circular driveways are not appropriate. Driveways should lead directly to the rear of structures.

Public Right of Way in Residential Areas:

Streets, sidewalks, parks and other public spaces and features are within public right-of-ways in the District. The preservation of right-of-way landscape and site features is essential to preserving the character and charm of the District.

- Where feasible, maintain the grass area between the sidewalk and street, in mixed-use areas allow for brick pavers and perforated paving materials with intermittent landscaped islands between.
- Where feasible, place utility cables and wires underground and locate utility poles at the rear of lots.
- Where feasible, replace standard streetlights with pedestrian-scale decorative streetlights compatible with commercial areas.
- Where feasible, keep signage to a minimum to preserve the appearance of the streetscape.
- Where feasible, trim and prune trees in a manner that encourages the preservation of the neighborhood tree canopy. Plant new trees and shrubs in accordance with the Redevelopment Plan.

Garages and Accessory Structures in Residential Areas:

There are existing detached garages and accessory structures within the District, these structures are remnants of life less dependant on the automobile and add to the character and charm of the neighborhood. They should be retained, preserved, and encouraged where feasible.

- Where feasible, original materials and character defining features of the primary structure such as roof pitch, scale, proportion, and details should be incorporated into detached garages and accessory buildings.
- Where feasible, locate new garages and accessory structures at rear yards to meet minimum setback requirements.
- It is not appropriate to introduce prefabricated metal accessory structures in the District. Wooden accessory structures must be compatible with the primary structure in terms of materials, design, scale, and proportion.

Signage in Residential Areas:

Signage within residential areas of the District should be compatible with the human scale and residential environment. Signage in mixed-use areas within the District should generally conform to the Land Development Regulations and meet the following requirements.

- Where feasible, signs are to be simple and unobtrusive. Signs in mixed-use areas are to be free standing (or) attached projecting signs simply illuminated. Projecting signs are to be securely mounted from the first floor. Under no circumstances are murals, portable, animated, or flashing signs allowed.
- Where feasible, free standing signs are to be located close to the front walk and near the public sidewalk. Maximum height from grade shall be five (5) feet.
- In general only one sign shall be permitted per property. Where more than one sign is required, all signs shall be grouped together as one free standing type not to exceed nine (9) square feet in total. Individual signs that are grouped together shall be of the same material, design, and color. In no case shall more than two signs be permitted for any one property.

Structures in Residential Areas

(Please refer to Figure VIII.3)

Preserving and promoting appropriate and compatible structures in the District is the principal concern of the condensed architectural guidelines. Most structures in the District are simple in design and one story. Many different architectural styles are found in the District including Modified Victorian, Queen Anne, Eclectic, Greek Revival, Colonial, Modified Prairie, Folk, Cracker, and Modern. Most structures are rectilinear and have compound plans the root of which includes the perpendicular bar, the parallel bar, and the square house. Most roof forms include front, side, and cross gables or some derivative thereafter. In some cases hip type roofs exist. Each of the building types share certain features which are discussed as follows: building foundations, exterior wall materials and trim, exterior colors and finishes, exterior window and door openings (fenestration), porches and balconies, roofs, and chimneys.

The Perpendicular Bar House:

The Residential Building Types illustrations are arranged in three columns and four rows. The three columns describe variations on the basic structure type. The center column is the standard type, the column to the left is a simplified version of the type while the column to the right is a more complex version of the same type. The rows describe the basic features of the building type as follows:

Photograph

The primary or center volume of the structure is used as the main determinant for building type. In this type the main volume is rectangular in plan with the short side of the rectangle facing the street. Secondary elements such as bay windows are ignored as are major changes in the plan which occur more than fifteen (15) feet back from the front elevation of the structure.

Elevation

The front elevation of the structure is the second most important feature in determining type and the roof is the most important feature of the elevation. The roof on this type is typically a gable with the gable end facing the street. The ground floor of all the building types is raised one (1) - three (3) feet above grade. This feature should be included in all new structures.

Proportion of Elevation

The specific ratio of height to width of the elevation of this building type varies greatly and is best illustrated rather than determined mathematically.

Proportion and Percentage of Opening

The next most important feature of the front elevation is the shape of the windows and the percentage of the wall they occupy. The shape of the windows is typically 2:1 or taller with the height the larger dimension. The openings in the front elevation should total between ten (10) and thirty (30) percent of the wall area.

Porches and Additive Elements

These elements are usually smaller (shorter and/or narrower) than the wall of the main volume of the house. This maintains their secondary or additive status. The proportions of these elements complements the overall proportions of the building.

The Parallel Bar House:

Photograph

The primary or center volume of the structure is used as the main determinant for building type. In this type the main volume is rectangular in plan with the long side of the rectangle facing the street. Secondary elements such as bay windows are ignored as are major changes in the plan which occur more than fifteen (15) feet back from the front elevation of the structure.

Elevation

The front elevation of the structure is the second most important feature in determining type and the roof is the most important feature of the elevation. The roof on this type is typically a gable with the eave side facing the street. Dormers are sometimes added to the roof of this building type. The ground floor of all the building types is raised one (1) - three (3) feet above grade. This feature should be included in all new structures.

For the proportion of elevation, percentage of openings, porches and additive elements see the Perpendicular Bar House description.

The Square House:Photograph

The primary or center volume of the structure is used as the main determinant for building type. In this type the main volume is square in plan. Secondary elements such as bay windows are ignored as are major changes in the plan which occur more than fifteen (15) feet back from the front elevation of the structure.

Elevation

The front elevation of the structure is the second most important feature in determining type and the roof is the most important feature of the elevation. The roof on this type is typically a hip. Dormers are sometimes added to the roof of this building type. The ground floor of all the building types is raised one (1) - three (3) feet above grade. This feature should be included in all new structures.

For the proportion of elevation, percentage of openings, porches and additive elements see the Perpendicular Bar House description.

Building Foundations

The foundation anchors the building to its site and raises the finish floor of the building above grade. The height, materials, and details of the foundation can contribute to the architectural character of a historic structure. In most cases, wood frame residences are supported by a solid masonry perimeter foundation with supplementary piers at the interior. Ventilation is provided by decorative grilles or staggered brick work. In many cases, foundation maintenance has been neglected. Foundation walls have been painted or coated with cement which can accelerate deterioration by trapping moisture.

- Where feasible, retain and preserve the design, height, materials, features, patterns, color, and details of historic foundations. Character defining features and details may include decorative grilles, vents, watertables, lattice panels, access doors and steps.
- Where feasible, periodic repointing (the process of replacing deteriorated mortar with new) of masonry foundations should be conducted. If repointing is necessary, match the dimension, composition, color, profile, and design of old mortar joints as closely as possible.
- Where feasible, repair or rebuild foundations with original bricks or stones, or replace with new materials to match the original size, color, texture, bond pattern, and mortar joint profile.
- Where feasible, recess brick or wood lattice panels in-between foundation piers so that the original piers are still prominent.

Exterior Wall Materials and Trim

The form, materials, and details of exterior walls help to define the architectural style and character of historic structures. Polygonal bays, turrets, recessed balconies, and other changes in wall surfaces and materials add stylistic variety and interest. Historic materials found within the District includes wood clapboard siding, wood shingles in both uniform and patterned shapes, stucco, brick, and stone. Common details include corner boards, brackets, panels, fascias, soffits, and decorative moldings. In many cases, original exterior materials have been covered with aluminum, vinyl, or asbestos siding, as well as plywood panels and stucco. Due to the loss of both historic character and original materials inherent in the application of such substitute materials, the practice is not appropriate in the District.

- Where feasible, remove previously installed substitute siding materials and restore original siding.
- Where feasible, preserve original form, materials, and details of exterior walls. If new construction or replacement is necessary, use only original materials or new materials to match.
- Where feasible, locate vents or mechanical connections and through wall penetrations at wall surfaces that are non-character defining or inconspicuously on rear or side walls not visible from the street.
- Where feasible, do not apply paint or other coatings to wall materials which were left unpainted historically.
- Where feasible, do not use abrasive techniques such as sandblasting, high pressure water blasting, or other methods that may damage exterior wall surfaces for cleaning or removing paint.
- Where feasible, do not introduce new features such as vents, bays, window or door openings in exterior walls if they diminish the historic character of the wall or damage historic materials.

Exterior Colors and Finishes

Exterior grade paints and stains provide opportunities for accentuating the character defining elements and features of historic buildings. Appropriate variations in paint schemes contribute to the diversity and richness of the District.

- Where feasible, select paint colors and schemes that are appropriate for the building's architectural style, and that are complementary with other buildings along the street.
- Where feasible, enhance variations in exterior materials through changes in paint color, such as from wood shingles to siding, or siding to trim.
- Where feasible, avoid extreme color contrasts and excessive highlighting of small details.
- Where feasible, change color on details at the point in which the detail takes on a new form.

- Where feasible, do not use abrasive techniques such as sandblasting, high pressure water blasting, or other methods that may damage exterior wall surfaces for cleaning or removing paint.

Fenestration (Window and Door Openings)

Windows and doors are prominent visual elements of historic structures and often reflect the architectural style or period of construction. The pattern, arrangement, location, size and shape of windows and doors contribute significantly to a building's historic character, and their consistency with the District helps to unify buildings. Windows in the District are primarily double hung wooden sash windows with a variety of muntin arrangements which vary according to the size of the house and opening. Doors on most historic structures are paneled with some glass, sometimes with muntin patterns similar to windows. Sidelights with fixed panes of clear beveled glass surround some of the more formal entries.

- Where feasible, retain and preserve the pattern, arrangement, and dimension of window and door openings on principal elevations. In new construction, match the pattern, arrangement, and dimension of window and door openings on adjacent structures.
- Where feasible, preserve and utilize original windows and doors, including such elements as sash, glass, sills, lintels, casings, hardware, thresholds, and shutters. Vinyl windows and snap-on muntins are inappropriate replacements for wood windows.
- Where feasible, introduce new windows and door openings into secondary elevations compatible in proportion, location, shape, pattern, size, materials, and details to those on the principal elevation.
- Where feasible, select exterior storm windows and doors that are painted or coated with a baked enamel finish and that do not damage or obscure the original windows and doors when installed. Select storm doors with full glazing to maximize the view of the door. If a storm or screen door is wooden, a natural wood stain finish may also be appropriate.
- Where feasible, do not replace windows or doors with stock units that do not fill the original openings, and that do not duplicate the original unit size, material, design, and details.
- Where feasible, do not install aluminum or fabric awnings over windows, doors, or porches. Do not introduce shutters on windows that did not originally have shutters.

Porches, Entrances and Balconies

Porches and entrances are important features of historic residences in the District, often they are the most prominent stylistic feature of the historic structure. Porches may include front, side, and back porches, porticos, sleeping porches, balconies, pergolas, terraces, and entrances. Porch components include steps, balustrades, columns, trellises, skirt boards, fascias, brackets, beams, and various ornamental details.

- Where feasible, preserve and maintain historic porches, porticos, balconies, pergolas, terraces and entrances. Preserve and encourage the use of tongue-and-groove flooring, beaded board ceiling boards, trim, and lattice.

- Where feasible, preserve and encourage the use of historic porch features. Replace deteriorated elements with original materials or new materials that match the original material size, scale, texture, and detail.
- Where feasible, replace missing porches with either a reconstruction based on accurate documentation or a new design that is appropriate for the structure.
- Where feasible, do not enclose front porches. Side and rear porches may be enclosed if the screening is recessed behind the support columns, beams, and balustrades and can easily be removed in the future without damaging the original porch.

Roofs

The roof is a distinguishing feature of a historic structure helping to define the architectural character and overall building form. The interplay of roof forms, materials, and details helps to give the District its unique character. Changes in additions to a historic structure are often revealed through variations in roof form, pitch, materials, overhang, and detailing. The most common roof forms in the District are gable and complex gable, however, some hip and other complex roof forms exist. Roofs may feature bracketed eaves, open rafters, or classical cornices with dentil moldings. Traditional roofing materials likely included slate, asbestos shingles, pressed metal shingles, standing seam metal roofing, and wood shingles. In many cases, original roofing materials have been replaced with composition asphalt and fiberglass shingles.

- Where feasible, retain and preserve original roof form, pitch, overhang, and significant features such as chimneys, dormers, turrets, cornices, balustrades, and widow's walks.
- Where feasible, retain and preserve original roofing materials. If replacement is necessary due to deterioration, substitute roofing materials such as composition shingles and rubber membrane roofing that are appropriate. Since historic roofing materials were traditionally dark in color, light colored materials are not appropriate in the District.
- Where feasible, retain and preserve original roof details such as decorative rafter tails, crown molding, soffit boards, or cresting. If replacement is necessary, the new detail should match the original in composition, size, shape, pattern, texture, and color.
- Where feasible, maintain traditional gutter and down spout systems. Repair concealed, or built-in gutters rather than replacing with exposed gutters. Gutters and down spouts should be painted or finished in a baked enamel unless they are made of copper.
- Where feasible, maintain traditional roof flashing systems. Roofing tar and pitch are not appropriate substitutes for traditional flashing. Install flashing properly, for example, flashing for a porch roof should be installed behind the wall siding and under the roofing shingles.

- Where feasible, install elements such as ventilators, vent pipes, skylights, and solar panels on rear roof slopes where they are not visible from the street. Low profile ridge vents may be appropriate if they do not destroy historic roofing materials and details.
- Where feasible, do not introduce new roof features such as dormers or chimney stacks if they diminish the original design of the roof or damage historic roofing materials.

Chimneys

Chimneys are often significant architectural features of a historic structure. Consequently, their preservation is essential to retaining the character of the building's exterior. Proper maintenance of chimneys may include re-layering of any loose brick or stone, repointing of deteriorated mortar joints, and replacement of metal flashing where the chimney meets the roof or wall. Both interior chimneys, exposed only above the roof line, and exterior chimneys, visible from the ground up, are common features throughout the District.

- Where feasible, preserve the shape, size, materials and details of character-defining chimneys.
- Where feasible, chimneys and furnace stacks that are not essential to the character of the structure or that were added later may be removed if it will not diminish the original design of the roof or destroy historic materials.
- Where feasible, retain significant chimney details such as brick corbeling, terra cotta chimney pots, and decorative caps.
- Where feasible, replace deteriorated materials with original materials. It is not appropriate to substitute materials that simulate brick or stone.

Utilities and Mechanical Equipment

Unless items such as mechanical equipment and utility service lines are carefully planned, they can diminish the character of properties in the District. Included in this section are heating and air conditioning equipment and distribution lines, electrical panels and meters, plumbing and furnace vent pipes, telephone and television equipment, solar collectors, satellite dishes, and freestanding antennas.

- Where feasible, install utilities and mechanical equipment at the rear of the structure or in areas and spaces that will require the least possible alteration to the appearance of the building.
- Where feasible, install mechanical equipment such as air condensing units, electrical panels and meters, and gas meters as close to the ground as possible and screen with shrubbery or appropriate fencing.
- Where feasible, install new mechanical supply lines, pipes, and ductwork on the interior of the structure. If an exterior location is necessary, place in inconspicuous locations and conceal with architectural elements such as down spouts.

- Where feasible, place utility service lines underground and eliminate overhead lines and poles. Where necessary, locate overhead utility equipment, lines, and poles to the rear of the structure and property.

Safety and Code Requirements

A new use or the substantial rehabilitation of a historic structure can result in additional requirements for life safety and accessibility by persons with disabilities. Introducing items such as wheelchair ramps, fire exits, and fire stairs without damaging the character of the historic structure is important but sometimes difficult.

- Where feasible, introduce fire exits, stairs, landings, and ramps on rear or inconspicuous side locations.
- Where feasible, construct fire exits, stairs, landings, and ramps in such a manner that they do not damage historic materials and features. Construct them so that they can be removed in the future with minimal damage to the structure.
- Where feasible, design and construct new fire exits, stairs, landings, and ramps to be compatible with the scale, materials, details, and colors of the historic structure.

Building Additions

Compatible additions that do not compromise the character of the historic structure or destroy significant architectural features are appropriate within the District. Additions should reflect the point in time of their construction but respect the architectural character and fabric of the historic structure and its surroundings.

- Where feasible, design and construct additions so that the character-defining features of the historic structure are not obscured, destroyed, damaged, or radically changed.
- Where feasible, clearly distinguish additions in roof line and wall plane from the original structure.
- Where feasible, limit the size and scale of additions so that the integrity of the original structure is not compromised.
- Where feasible, it is not appropriate to duplicate the exact form, materials, style, and detailing of the original structure so that the addition compromises the integrity of the historic structure.
- Where feasible, it is not appropriate to imitate an earlier architectural style in contrast to the original structure.
- Where feasible, it is not appropriate to introduce items such as greenhouses, solariums, balconies, or decks on principal elevations of historic structures.

Structure Demolition

The following procedures should be followed in the event that the relocation of a historic structure is not feasible and demolition is warranted.

- Where feasible, explore all other options to demolition. Determine if there is a well developed proposal for the use of the site necessitating demolition. Determine if the existing structure could be modified to meet the owners needs. Determine if the property and structure could be sold to someone interested in its preservation or relocation.
- Where feasible, thoroughly document with photographs and other documentation those historic structures to be demolished.

New Construction

The purpose of the condensed architectural guidelines for new construction is not meant to prevent change, rather to ensure that new construction respects the architectural character and vocabulary of materials of historic structures in the District. Contemporary architectural expression that is in harmony with the historic District is encouraged. Rather than duplicate historic structures, contemporary structures should reflect the era in which they are constructed. Structures that are reproductions confuse that which is historic from that which is not.

- Where feasible, do not add ornamentation to create the illusion of a historic structure.
- Where feasible, site new structures consistent in setback and spacing with the existing setback and spacing of structures along the street or block. It is not appropriate to deviate more than 10% from the average setback or 20% from the average building spacing along the street or block.
- Where feasible, site new buildings so that the orientation to the street is consistent with historic structures in the District. Primary facades should face the street, it is not appropriate to site buildings with unusual angles or with side walls facing the street.
- Where feasible, preserve and incorporate existing large trees and site features into the proposed design and site layout.
- Where feasible, incorporate architectural elements and details that provide human scale, such as porches and trim. Oversized and monumental scale architecture is not appropriate in the District.
- Where feasible, design the height of proposed new buildings to be consistent with the height of existing structures on the street or block. It is not appropriate to deviate more than 15% from the average height of historic structures on the street or block. Since raised foundations are typical in the District, slab-on-grade construction is generally not appropriate.

- Where feasible, design the overall structure proportion of height to width to relate to the overall proportion of historic structures on the street or block. Roof form, pitch, and overhang should be consistent. Window and door spacing, pattern, proportion, size, material, and detailing should be compatible. For example, door and window frames are typically recessed in masonry buildings and raised casings are typical for openings in wood frame structures.

Commercial Architectural Guidelines

(Please refer to Figure VIII.4)

Storefront Buildings

Early twentieth-Century construction in the Primary District, aside from a few structures, was mostly storefront commercial buildings. These structures are constructed of red brick and decorated with wood trim, and brick window lintels and corbeling. These structures were placed immediately behind the sidewalk with no setback. These structures are usually attached to adjacent buildings or separated by only a few feet, and have pedestrian access directly onto the street. These types of structures clearly define the face of the block.

Free Standing Buildings

Freestanding buildings in the Primary District are generally used for institutional purposes. They include churches, government offices and public utility offices. Generally, freestanding buildings are large structures, have much greater setback, include more extensive landscaping, and offer more pedestrian amenities. Examples of this freestanding building configuration include the city hall and old depot.

Context

The building stock in the Primary District is generally diverse in size, shape and architectural style. There is not represented a single unifying character as one might find in an intact Victorian residential neighborhood, for example. Consequently, when assessing the compatibility of a proposed new building with the existing character, the context is important.

New construction in the context of a blockface with clearly established design elements (height, setback, cornice line, etc.) must be reviewed with a different set of standards for compatibility than new construction on a freestanding-type site. The impact of new construction on neighbors is more severe in the first case than in the second. Design review guidelines for new construction need to reflect the context of a particular structure in the district.

Signage

The signs in the Primary District represent a broad range of types and styles. Historic signs are still evident on many of the structures. A popular element in historic buildings is to engrave the name of the company or institution on the uppermost horizontal feature of the facade. Another common sign was the corporate logo or name used as an architectural detail on the facade. Other signs in the Primary District are as diverse as the architecture. Simple signs include awning signs and painted window signs. Although most are recent, neon signs are found on several buildings hanging in storefront windows. Wall mounted signs are the most common in the Primary District, many of which are unsightly and non-uniform.

In general, signs in the Primary District are incompatible with the building on which they are placed, and are rarely of a style that is harmonious with the surrounding historic architecture. Murals and decorative signs should be encouraged in the Primary District in accord with the Land Development Regulations and the special exemption process.

New Construction on Continuous Blockfaces

There are two distinct building configurations in the Primary District, the continuous blockface structure and the freestanding structure. The impact of new construction in the Primary District will affect these differently.

The continuous blockface establishes a strong urban design pattern in the Primary District. Along a row of buildings, the proportions, rhythm of fenestration, setback, height, and orientation are all similar. New construction in “holes” in this urban fabric will directly and substantially affect adjacent structures. It is appropriate that new construction in this context be designed to relate very closely.

Consequently, the design review criteria for new construction in continuous blockface buildings tolerate very little deviation from established patterns. The design review criteria are strongly worded to underscore the importance of compatible new construction.

On freestanding structures, new construction will not affect the adjacent structures as much. They are physically removed from the established patterns of continuous blockface buildings. Consequently, it is appropriate for new construction design review criteria in these areas to be more flexible.

Design Elements and Mass Proportions

Through the arrangement of design elements and the arrangement of the mass proportions, new construction on continuous blockface sites shall be compatible with other structures in the block that are contributing. This is not intended to restrict the overall mass or height of buildings in the Primary District. Where no contributing structures exist in the block, contributing structures in adjacent blocks or in the entire Primary District shall be used to determine compatibility.

Front Facade Height

- Where feasible, architectural significance shall be given to the street level facade to enhance the perception of a continuous blockface.
- Where feasible, the height of the front facade of new construction shall be compatible with other front facades in the blockface.
- Where feasible, where front facades have varying heights on the blockface, the front facade of new construction shall be a maximum two stories.

Setback

- Where feasible, new construction shall maintain the existing street level setback of adjacent buildings.
- Where feasible, entrances may be set back beyond the front facade provided that structural elements such as columns, pilasters, etc., align with the street level setback of adjacent buildings.

Fenestration (Window and Door Openings)

- Where feasible, the rhythm of walls, cornices and fenestration (doors and windows) shall be compatible with contributing structures in the adjacent blockface.
- Where feasible, the proportion and size of windows shall be compatible with contributing structures in the adjacent blockface.
- Where feasible, the street level front facade shall be the primary access into and out of the structure.
- Where feasible, transparent windows and doors shall constitute at least one half of the first floor front facade.

Materials and Texture

- Where feasible, materials and textures of new buildings shall be compatible with those found on contributing structures in the adjacent blockface.
- Where feasible, aluminum, vinyl and plastic sidings and details shall not be used.

- Where feasible, reflective glass curtain walls shall be avoided.

Roof Forms and Equipment

- Where feasible, roofs shall be of a style, shape and slopes that are similar to contributing structures.
- Where feasible, all mechanical and utility equipment to be located on the roof shall be set back and/or screened so that the equipment is not visible from adjacent street.

New Construction on Freestanding Sites

A freestanding site is generally large, covering one or many individual lots up to an entire block. Buildings on these sites tend to be large, with greater setbacks possible, with parking integral to the site, and with landscaping and pedestrian amenities incorporated into the site. They are usually physically removed from continuous blockfaces. Consequently, nearby buildings often do not establish as strong an urban design pattern as in continuous blockface, and the design review criteria are more flexible.

Design Elements and Mass Proportion

Through the arrangement of design elements and the arrangement of the mass proportions, new construction on freestanding sites shall be compatible with other structures in the block that are rated as contributing. This is not intended to restrict the overall mass or height of buildings in the Primary District. Where no contributing structures exist in the block, contributing structures in adjacent blocks or in the entire Primary District shall be used to determine compatibility.

Materials and Textures

- Where feasible, materials and textures of new construction shall be compatible with those found in other contributing structures in other portions of the Primary District, especially on nearby buildings.

Pedestrian Amenities

- Where feasible, convenient street-level pedestrian connections shall be provided between and through large buildings.

Site Placement

- Where feasible, new construction shall be placed on a site to maintain and enhance vistas of historic structures.

Entrance Orientation

- Where feasible, entrance orientation shall be compatible with surrounding structures in the block and other nearby structures. When no particular entrance orientation pattern exists, then new construction need not adhere to this guideline.

Setback

- Where feasible, setback of buildings shall be compatible with surrounding structures in the block and other nearby structures. When no particular setback pattern exists, then new construction need not adhere to this guideline.

Roof Equipment

- Where feasible, all mechanical and utility equipment to be located on the roof shall be set back and/or screened so that the equipment is not visible from the adjacent street.

Rehabilitation of Existing Structures

The guidelines for rehabilitation of existing structures are oriented toward the design of building alterations rather than the techniques of rehabilitation. The proper approach of rehabilitation is extremely important to maintaining the long-term integrity of older buildings. However, these guidelines emphasize how the appropriate exterior appearance of the rehabilitated structure should look rather than how to carry out proper rehabilitation. Information on proper rehabilitation techniques is available from many sources, of particular value are the following sources:

- The Secretary of the Interior's Standards for Rehabilitation.
- The companion publication to the "Secretary's Standards" called Guidelines for Rehabilitation Historic Buildings.
- Numerous publications from the National Trust for Historic Preservation.
- The "Preservation Briefs" from the National Parks Service are particularly valuable, especially numbers 1-4, 6, 8-11, 14, 16, 21, 24, 32, and 39 (*see Historic Resources Document*).

Maintenance and Repair

- Where feasible, the proper maintenance and repair of historic buildings and original elements is preferred over their removal, replacement, or reconstruction.
- Where feasible, do not replace complete elements when portions of the element could be patched or repaired.

- Where feasible, repair damaged elements by using like materials or other materials which have the same appearance and are compatible with any remaining part of the original element.

Fenestration (Window and Door Openings)

- Where feasible, do not replace historic windows with contemporary treatments.
- Where feasible, the original size, shape, and number of windows shall be maintained. Retain the original number of window lights (panes).
- Where feasible, uncover and repair any windows which have been screened or filled in.
- Where feasible, properly maintain, paint, caulk, and clean all windows.
- Where feasible, remove any non-historic signs hanging on the exterior which obstruct windows or details.
- Where feasible, do not use darkened or shaded glass as replacements for clear glass.
- Where feasible, avoid installation of window type heating and air conditioning units on street facing facades.

Conclusions Section (Goals, Policies, and Indicators)

GOAL 1: Preserve the rural character of the community.

Policy 1: The City of Williston, CRA, and property owners must work together along with the State Division of Historical Resources to preserve those properties identified as historic contributing and non-contributing.

Indicator(s): Property and District nomination(s) to the National Register of Historic Places

GOAL 2: Improve and restore the appearance of the building stock.

Policy 1: The City of Williston, CRA, and property owners must work together to establish and adopt architectural guidelines concerned with style, design, arrangement, color, texture, materials, and methods of construction for the Primary District.

Policy 2: The City of Williston, CRA, and property owners must work together to obtain financial assistance, where feasible, for building stock improvements.

Indicator(s): Creation of Historic Preservation Board.

Allocation of partial trust fund revenues towards improving and restoring the appearance of the building stock.

Preparation of applications for financial and technical assistance including:

Florida Main Street Program, Community Development Block Grant Program, State Historic Preservation Grant Programs among others.