Vollintine Evergreen (V&E) Neighborhood

Historic Design Guidelines & Users Guide

Memphis Landmarks Commission

DRAFT #2

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Thank you and Acknowledgements

Guidelines Commissioned by:
Vollintine Evergreen Community Association, (VECA)

A gathering of volunteers with a consistent mission: to keep our community a place people want to live, work, shop, eat, and simply be in Memphis. For more than 40 years, VECA members & volunteers have been engaging with and investing in our neighborhood with the goals to:

- Support our volunteers and committees as they ignite grassroots involvement, continuing VECA’s history as the primary change agent in Vollintine-Evergreen.
- Engage in effective and efficient partnerships with surrounding neighborhoods, institutions, and government entities to accomplish mutual goals.
- Work directly, and in partnership with neighbors and the city & county, to improve and maintain properties in the neighborhood.
- Remain an organization with the necessary flexibility to support an authentic grassroots base but also the organizational structure necessary to make projects manageable and sustainable.

Memphis’ overall success hinges on a network of healthy neighborhoods. Thanks to the decades-long efforts of VECA, Vollintine-Evergreen is one of the most stable, desirable, and diverse neighborhoods in the region.

City of Memphis

The City of Memphis is a Certified Local Government (CLG) under a federal program authorized by the National Historic Preservation Act 16 U.S.C. 470 et seq. that provides for the participation of local governments in a federal/state/local government preservation partnership. The federal law directs the State Historic Preservation Officer of Tennessee and the Secretary of the Interior to certify local governments to participate in this partnership.

Memphis Landmarks Commission

The Memphis Landmarks Commission is a local historic preservation commission established to advise the local government on matters relating to historic preservation, including the designation of historic districts, landmarks and landmark sites. The Commission may be empowered to review applications for permits for alteration, construction, demolition, relocation or subdivision for structures in historic districts, or on designated landmark sites or as landmarks.

Tennessee State Historic Preservation Office

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*Image 1: St. Theresa the Little Flower Catholic Church & School was established as the 12th Catholic parish of Memphis in 1930 with the construction of the first of four campus buildings.*

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I. Introduction

The Vollintine Evergreen (V&E) neighborhood is unique with an abundance of historic resources. It is a special place in an extraordinary setting with significant historic resources that residents value. Vollintine Evergreen uniqueness is its residents, its buildings and its natural and public spaces.

A key to the neighborhood’s success is the Vollintine Evergreen Community Association’s (VECA) efforts to energize and preserve the neighborhood. The V&E neighborhood has a long-standing commitment to diversity, inclusiveness and championing a quality historic environment. The neighborhood seeks to maintain its heritage and authenticity while applying a balanced approach to contributing infill and development where appropriate. With this direction in mind, this design guidelines document is meant to be informative, helpful, and easy to interpret. The V&E neighborhood historic design guidelines contribute to a strategic vision by promoting contextual design and compatible development. Vollintine Evergreen is a constantly adapting community that provides opportunities for all to live, work, and share experiences in a historically significant neighborhood.

Historic resources abound in the Vollintine Evergreen Neighborhood, which contains the largest collection of historic properties (at over 3,400) of any historic district in Memphis, Tennessee.

A. Vision for the Vollintine Evergreen Neighborhood Historic District

The Vollintine Evergreen Neighborhood is a harmonious blending of local historic tradition with a modern working-class neighborhood with a range of living options, eclectic shopping, restaurants, parks, and institutional places of learning and worship. The V&E neighborhood thrives on strong residential areas along with a mix of uses and walkable neighborhood commercial anchors. V&E’s historic structures are valued assets, preserved for architectural style, historic associations, and examples of good urban form.

To maintain its urban vibrancy, the built environment of the V&E neighborhood is centered on people – not cars. Buildings contribute to the rich urban fabric, inviting the attention of passersby through thoughtful design, architectural forms, details, windows, and variation in massing. Storefronts, architectural screens, and landscaping minimize the visual presence of garages and parking lots. Its public spaces, from its streets and alleys to its parks, and deep front lawns, cater to the pedestrian’s enjoyment with safe and shady sidewalks, canopies of trees, pleasing landscaping, artwork, resting spots, and places for gathering.
B. Purpose of Design Guidelines

The Design Guidelines seek to assist property owners with maintaining and updating their properties within the V&E neighborhood in order to create a cohesive and livable place with an attractive pedestrian-oriented environment. They convey a common vision, as established by neighborhood stakeholders. They also promote preservation of historic, cultural and architectural heritage.

The Design Guidelines help strengthen the local business environment and enhance property values by improving the quality of the built environment and by making the V&E neighborhood a more desirable place to live, work and play. The guidelines should stimulate creative design solutions for improvement projects and should help to enhance livability and contribute to a desirable neighborhood character.

The Design Guidelines seek to highlight the assets of the community, establish a strong vision for the future, and provide clear, practical guidance for improvements. However, the design guidelines strive to be practical. Good design guidelines show the design policies recommended make sense to property owners and investors and inspire compatible infill while addressing individual needs.

The Guidelines reflect the City’s goal to preserve its historic resources while promoting economic development. The Design Guidelines should be considered an additional document that helps to implement the broad policy and regulatory documents of the City of Memphis.
The design guidelines also set out to define a logical process, in order to facilitate the needs of property owners, designers, tenants, contractors, architects, investors, planners, etc. The design guidelines do not dictate solutions; rather, they define a range of appropriate responses to a given design issue.

This approach does not necessarily require residents to make their buildings "look old." Rather it is a means to help construction activity more closely relate to the mass, scale, form and setbacks of historic buildings.

The Historic Design Guidelines & Users Guide also contains background materials which are intended to help property owners understand the building elements that make their neighborhood special and what it takes for a new building to respectfully relate to the historic context.

C. Responsibility of Ownership

Ownership of a property in the Vollintine Evergreen Neighborhood Historic District carries both the benefits described above and also a responsibility to respect the original character of the property and its setting. While this responsibility does exist, it does not automatically translate into higher construction or maintenance costs. In the case of new construction, for example, these design guidelines focus on providing a new residence that is similar in mass, scale, form and materials, not on a particular building style. Ultimately, residents and property owners should recognize that historic preservation is a long-range community policy that promotes economic well-being and overall viability of the city at large and that they play a vital role in helping to implement that policy through careful stewardship of the area's resources.

D. Memphis Landmarks Commission’s Goals of Historic Zoning

These Design Guidelines are criteria and standards that the Memphis Landmarks Commission must consider in determining the appropriateness of proposed work within the V&E Neighborhood Historic District.

D.1. Appropriateness of work must be determined in order to accomplish the goals of historic zoning, as outlined in the guidelines and bylaws of the Memphis Landmarks Commission.

1. To promote the educational, cultural, and economic welfare of the people of Memphis;

2. To preserve and protect the historical and architectural value of buildings, other structures, or historically significant areas;
3. To ensure the compatibility within the Historic District by regulating exterior design, arrangement, texture, and materials;

4. To create an aesthetic appearance which complements the historic buildings or other structures;

5. To stabilize and improve property values;

6. To foster civic beauty and community pride;

7. To strengthen the local economy;

8. To establish criteria and procedures to regulate the construction, repair, rehabilitation, relocation, or other alteration of structures within any Historic District or Zone, and,

9. To promote the use of Historic Districts for the education, pleasure and welfare of the present and future citizens of Memphis.


As a means to protect the unique character of the neighborhood, the Design Review Guidelines apply only to the exteriors of buildings and to areas of lots visible from the public right-of-way. Routine maintenance of a building/property that does not involve altering historic fabric does not need approval from the MLC unless it will change the exterior appearance.

The guidelines provide a common basis for making decisions about work that may affect the appearance of individual properties or the overall character of the neighborhood.

These guidelines define a range of appropriate responses to a given design issue. This approach does not require residents to replicate historic buildings, but the guidelines are a means to help construction activity more closely relate to the placement, form and character of historic buildings.

The guidelines are employed in two formal ways:

1. MLC Staff will use the guidelines when advising property owners in administrative reviews and making recommendations to the MLC.

2. The Commission will use the guidelines when considering the issuance of a Certificate of Appropriateness.

The Office of Construction Code Enforcement will not issue a construction permit within the district boundary without a COA from the MLC. Projects that need a COA include:

a. New construction of primary or secondary buildings
b. Exterior alterations to existing structures
c. Additions or enclosures that expand habitable space
d. Building Relocation
e. Building Demolition
f. Fences, Walls & Retaining Walls
g. New or Altered Driveways and Parking Pads
E. Using the Design Guidelines

Who Uses Design Guidelines?

Property owners, residents, real estate agents, architects, developers, contractors, tenants and planners should use the design guidelines when planning for a project within the neighborhood. Such use will help establish an appropriate direction for its design.

Property owners in the district who are seeking to update and improve their properties should consult this document as to help implement the common vision for the V&E neighborhood.

The guidelines also convey the community’s ambitions for design and therefore serve as an educational tool for those interested in helping to achieve the vision for the V&E neighborhood.

Where the word “should” appears, it is to be interpreted as “highly encouraged”. Mandatory guidelines will be indicated by “shall” or “shall not”.

F. Procedures for issuance of Certificates of Appropriateness

If a property owner within a historic district seeks a building permit for exterior work, the owner must receive a Certificate of Appropriateness (COA) from MLC. To obtain the COA, the property owner must submit a COA Application Form, site plans, measured drawings of elevations, and floor plans to MLC by the appropriate application deadline. Retroactive COA Applications must provide all submissions requirements.

Please visit the Memphis Landmarks Commission webpage for all COA instructions. https://www.develop901.com/officeofPlanningDevelopment/MemphisLandmarksCommission
II. Neighborhood Design Traditions & Historic Context

The Vollintine Evergreen Community has approximately 3,400 individual properties to be included in the proposed Landmarks District. The Vollintine Evergreen National Register nomination indicates, the district contains the largest cohesive collection of eclectic style houses in Memphis. The vast majority of these homes have front or side porches, front terraces, or generous front stoops.

The low number of non-contributing resources, historic outbuildings, and residential setting give the Vollintine Evergreen Neighborhood Historic District a high degree of integrity."

The V&E Historic Zoning District is bounded roughly on the north by Cypress Creek, on the South by the north side of North Parkway starting at the back alleys, on the east by back of east property lines along Springdale (north of Jackson) and University (south of Jackson), and on the west by Watkins Street, including both sides of these streets.

Some contributing structures date from ca. 1905, but most residences were built during the 1920s and ‘30s. Interspersed among these are some apartment buildings and a limited number of commercial blocks. This housing boom, and the accompanying improvements in streets and public transportation, were encouraged by eastward migration of downtown residents.
A. Neighborhood Design Traditions

Lessons from design traditions are useful in reflecting the basic character and framework of the Vollintine Evergreen Neighborhood Historic District.

The Vollintine Evergreen Neighborhood Historic District period of significance refers to the inclusive time-period of the development or construction of resources that defines the district. (Resources less than fifty years old may be considered contributing to the historic district if they are related to an event of great historical importance, to a person of national or international significance, or if they are the work of a master architect or builder.

Vollintine Evergreen Neighborhood Character Areas

I. Vollintine Evergreen National Historic District

The Vollintine Evergreen National Historic District was listed in 1996 and is comprised of 3218 primary and secondary structures, mostly constructed between 1922 and 1928. The Vollintine Evergreen National Historic District is roughly bounded by Vollintine on the north, Watkins on the west, University on the east and North Parkway on the south. It includes eleven 1930s Works Progress Administration (WPA) projects including the depression-era Lick Creek channelization and ten related bridge overpasses. Its building stock consists of one and one-half, and two-story residential buildings; garages; multi-family apartment buildings; churches; and one-part commercial blocks. The majority of the largely intact and homogenous residential

Image 3: (Above) Example of Craftsman Bungalow Style found in many structures throughout Vollintine Evergreen National Historic District Neighborhood Character Area

Map 3: The Vollintine Evergreen National Historic District Neighborhood Character Area, which is roughly bounded by Vollintine on the north, Watkins on the west, University & Cypress Creek on the east and North Parkway on the south.

Neighborhood Context
building stock are excellent examples of Eclectic style residences such as Bungalows, Tudor cottages, Colonial and Spanish Revival and Minimal Traditional forms.

II. Vollintine Evergreen Avalon National Register (NR) Historic District

The Vollintine Evergreen Avalon National Register (NR) Historic District was listed in 1997 and is comprised of 459 primary and secondary structures, mostly constructed between late 1920s and early 1940s. The Vollintine Evergreen Avalon Historic District is bounded by Stonewall Street on the west, Vollintine Avenue to the south, Evergreen Street to the east, and Cypress Creek to the north. Its building stock consists of one, one and one-half, and two-story residential buildings; (there is only one two-story in Avalon), garages, one school, and one commercial block. The housing stock in the western, older section of the district exhibits homogenous examples of late 1920s and 1930s Tudor and Craftsman styles. This district is different than the Vollintine Evergreen in that the eastern section is comprised of Minimal Traditional, Cape Cod, and Colonial Revival style homes built on curvilinear streets in the early 1940s.

Image 4: (Above) Example of Tudor Revival Style found in many residents throughout Vollintine Evergreen Avalon National Register (NR) Historic District Neighborhood Character Area

Map 4: The Vollintine Evergreen Avalon National Historic District Neighborhood Character Area is roughly bounded by Stonewall to the west, Vollintine Avenue to the south, Evergreen Street to the east, and Cypress Creek to the north.
III. Vollintine Evergreen North National Historic District

The Vollintine Evergreen North (NR) Historic District was listed in 1997 and is comprised of 282 primary and secondary structures, mostly constructed between late 1920s and early 1940s. The boundaries of the Vollintine Evergreen North National Historic District are McLean Boulevard to the west, Vollintine Avenue to the south, University Street to the east, and the north lot lines of Sheridan and Barksdale Streets, and Rainbow Circle to the north.

Vollintine Evergreen North (NR) Historic District’s building stock consists of one, one and one-half residential buildings; (there is only one two-story), along with garages.

The housing stock flows between the older section of the district exhibiting homogenous examples of late 1920s and 1930s Tudor and Craftsman styles on gridded street patterns and the newer section of the made up of late 1930’s and early 1940’s Colonial Revival style homes built on curvilinear streets. From east to west the architectural styles change from Eclectic style cottages to Minimal Traditional Cape Cod homes in Rainbow Road.

Image 5: (Above) Example of Minimal Traditional Cape Cod Style along Rainbow Drive in the Vollintine Evergreen North National Register (NR) Historic District Neighborhood Character Area
IV. Vollintine Hills National Historic District

The Vollintine Hills NR Historic District was listed in 2007 and is comprised of 79 primary structures, mostly constructed circa 1946-1957 in conjunction with the development of former Baron Hirsch Synagogue in the International style. The Vollintine Hills National Historic District is bounded by Evergreen Street on the west, McLean Boulevard on the east, Vollintine Avenue on the south, and Brown Avenue on the north. The original 1946 plat for the neighborhood included a large reserved parcel for the eventual construction of the synagogue, which completed its first phase in 1950-52. Of the 79 principal buildings in the district, 34 are Minimal Traditional houses, 26 are Traditional Ranch houses, 17 are Massed Ranch houses, and one is a Tudor Revival.

V. Vollintine Evergreen Northwest Neighborhood Area

The Vollintine Evergreen North-West Neighborhood Area is comprised of 76 single-family residences and 15 multi-family units for a total of 91 primary structures, mostly constructed between 1950 and 1970. The area boundaries are Cypress Creek on the north, the west property lines of Watkins on the west, Vollintine Avenue beginning at 1682 on the south and Stonewall on the east. The building stock consists of one and a single, two-story single-family and duplex residential buildings. The multi-family complex building stock consists of two story, attached sections buildings with very modest Colonial Revival detailing.
The styles are *Minimal Traditional*, and *Traditional Ranch* houses. A few infill houses are interspersed in the area. A few houses are deteriorated as of this writing and there are 17 random vacant lots through-out the neighborhood.

**VI. Edward Avenue Neighborhood Area**

The Edward Avenue Neighborhood Area is comprised of 101 primary and secondary structures, mostly constructed between late 1930s and early 1970s. The Edward Avenue Neighborhood area boundaries are Evergreen on the west, Cypress Creek on the north, the south property line of Edward on the south and University on the east. Its building stock consists of one, one and one-half, and only a couple of two-story residential buildings. The housing stock flows between the older section, being a homogenous example of the late 1930s *Craftsman style* and the newer sections is made
up of *Colonial Revival* and *Minimal Traditional* homes and duplexes built in the 1950s and 1960s. Some newest sections include 1970s *Traditional* homes built within cul-de-sacs.

**Image 7:** (Right) Example of Minimal Traditional Style duplex built in the 1960s in the Edward Avenue Neighborhood Character Area

**Image 8:** (Above) Example of Ranch Style built in the 1970s in the Edward Avenue Neighborhood Character Area

**VII. Cypress Neighborhood Area**

The Cypress Neighborhood Character Area is comprised of 382 primary and secondary structures, mostly constructed between the **1920s and early 1950s**, with a significant portion of apartment buildings and duplexes built in the **1960s**. The Cypress Neighborhood area boundaries are University on the west, Cypress Creek on the north, Vollintine and Jackson on the south, and the east property lines of Springdale on the east. Its building stock consists of one, one and one-half, and two-story residential buildings (modern duplexes), garages, one school, three churches, and one

**Map 9:** (Right) The Cypress Neighborhood Character Area is bounded by University on the west, Cypress Creek on the north, Vollintine and Jackson on the south, and the east property lines of Springdale on the east.
commercial block. There are three major apartment complexes as follows: A *Minimal Traditional* U-plan in the north of the district; a large circa 1964 *Contemporary style* University Gardens Manor in the center of the district; and two rows of circa 1967 *Contemporary style* duplexes along Vollintine and University.

The housing stock flows between the older section in the north along Springdale, being a nearly homogenous example of the late 1920s and 1930s *English Tudor Cottages and Craftsman styles*, and the newer sections made up of *Minimal Traditional* homes built on circular streets in the late 1940s and early 1950s.
B. Architectural Resources

Individual building features are important to the character of the Vollintine Evergreen Neighborhood. The mass and scale, form, materials and architectural details of the buildings are the elements that distinguish one architectural style from another. This section presents a summary of the different types and styles of architecture found throughout the neighborhood.

C. Predominant Architectural Styles

Vollintine Evergreen exhibits a wide range of American architectural style because of its extended development period from 1900-1970. The earliest styles are Folk (Vernacular) followed by eclectic styles which emerged in the United States in the late 19th century and gained momentum with Chicago’s Columbian Exposition of 1893 which stressed correct interpretations of historical European styles.

Eclectic styles were interrupted and almost overwhelmed by the first wave of modernism in the form of Craftsman houses which dominated up until the Great Depression which began in 1930. Representing that era when no private homes were constructed, Vollintine Evergreen has 1930s WPA projects including the Lick and Cypress Creek channelization and ten bridge overpass railings.

Home building technology during this formative time included wood or balloon frame construction, and brick and wood veneers. This enabled builders and architects to draw on European and American antecedents. In the middle to late 1930s, Modern styles such as Minimal-Traditional and Ranch began to appear and would come to dominate houses style in the decades after World War 2.

Predominant residential styles throughout Vollintine Evergreen include:

1. Craftsman Bungalow & Foursquare
2. Cape Cod
3. Colonial Revival
4. International Style
5. Minimal Traditional
6. Traditional Ranch
7. Tudor or English Cottage
Craftsman Bungalow  
(Circa 1905-1930)

The bungalow is small in size, generally a single story or one and one-half stories. The roof can be front gabled or side gabled. Most common in the district is the front gabled bungalow.

**Identifying features** of the Craftsman style include a low-pitched gable roof with wide, unenclosed eave overhangs. Roof rafters are usually exposed, and decorative beams or braces commonly added under gables. Porches, either full or partial width, have roofs supported by tapered square columns, which often extend to ground level. Some porches display half-timbering or jerkin head roofs.

Craftsman Foursquare  
(Circa 1900-1920)

The Foursquare is a two-story house characterized by its cubic, roughly square, massing. The facade usually has four bays - a door and three window openings. Exterior walls can be brick, stone or cast stone veneer, or weatherboard.

**Identifying features** of the foursquare include a pyramidal or hipped roof, with hipped roof dormers on one or more sides. The porch is on the facade and sometimes extends to one of the elevations. It has a separate hip or half-hip roof.

English Tudor Revival  
(Circa 1890-1940)

The English Tudor Revival is found in the district in a variation of the bungalow. It features asymmetrical massing of steeply pitched roofs, walls with clean edges, unusual window patterns, tall front chimneys, and English detailing. The style reflects a frequent use of Tudor framing and half-timbering, with high contrast coloring.
The steep pitched roof contains cross gables, an important element of this style.

**Identifying features** of the Tudor Revival style include: an entry, which is generally an uncovered stoop, although it may contain an entry hood. Porches on the front or side. Terraces, sometimes hidden by landscaping can connect the front door to the side porch or drive.

**Colonial Revival**  
(Circa 1880-1955)

The Colonial Revival style house has two stories with a three-bay organization. The roof is side gabled or hipped, and the roof line is parallel to the street. The chimneys are located on the end walls.

**Identifying features** of the Colonial Revival style include an accentuated front door, normally with an engaged pediment supported by pilasters, a symmetrical facade, and windows with double-hung sashes (usually multi-light).

**Cape Cod**  
(Circa 1920-1940)

The Cape Cod vernacular type was developed in early Colonial New England over three hundred years ago. It gained renewed national popularity in the late 1920s with the rise in popularity of the Colonial Revival style and, with the advent of the Great Depression, its initial small size and low cost made it very popular in developing suburban areas.

**Identifying features** of the Cape Cod style is one and one-half stories with a side gabled roof and central front entrance, often pedimented. Single window units are symmetrically arranged and usually contain six light sashes. Dormers were often built to expand and light the upper level.
Minimal Traditional
(Circa 1935-1950)

These spare houses retain the form of traditional revival houses but lack their decoration. Often there is a large chimney and one front-facing gable.

Identifying features of the Minimal Traditional style include low sloped roof pitches, eaves and rake are close, and windows have little or no reveal. Brick veneered exterior surfaces are a common treatment. Any embellishments on the minimal traditional style are usually found at entrances.

Ranch Style
(Circa 1935-1975)

The Ranch Style is known for its broad horizontal, one-story shape built low to ground; low-pitched roof without dormers, commonly with moderate to wide roof overhang.

Identifying features of the Ranch Style include an asymmetrical façade. Front entry usually located off center, sheltered under main roof of house. The garage is typically attached to main façade with large picture window generally present.

Eclectic Mix

Eclecticism in the neighborhood is exhibited by architectural elements on a house coming from two or more other styles. These different styles are combined to produce a unique design style.

One-part Commercial Block
(Circa 1879-1950)

One story generally built in a series.
Large, single light display windows.
Entrances is generally recessed, often two-doors with multi-light transom extending full façade.
D. Neighborhood Design Principles

Many factors contribute to maintaining the historic nature of the districts and their buildings, including scale, materials, color, massing, form, proportions, spatial relationships and supporting site features. A consistent and coherent architectural character fosters a sense of place.

Four fundamental principles underlie the intent of the design guidelines for the V&E Neighborhood Historic District:

I. A building should be sensitive to its context.
II. Maintain the existing sense of visual continuity throughout the district.
III. New development should strike a balance between “old and new.”
IV. The pedestrian friendly neighborhood should remain so.

I. **A building should be sensitive to its context.**
   How a building sits with respect to its perceived mass and scale, height, setbacks and orientation should be appropriate for both its immediate context and for the established character of the district as a whole.

II. **Maintain the existing sense of visual continuity throughout the district.**
    Continuity results from the repetition of similar design elements and a consistent sense of scale throughout the neighborhood. An established pattern of architectural styles and a consistent palate of building materials contribute to this sense of continuity.

III. **New development should strike a balance between “old and new.”**
    A new building has the dual responsibility of being contemporary and clearly seen as a product of its own time, while at the same time being respectful of the historic precedent in the neighborhood and contextually appropriate for the district. Variety exists within the neighborhood, but it does so within a limited range of design variables. New construction and building additions should work within the established palate of materials and forms that are historically appropriate and compatible within the district.

IV. **The pedestrian friendly neighborhood should remain so.**
    The historic development pattern of the district places a premium on the relationship between the private and pedestrian realm. Homes have proximity to the public sidewalk, with the front porch or front terrace designed to convey a sense of the human scale that encourages pedestrian activity and builds neighborhood character.
III. Design Guideline Categories

This section provides design guidelines for property owners or potential investors in the V&E Neighborhood Historic District. Investment is encouraged in the neighborhood, in a wide range of settings. This includes new buildings, additions to existing ones, landscaping, and other site work, both in the public right-of-way as well as within individual parcels.

Opportunities exist for new compatible infill projects and other improvements that will increase density, strengthen the local tax base, enhance the quality of life, and contribute to a vital district.

At the same time, it is important that each development contribute to an overall sense of continuity and identity in Vollintine Evergreen. Design principles that encourage compatible scale and pedestrian-oriented environments serve as the basis for the design guidelines.

A. Neighborhood Design (ND)

Design guidelines in this category focus on ways in which individual projects work together to create a vital, functioning neighborhood. Design in the public realm and consideration of how an individual property relates positively to others in the vicinity are important considerations.

While the neighborhood is working toward new, compatible affordable housing to not price out long-term existing residents, it recognizes that the preservation of the neighborhood’s historic features is crucial to its long-term sustainability.

Parks and shared greenspace are key components of healthy neighborhoods. They’ve been shown to improve residents’ overall quality of life as well as their physical and mental health. Some evidence suggests that neighborhoods become safer and experience lower crime rates following investments in parks and greenspace.

Green infrastructure such as the V&E Greenline offers additional ecological perks that may also directly benefit nearby residents, particularly those on their periphery of the neighborhood. Proximity to parks correlates with increased physical activity among urban residents and with their improved overall health (Zhou & Kim, 2013).

These and other studies have made the case that access to parks and greenspace provides a particularly important metric for determining overall quality of life, especially in urban neighborhoods such as Vollintine Evergreen. A wealth of evidence has shown that those living near parks, urban trees, and other green environments experience improved physical health, mental wellbeing, and a greater sense of ownership in their communities and connectedness with their neighbors.

Rhythm along blocks is created through variation in building heights in addition to the repetition of architectural features. This form resulted in a continuous, varied block configurations and street frontage, where sets of aligned
windows, transoms, and cornices punctuate the built environment. These features serve as inspiration for new, compatible infill.

New development can demonstrate a sense of rhythm in a similar way with variations in height within a structure, a consistent pattern of ground level and upper-story windows and through facade details or durable materials.

1. Variation of Lot Widths

The historic pattern of lot division amongst blocks creates a distinct rhythm along a block face. Even as lots are consolidated to accommodate larger buildings, this historic rhythm should be respected.

2. Historically Significant and Contributing & Non-contributing Structures

The period of greatest historic significance for a historic property is the time during which the property was essentially completed but not altered, and in which the style of architecture of the property was commonplace or typical.

It is important to identify historically significant and contributing landmarks properties so that special care is considered when renovation or adaptive reuse of these properties is proposed. Non-contributing structures are those that were found by an official architectural survey to not retain enough of their integrity to contribute to the locally designated historic district or to not be of a period that is reflective of the contributing buildings.

B. Site Design (SD)

Design guidelines in this category focus on how improvements on an individual property are organized, including the placement and orientation of buildings, streetscape design, the location of service areas, and landscaping. These guidelines focus on maintaining a sense of context for the neighborhood, and also may address making the best use of the property in terms of creating a sense of place.

The guidelines consider the potential impact of rehabilitation, exterior alteration, new construction and demolition on the streetscape and landscape, and evaluate the settings (location or setbacks) of buildings. In addition, such a review includes, but is not limited to, the following aspects of streetscape and landscape design, visible from the public right of way:

1. Yards, terraces, courtyards, plazas, parks, alleys and parking lots;
2. Landscaping, Plantings, tree maintenance and removals,
3. Fences, gates and walls;
4. Garden structures, decks, and permanently installed equipment
5. Water features, swimming pools, and hot tubs.

1. Public Streetscape:
Streetscape refers to the visual image of a street, including the buildings, paving, utilities, signs, street furniture, plantings and other design elements. The roots of the Vollintine Evergreen neighborhood street plan vary; its architecture and infrastructure present an eclectic streetscape. Design elements of its infrastructure, including the paving, utilities, sidewalks and lighting.

1.1 Maintain the location and materials of sidewalks where they exist historically.

1.2 Maintain and reset existing historic granite curbs when maintaining and improving curbs and gutters.

2. Private Yards:

2.1 Maintain compatibility of the front yard with existing adjacent yards.

2.2 Buildings on corner lots must be designed to address both street frontages.

2.3 Excessive concreting in the front yard shall not be permitted. Front yard parking pads are not compatible with the period of significance and shall not be permitted.

2.4 An expanse of front yard paving breaks up the spatial relationship between the house and the street and should be minimize as much as practical.

2.5 Hedging within the property line should be maintained far enough back from the sidewalk as to not encroach on walkers.

Image 12: (Above) Paving front yards, especially for use as parking, should be avoided. Front yards provide an important transition from public to semi-public to private space.
2.6 Elevated private decks should not be seen from the street.

3. Hardscape and Paving Materials:
   3.1 Every effort must be made to retain and preserve original materials in the Historic District, thus helping to maintain the historic character of a property.
   3.2 Character-defining elements should be repaired rather than replaced. New paving materials must reflect the materials that were used traditionally, but the method of their installation can reflect modern needs and technology.
   3.3 More ornate or unique walkways that are severely deteriorated (i.e. terracotta or broken tile walkways) may be replaced using simpler appropriate materials in the same footprint.

4. Building Orientation and Setbacks
   4.1 Orient the front of a house to the street and clearly identify the front door.
   4.2 A building should fit within the range of yard dimensions seen in the block.
   4.3 Taller buildings proposed for parcels and blocks outside but adjacent to the district boundary, should step down to be compatible to the height of historic structures within the district.
   4.4 Maintain the uniform spacing of side yards.

5. Parking Lots & Parking Structures
   5.1 Surface parking lots should be located at rear or the side of the primary structure.
   5.2 Concrete ribbon paving may run from existing curb cuts, and carport or garage should be located at rear, detached from the main structure.

Illustration 8: Diagram illustrates contextual setbacks, which align with adjacent structures. Mis-matched setbacks should be avoided.
5.3 Use permeable paving where appropriate on building site to manage storm water.

5.4 Paved parking areas shall not be in the front yard of any properties or in highly visible side yards where feasible.

5.5 Concrete driveways should be located only on lots with the size or topography to accommodate such a feature without major visual impact.

5.6 Place driveways so as to minimize harm to existing street trees and preserve opportunities to add new street trees.

5.7 Semicircular driveways are not compatible in the historic district.

6. Fences and Walls

Fences and walls generally define yards in traditional residential neighborhoods and screen parking and service areas in neighborhood commercial anchors. Fencing and walls can also be helpful to property owners seeking greater security and privacy and may be appropriate along the rear and side of lots. While fences and walls often serve a utilitarian function, they should also enhance the character of the street and appear to be integral components of site design. Aside from those that may be used to screen trash storage, fences and walls should typically be pedestrian scaled and permit partial views into the property.

Design fences and walls to be compatible with and integral parts of their context, the site, and adjacent buildings, and to serve as amenities that add visual interest to the property. Use high-quality materials for fencing and wall that are both durable and compatible with the primary structure on site. While barriers should be in character with those seen traditionally, using no fence or wall at all is often the best approach.

6.1 Appropriate fence materials. in the district include wrought or cast iron, aluminum, steel, treated wood boards (minimum width four (4”) inches), wood pickets and woven wire. Lattice surrounded by a wood frame may be approved as a fence detail but is not permitted alone as a fence material. Brick, stone and
cementitious stucco are permitted wall materials.

6.2 Inappropriate fence/wall types and materials include split rail fences, precast concrete panels, exposed concrete block, plastic, including vinyl post caps, fiberglass and other non-traditional materials. Chain-link fences and barbed-wire or razor-wire are not permitted within the historic district and are discouraged at sites adjacent to the neighborhood. (The only exception is a rear fence or wall that is not visible from a public street.)

6.3 Front yard fences/walls should only be allowed if appropriate to the visual character of the block.

   a. Historically, front yard fences merely defined property lines and did not provide meaningful security. Often no front yard fence is the best approach.

   b. If allowed, fencing in front yards should be no more than 3-1/2 feet high and have a transparent quality. Only transparent elements, such as spaced wrought iron and wood pickets are appropriate front yard fencing materials. Chain link, vinyl fencing, split rail, and solid stockade fences are not allowed in front yards.

   c. A side yard fence/wall may extend from and be equal to or taller than its associated front yard fence, but the taller portion must be located behind the primary facade of the house.

   d. Consider using landscaping to soften the appearance of a fence.

6.4 Side yard fences and walls should be no taller than 6 feet.

   a. A non-transparent side yard fence/wall's perpendicular extension toward the house should be set back a minimum of 1/4 of the depth of the house as measured from the front exterior wall (not including the porch.) Rear additions are excluded from this measurement.
b. A transparent side yard fence/wall's perpendicular extension toward the house should be set back a minimum of 6 feet from the front exterior wall (not including the porch).

c. The side yard fence/wall should never extend beyond the front plane of the house (not including the porch).

6.5 Rear lot line fences (beginning at the rear corners of the house and continuing around the back yard) should be no taller than 8 feet.

6.6 All fences must be installed with the “beauty side” facing outward, meaning that the structural components of fencing must face the yard being fenced.

6.7 Opaque privacy fences are inappropriate along primary street frontages. If an opaque privacy fence is appropriate along a secondary street, the fence should be set back at least 2 feet from the sidewalk edge.

6.8 Front yard retaining walls should be no taller than the level of the yard.

a. Maximum combined height for a fence placed on a retaining wall should be 3-1/2 feet on the front and 6 feet on the side.

b. Appropriate materials for retaining walls are brick, stone, and stucco over concrete.

7. Landscaping

Landscaping should provide a functional and aesthetic enhancement of a property; screen objectionable objects from public view and replace scarred slopes of missing vegetation impacted by grading. Landscaping is meant to accent and enhance buildings and is not to be used as a screen for uninspired building architecture. Successful landscape designs consider the appropriate use of plant materials, (prioritizing native species,) proper plant spacing and long-term maintenance needs for each plant type.

7.1 Front yard landscaping should include natural plants, such as shrubs, trees, groundcover, plants and flowers. Up to 30% percent of this landscape area may be covered by other material such as crushed stone or mulch. If artificial turf is used, it shall be balanced in the landscape with natural plants.

7.2 Commercial and multi-family residential projects shall include landscaping which must be maintained for the life of the project. Creative use of natural landscape materials, native plantings, terraces, pedestrian walkways, and raised stone planters are encouraged.
7.3 Existing mature trees are a shared asset to the historic fabric of the neighborhood and every effort shall be made for the preservation of all existing mature desirable trees. All existing trees shall be protected from any construction activity.

7.4 If it is necessary to remove a mature desirable tree, the applicant or property owner is required to mitigate the loss of a tree by providing a 2” caliper or larger replacement tree.

7.5 Tree pruning to remove dead, dying or diseased branches, structurally unsound branches or to thin out or remove overcrowding branches is encouraged. Tree topping shall be avoided and no more than 25 % of the live foliage area should be removed throughout a growing season.

7.6 Major landscape plantings are best completed in the fall season. Spring or winter plantings are more successful than planting during the summer season.

8. Building Accessories

8.1 Satellite antennas and dishes must be installed in the least obtrusive locations possible, where they are least visible from the street. To reduce their visibility, antennas should be installed as far back from the building’s roof edge as possible. Where possible, antennas must be concealed behind a parapet wall.

8.2 These design guidelines encourage the smallest size possible, consistent with the requirements for reception and transmission. Freestanding satellite dishes or antenna are to be screened by a wall, fence, or vegetation to be approved by the Commission.

8.3 Utility boxes and meters must be installed in the least obtrusive locations possible, where they are least visible from the street.

8.4 Freestanding utility boxes and meters are to be screened by a wall, fence, or vegetation to be approved by the Commission.

8.5 Utility boxes and meters shall not be installed on the primary façade of a building, unless no other option is available.
C. Building Design (BD)

1. Newly Constructed Buildings

New construction in the Historic District refers to the development of new, freestanding buildings and structures, the replacement of missing row buildings. “New construction” also encompasses proposals for housing and multi-use developments that involve the construction of more than one building. Additions to existing buildings and structures are considered part of the rehabilitation process and, therefore, they are not addressed in this section. (Refer to Existing Structures: Alterations & Additions.)

While new construction is encouraged to differentiate itself from existing historic structures, a new building should be compatible with the district by drawing on the historic context. This includes the way in which the structure is located on its site, the manner in which it relates to the street and its basic mass, form and materials.

The Guidelines encourages the construction of contemporary buildings and additions that do not impair the integrity of the historic neighborhood or its contributing historic buildings. Designing a building to fit within the historic character of a neighborhood requires careful thought.

Preservation in a historic district context does not mean that the area must be “frozen” in time, but it does mean that, when new building occurs, it should occur in a manner that reinforces the basic visual characteristics of the district. This does not imply, however, that a new building must look old.

Rather than imitating older buildings, a new design should relate to the fundamental characteristics of the historic structures on a block while also conveying the stylistic trends of today. It may do so by drawing upon basic physical elements and features of nearby older properties. Such features include the way in which a building is located on its site, the manner in which it relates to the street and its basic mass, form and materials.

When these design variables are arranged in a new building to be similar to those seen traditionally, visual compatibility results. These basic design relationships are more fundamental than the details of individual architectural styles and, therefore, it is possible to be compatible with the historic context while also producing a design that is contemporary.

New construction shall be consistent with the architecture and styling of the existing residential structures along the same street-block in terms of the following design characteristics:
1.1 Building Height

Building height is the measured vertical distance, by which the uppermost portion of the roof of a structure extends above the finished grade.

1.1.1 New residential buildings shall be constructed with a similar number of stories as existing residential structures constructed during the period of significance on the same street-block.

1.1.2 The height of new construction shall be consistent with the height of any residential structures constructed during the period of significance on the same street-block.

1.1.3 New construction height should not adversely affect the availability of daylight falling on neighboring properties.

1.2 Mass, Scale, Proportion and Form

1.2.1 Buildings should appear similar in mass and scale to those adjacent to the new project.

1.2.2 A front elevation should appear similar in scale to that seen traditionally in the block.

1.2.3 A large-scale structure should transition to decrease its mass and scale when located adjacent to smaller-scale structures. One method of decreasing mass and scale of the structure is stepping down the height of the building towards the adjacent smaller structures.

1.2.4 Architectural massing and form of new infill buildings should not contradict existing form and vocabulary of adjacent historical buildings.

1.2.5 Eave depths should be compatible with the architecture style of the house.
1.2.6 Sloping roofs such as gabled and hipped roofs are compatible for primary roof forms. The roof shape, slope and orientation of new residential buildings shall be consistent with the roofs of existing residential structures constructed during the period of significance along the same street-block.

1.2.7 Dormers of compatible scale and architectural style on the roof are appropriate.

1.2.8 Buildings should appear similar in width to those seen historically on the block.

1.2.9 Divide larger buildings into “modules” that appear similar in scale to buildings seen traditionally in the block.

Illustrations 12 & 13: (A) Avoid long expanses of the same roof form; (B) articulate the roof using different forms and adding dormers and gables. Step building plane and change roof form to add depth to long facades

1.3 Architectural Character

Use architectural features that are common to traditional buildings in the neighborhood.

1.3.1 Using contemporary interpretations of historic styles is encouraged for new buildings.

1.3.2 New architectural details should relate to comparable historic elements in general size, shape, scale, and finish.

1.3.3 New residential buildings shall be constructed on a raised foundation that is consistent with the foundation height of existing residential structures constructed during the period of significance along the same street-block.

1.3.4 Inclusion of new front porches and or front terraces is strongly encouraged.

1.3.5 Porch supports should be substantial enough in size that the porch does not appear to float above the entry. Porch support materials should be similar to those used traditionally, like masonry, composite materials, or wood columns.

1.3.6 Garages must not dominate the façade and must be setback behind the front wall of the dwelling.
1.3.7 The garage door design should minimize the apparent width of the opening.

1.4 Building Materials

1.4.1 Use of masonry materials such as stone, brick, and stucco similar to that seen traditionally is encouraged. New masonry should appear similar in character to that seen historically. Synthetic stucco (EIFS) is inappropriate.

1.4.2 Painting is not necessary to protect brick. Painting brick is not a recommended treatment for unpainted masonry, as it conceals its characteristic warmth and tonal variation and may also damage the wall by trapping moisture inside. Once painted, masonry must be maintained by repainting for the life of the structure.

1.4.3 Horizontal lap siding may also be considered as a primary building material or as an accent. Vertical direction siding is generally not acceptable.

1.4.4 Other materials that are similar in character to traditional materials may be considered on a case by case basis.

1.4.5 Roof materials may be tile, slate, and composite shingles that convey the scale and texture similar to those used historically.

1.4.6 Use of gutters, downspouts that carry the moisture away from the structure as well as site topography and vegetation contribute to the sustainability of the property and are encouraged.

1.4.7 Select appropriate roofing materials, generally of light colors, when putting a new roof on the in-fill building.

1.5 Window and Doors

The relationship of width to height of windows and doors, and the rhythm of solids to voids in new residential buildings shall be visually compatible with residential structures constructed during the period of significance on the same street-block.

Door styles tend to correspond to the architectural style of the building. Along with the front door, windows give scale to the building and provide visual interest to the composition of the facades.

Arrangement and the number of panes, or “lights,” are an important compositional element of windows. Window patterns and configurations are intrinsically linked to a building’s period of construction and architectural style. Different window configurations are associated with specific architectural periods and styles.
1.5.1 Windows and doors should be typical of the style with those used traditionally in the neighborhood, using true divided panes in lieu of thin applied muntin.

1.5.2 Use compatible and energy-efficient windows that match the appearance, size, design, proportion, shadow depth, and profile of other neighboring historic windows.

1.5.3 Windows should be simple in shape. Odd window shapes, such as octagons, circles, diamonds, etc., are most often seen in eaves or near entry doors, and are appropriate in new construction only if they are appropriate to the architectural style and context of the home.

1.5.4 The type and detailing of a shutter should be appropriate for the age, type and style of the building on which it is hung. If shutters or awnings are used, install historically appropriate operable shutters and traditional awning forms.

1.5.5 The front entry door shall reflect the home’s architectural style. Use transoms to give height and proportion to openings.

Illustration 14: Windows are evident in the number of glazing patterns in the historic district. In sash windows, glazing patterns are defined A-1, B-2, C & D -9, by the number of panes in the top sash and the number in the bottom sash.

Illustration 15: Paneled doors throughout the district are evident in a number of configurations. A panel at the base of a door is common in single and double doors. The four- and six- panel doors are the most common doors, and the five-panel door usually indicates twentieth century construction or a replacement door.
1.6 Secondary Structures

1.6.1 Secondary structures and outbuildings should be located in the rear yard and be subordinate to the primary structure in terms of height, massing, and overall size. These include garages, carports, sheds, and accessory apartments.

1.6.2 The location and design of outbuildings should not be visually disruptive to the character of the surrounding buildings.

1.6.3 A porte-cochère may be located in front of the habitable space of the primary structure as an extension of the front porch if consistent with any existing residential structures constructed during the period of significance on the same street-block.

1.6.4 Carports shall be placed to the side or rear of the primary structure. The front plane of the carport shall either line up with the front plane of the front façade of the primary structure or be setback from that plane.

1.6.5 Attached garages are prohibited on the front of the habitable space for the primary structure. Garages shall be secondary in scale and setback at least 25 feet from the front of the habitable space for the primary structure.

1.6.6 Outbuildings should reflect the design of the existing house and surrounding buildings and should be compatible in terms of height, scale, roof shape, materials, texture and architectural details.

1.6.7 A secondary structure should be simple in form and character but blend in appearance with the primary structure.

Illustration 16: Indicates the preferred location of new secondary structures, which aligns with the build zone of existing secondary structures

Illustration 17: Indicates inappropriate location of a new secondary structure, mis-aligned in relation to the adjacent secondary structure location pattern
2  Alterations to Historic Contributing Structures

When making changes to a historic structure, the least degree of intervention is preferred. The original building materials and architectural details of a building, from window openings to front porch columns, are character-defining features that contribute to its historic integrity, and the integrity of the historic neighborhood it inhabits. Continued maintenance is always the best approach, but when repair or replacement of original features is necessary, the following guidelines should be followed.

<table>
<thead>
<tr>
<th>What are character-defining features? Significant historic features of your home include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• window and door openings</td>
</tr>
<tr>
<td>• exterior siding or cladding</td>
</tr>
<tr>
<td>• front porches, steps, and terraces</td>
</tr>
<tr>
<td>• porch details, such as columns, brackets, or balustrades</td>
</tr>
<tr>
<td>• foundations, walls, and porch piers</td>
</tr>
<tr>
<td>• masonry colors and the artful layout of brick design patterns and stonework</td>
</tr>
<tr>
<td>• relationship of the structure to the landscape, streetscape, and surroundings</td>
</tr>
</tbody>
</table>

2.1 Intact original features should be protected and maintained in good condition. Distinctive stylistic features and examples of skilled craftsmanship should be treated with sensitivity.

2.2 Avoid altering or removing significant architectural features. Retaining historic features or restoring deteriorated elements to their original condition is preferable in all cases.

2.3 Repairing historic features is always preferred over replacement. Repair only those features, or portions of features, that are deteriorated.

2.4 When choosing preservation treatments, always use the gentlest means possible that that minimizes damage to original materials.

   a. Use: The Secretary of Interior's Preservation Briefs for proper procedures for cleaning, refinishing, and repairing historic materials. (See Appendix C)

2.5 When disassembly of an historic feature is necessary for its restoration, document the original feature and its location to reposition precisely, and work to minimize damage to the original materials.

2.6 While restoration and repair of original features is the preferred preservation approach, it may be appropriate to replace the feature or materials with an in-kind replacement.

   a. Replacement should occur only when the original material or feature is beyond the point where repair is feasible. Only replace the portion that is beyond repair.
b. Replacement materials should match the original as closely as possible in terms of color, dimensions, texture, and appearance.

2.7 Base the replacement of missing or damaged architectural features or materials on pictorial or physical evidence of the original appearance of the building, detail, or feature.

a. Avoid adding features or details that were not part of the original building or create a false sense of history. Alterations that seek to imply an earlier period than that of the building are inappropriate.

2.8 When it is impossible to reconstruct an in-kind replacement due to a lack of pictorial or physical evidence, a new design or simplified interpretation of the feature or element may be considered.

a. The new element should be comparable to features found on similar buildings of a similar construction date within the district in general appearance, shape, scale, texture, and finish.

2.9 Building Materials

Historically, wood, brick, stone, and stucco were the dominant building materials in the Vollintine Evergreen neighborhood. Original building materials and craftsmanship contribute to the visual continuity and character of the neighborhood and should be preserved in place.

If the material is damaged, then limited replacement which matches the original should be considered. These materials should never be covered or subjected to harsh cleaning treatments.

2.9.1 Retain and preserve original historic materials whenever possible.

2.9.2 Do not cover or obscure original facade materials.

2.9.3 Do not use synthetic materials, such as aluminum, vinyl or panelized brick, as replacements for primary building materials.

2.9.4 Retain and preserve the original exterior cladding of the building.

a. Non-historic siding (e.g. vinyl, asbestos, aluminum, brick veneer) may be removed to reveal earlier siding that often can be rehabilitated. The original, underlying material should be preserved and repaired wherever possible.

2.9.5 Preserve masonry features that contribute to the overall character of the building, including the original mortar joint and masonry unit size, the tooling and bonding patterns, coatings, and color of the historic structure.
a. Unpainted brick and stone should not be painted, nor should commercial sealants or waterproof coatings be applied, except in extreme circumstances. Paint and commercial sealants can trap water in the bricks or stone and create additional problems, especially on interior surfaces where the water trapped in the wall will try to escape. If a brick or stone building has been painted, properly remove loose and peeling paint and repaint with a breathable masonry coating.

b. When repointing, match the original mortar in strength, composition, color, texture, joint width, and profile (see Preservation Brief #02: Repointing Mortar Joints in Historic Masonry Buildings). Historic bricks are softer than modern ones and if repointed with cement or a cement mix, it will lead to spalling and deterioration of the bricks themselves.

c. When cleaning masonry to halt deterioration or to remove graffiti, paint, and stains, always use the gentlest means possible, such as low-pressure water, mild detergent, and soft natural bristle brushes. High-pressure water will erode mortar and force too much water into the masonry wall.

d. Sandblasting should never be used, as it will not only erode mortar but will also remove the glazed outer surface of brick, which provides a weather-resistant coating, and so hasten deterioration.

2.9.6 Preserve wood features that contribute to the overall character of the building by maintaining their original design, dimensions, and finishes.
b. Protect wood features from deterioration by maintaining or reapplying protective coatings such as paints or stains. Use compatible paints, as some latex paints will not bond well to oil-based finishes without a proper primer.

c. Repair wood features, where needed, by patching or piecing-in material. Avoid removing repairable damaged wood. If portions of wood siding must be replaced, the style and lap dimensions of the original must be matched.

2.9.7. When wood replacement is required, historic building materials should be replaced in-kind. If modern substitute materials must be used, they should match the original as closely as possible in terms of color, dimensions, texture, and appearance.

a. E.g., when manufactured in similar sizes and shapes to wood siding and shingles and finished with a smooth coat of paint, some types of fiber-cement siding can be compatible with historic fabric. The installation method is similar to wood, allowing historic alignments around window and door frames.

b. Aluminum siding, vinyl siding, and synthetic stucco (EIFS) are inappropriate materials and should not be used to replace original historic materials.

2.9 Windows and Doors

Windows and doors are some of the most important character-defining features of a structure. The style, placement, and substantial dimensions of original windows significantly affect the character of a structure, and their arrangement, functionality, and details should be preserved.

Altering the window type, style, shape, material, size, component dimension, muntin pattern or location can dramatically alter the appearance of the building. Proportions, orientation, divisions and materials of a historic window are among its essential elements of design.

The components and details of a window are essential to defining the construction period and style, the pattern and configuration of proposed replacement windows should be historically appropriate for each building.

2.9.6 Maintain original window and door proportions and materials.

2.9.7 Preserve the function and decorative features of original windows and doors. All existing window and door assemblies shall be preserved, with their defining elements repaired rather than replaced.

2.9.8 Retain the number, pattern, and placement of openings on primary facades.

a. Infilling of historic opening generally will not be approved, and proposals to infill non-historic openings will be evaluated according to the impact on the entire wall.
b. New window and door piercings may be permitted on a case-by-case basis and generally only to accommodate an addition or renovation.

2.9.9 If replacement is necessary, new windows should closely match the original windows in architectural style, dimensions, proportion, arrangement of panes and sashes, shadow lines, and materials.

a. Wood, double-hung windows with traditional depth and trim are preferred.

b. Snap-in muntins, solid aluminum windows, and solid vinyl windows are inappropriate and should not be used. Multi-pane windows should use true divided lights.

c. Alternate materials such as composite wood and fiberglass may be considered. Some vinyl products may be appropriate when sash components have substantial dimensions.

2.10 Energy Conservation in Windows

2.10.1 Historic windows can be repaired by re-glazing and also patching and splicing wood elements such as the muntins, frame, sill and casing. Older windows were built with well-seasoned wood that is superior to most new materials. Repair and weather-stripping or insulation of the original elements is more energy efficient, less expensive, and sound preservation practice.
a. Rather than replacement, enhance the energy efficiency of an existing historic window by installing a storm window, an insulated window shade, or adding weather stripping and caulking around the window frame.

2.10.2 The character-defining features of a historic door and its distinct materials and placement should be preserved. When a new door is needed, it should be in character with the architectural style of the building. This is especially important on primary facades.

a. Preserve the decorative and functional features of a primary entrance, which include the door, door frame, screen door, threshold, glass panes, paneling, hardware, detailing, transoms and flanking sidelights.

b. When replacing a door avoid changing the position of an original front door and use a design that has an appearance similar to the original door with the materials that appear similar to that of the original.

2.11 Front Porches and Terraces

Like window and door openings, the front porch or terrace is often one of the most important character-defining features of a building, especially in the Vollintine Evergreen neighborhood. The original materials, mass, scale, and function of a historic porch all contribute to both the architectural and social character of the neighborhood.

2.11.1 Maintain original porches and architectural detailing. Retain original porch materials, dimensions, and architectural detailing.

a. Maintain and repair elements as necessary, and replace missing porch posts, balusters, floors, and railings with an appropriate substitute feature and/or materials.

2.11.2 If an entire porch is missing, reconstruct the porch to match the detail, form, and configuration of the original.

a. Avoid decorative elements not appropriate for the architectural style of the building or reflective of the period of construction.

b. The architectural character of the main structure should dictate the type and detail of any newly constructed columns.

c. Porch support columns with narrow flimsy-looking capital and base are inappropriate.

2.11.3 Open front porches shall not be fully enclosed to create additional indoor space. Avoid enclosing an existing porch or terrace. If a porch is enclosed, the enclosure design should preserve the sense of openness and transparency that is typical of the porches within the district.
a. Enclosing a porch with opaque materials shall be avoided.

b. Enclosing a porch with large areas of glass or screen material may be acceptable, as long as framing does not interfere with porch supports and is set behind them.

2.12 Mechanical Systems

HVAC systems, including air conditioning units, heat pumps, air compressors, vents, and other types of mechanical equipment placed outside of buildings, are subject to Memphis Landmarks Commission (MLC) review. The visual impacts of such utilities should be minimized.

2.12.1 Mechanical equipment must be installed so that it will not destroy or damage building materials.

2.12.2 Equipment should be placed on the side or rear of the house, not visible from the street and screened from view.

   a. Satellite dishes should not be mounted on the front of a building. Ground mounted satellite dishes should be screened from view with landscaping.

2.12.3 Cables, wires, electrical, telephone and service lines should be placed under ground whenever possible. If this is not an option, they should be placed on side or rear elevations.

2.12.4 Air conditioning window units are not within the purview of the Commission, unless their installation will result in damage or the removal of any building parts or materials. The installation of unobtrusive drainage pipes may be required.

2.12.5 Vents include openings intended to eliminate exhaust or exchange air. They may be round, rectangular, or square, with or without louvers.

Image 17: Traditional Porch detailing (Image courtesy of Standards for Starkville’s Historic District Guidelines)  
Image 18: Avoid enclosing a front porch to create additional living space

Alteration Guidelines
2.12.6 Vents must be placed as discretely as possible. They must be installed so they are not readily visible from the public right-of-way and their finish color should correspond with the wall or trim color, unless mounted in a clear material. Their location should be considerate of the impact on neighbors and their installation should result in minimal damage to historic fabric.

2.12.7 Necessary alterations such as handicapped ramps, sprinkler systems, and other code issues should be done in such a way that if the alteration were removed later, the original form and character of the building or structure would still be evident. An alteration should not damage historic features, details, or materials.

2.13 Painting Guide

Historically, most wood surfaces on the exterior of a building were painted to protect them from weathering. Paint colors are not reviewed by the Memphis Landmarks Commission. Material color is not reviewed unless it is for painting unpainted masonry, signs and awnings, or for the material color of any brick or stone used in new construction. While color may not affect the actual form of a building, it can dramatically affect the richness of architectural detailing, the perceived scale of a structure, and it can help to ground a building with its context.

2.13.1 Painting previously unpainted masonry is all but permanent as it is nearly impossible to reverse. Paint removal is difficult, costly, and can easily cause deterioration to the masonry beneath. The need to repoint is not extended or avoided by painting brick, and dirt, debris, and mildew are more visible on painted brick. Paint and other sealants can trap moisture in the bricks or stone and create additional problems.

2.13.2 Unpainted brick and stone should not be painted, nor should commercial sealants or waterproof coatings be applied, except in extreme circumstances. Paint and commercial sealants can trap water in the bricks or stone and create additional problems, especially on interior surfaces where the water trapped in the wall will try to escape.

2.13.3 Using the historic color scheme is encouraged.

a. If the historic scheme is not known, an interpretation of schemes on similar historic buildings is appropriate.

b. Generally, one muted color is used as a background, which unifies the composition. Use the natural materials of the structure as a starting point.

c. One or two other colors are commonly used as accents to highlight architectural details, texture, and trim. Avoid monochromatic paint schemes.

2.13.4 Use breaks between colors to enhance and highlight architectural components.
3 Additions to Historic Contributing Structures

The need for additional space is as historic as the buildings of V & E, and the tradition of adding on to buildings is expected to continue in the neighborhood. In order to protect the historic character of the original structure, new additions must preserve significant historic materials and features, and be compatible with, while also differentiated from, the historic building.

Essentially, new additions and adjacent or related new construction should 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.

3.1 A new addition should be located at the rear of the building or set back from the front to minimize the visual impact to the structure and streetscape.

a. Allow original proportions and character to remain prominent.

3.2 Design the location, scale and massing of an addition or new house to avoid imposing an excessive amount of shadow upon neighbors’ yard areas, pools or solar collectors.

3.3 A new addition should be subordinate in size and scale to the main structure.

3.4 A new addition should not obscure, damage, or remove significant original features or materials of the primary structure.

3.5 The overall design of an addition should be in keeping with the design of the primary structure.

a. Use building materials that are compatible with those of the primary structure.

b. Use windows that are similar in character to those of the primary structure.

c. The roof form should be in character with and subordinate to that of the primary structure.

3.6 Use building materials that are compatible with those of the primary structure.

3.7 Use windows that are similar in materials and character to those of the main building.
3.8 A new addition should be compatible in mass, scale, and form with the primary structure.

   a. Design additions to be subordinate in size and scale.

   b. Larger additions should be broken into smaller modules or set apart from the main structure and connected with a smaller linking element.

3.9 Where previous additions or modifications have been inconsistent with the original architecture, restoration of the original architecture is encouraged, particularly where it will improve compatibility with the neighborhood.

3.10 Added roof forms should be compatible with the slope, massing, and complexity of the primary roof. Secondary roof lines should mimic the primary roof line.

3.11 The mass and scale of rooftop additions should be kept subordinate to the primary structure.

   a. The addition should not overhang the lower floors.

3.12 On second-story additions and new two-story houses, maintain architectural continuity of materials and detailing around all sides of the house, especially where two-story houses back onto and are visible from adjacent streets or other public areas.

3.13 Rooftop additions must be set back from the front of the structure.

3.14 When adding a dormer to an existing roof, it should be in scale and character with the primary structure.

   a. Dormers should be subordinate to the overall roof mass and compatible in scale and number to those on similar historic structures.

   b. Dormers should be located below the ridge line of the primary structure.

Illustration 22: When adding dormers to an existing roof, it should be in scale and character with the primary structure.
4 Commercial & Institutional Structures

4.1 These design principles apply to all new construction projects, rehabilitations, renovations, and exterior alterations to commercial and institutional structures.

4.2 Maintain the traditional appearance of commercial and institutional buildings within the district. Orient the primary façade towards the main street.

4.3 A new commercial or institutional building within the district should reflect the traditional configuration and scale of similar commercial structures within the district.

4.4 The roof of a new building should be visually compatible by not contrasting greatly with the existing commercial buildings’ roof shape and orientations.

4.5 Buildings should appear similar in width to those seen historically on the block.

4.6 Exterior materials should reflect those appearing within the district. Simple material finishes are encouraged. Matte finishes are preferred. Traditional materials such as wood, brick, stucco, and stone, are typical exterior materials used within the district.

4.7 A new commercial or institutional building should be consistent with streetscape with respect to building height and number of stories; building scale and mass, width; and site configuration.

4.8 Replacing an existing commercial or institutional structure with a surface parking lot shall be avoided.
4.9 Maintaining the storefront appearance of commercial and multi-use structures is strongly encouraged within the neighborhood commercial centers. Common elements include ground floor large display windows, upper story windows with vertical emphasis are encouraged, entries in scale with over all façade.

Illustration 25: Not all buildings have all the architectural elements above, but these storefront components should translate to most building types.

D. Demolition of Existing Historical Structures

Contributing historic buildings within the district are irreplaceable. The quality of the buildings' craftsmanship, design and range of materials is unapproachable by today's conventional, rapid-paced and mass-produced standards. While the designers, builders, and original owners can no longer touch, appreciate, and use the buildings, the historic resources created by them still remain as tangible proof of the culture, heritage, economic, development, and architectural history for the functional and educational benefit of future generations.

Demolition Policy:

Demolition of a building shall only be considered if alternatives for rehabilitation are not feasible and the loss of a building will not adversely affect the integrity of the district. Demolition by neglect is not a legal approach to removing historic structures.

1. Criteria for Evaluating Demolition Proposals

1.1 Does the building contribute to the historical or architectural character and importance of the district and whether its removal will result in a more positive, compatible visual effect on the district?

1.2 If the building or structure contributes to the character of the district, is it of such old or uncommon design, texture, or scarce material that it could not be reproduced.

1.3 Did historic events occur in the building or structure?
1.4 Is relocation of the building or structure or a portion thereof, to any extent practicable as a preferable alternative to demolition?

1.5 Could the proposed demolition potentially adversely affect other historic buildings located with the historic district, or adversely affect the character of the historic district?

1.6 Consider the age and character of the historic structure, and its condition.

1.7 Demolition by neglect is not a legal approach to removing historic structures.

   (Demolition by neglect refers to the practice of allowing a building to deteriorate to the point that demolition becomes necessary or restoration becomes unreasonable.)

2. If a Building is to be Demolished

2.1 Exhaust all preferable alternatives before demolishing a historic building.

2.2 Document the building thoroughly through photographs. The Memphis Landmarks Commission and the Tennessee Historical Commission should retain this information.

2.3 Make arrangements to salvage and preserve historical architectural elements, doors, windows, and hardware for future re-use. Contact Memphis Heritage if donation of the material is the best salvage option.

2.4 If a site is to remain vacant for any length of time, improve the empty lot in a manner consistent with other open space in the historic district.

E. Relocation of Existing Historical Structures

This section provides general guidelines for consideration of relocation of a historic structure. While relocation is discouraged, it may be preferable to demolition when the new location would be compatible with the character of the building. When relocation is proposed, consider the following general guidelines.

1. The “relocation” of a structure refers to moving a structure into or out of the district or from one site to another within the district.

2. Retain a building or structure at its historic location if feasible.
3. Avoid moving an existing building that retains architectural and historic integrity and contributes to the architectural and historical character of the historic district.

4. Moving a building which does not contribute to the historical and architectural integrity of the district or which has lost architectural significance due to deterioration, neglect, or significant alteration may be appropriate if its removal and replacement will result in a more appropriate visual effect on the district.

5. A building may be moved into the district if it maintains a sense of architectural unity in terms of style, height, massing, materials, texture, and setbacks with existing buildings near the proposed site.

6. The relocation of a building will not result in a negative visual effect on the site and surrounding buildings where it is removed.

7. Relocation should be a last resort after examining all other alternatives.

F. Voluntary Guidelines for contributing historic properties located outside but adjacent to the V&E Neighborhood Historic district boundary.

Elements of the guidelines also may be applied, as appropriate, to other project requiring discretionary approval when it is located adjacent to the boundaries of the historic district. Contributing historic structures outside but adjacent to the landmarks district boundary should be reviewed using an applicable section from these Design Guidelines and/or the following criteria:

1. Restoring and retaining original features is preferable in all cases.

2. Avoid removing or altering any historic or significant architectural features.

3. When disassembly of an historic feature is necessary for its restoration, minimize damage to the original materials.

4. Use the Secretary of Interior's Preservation briefs for proper procedures for cleaning, refinishing, and repairing historic materials. (see Appendix C.)

5. Replacement of missing or deteriorated architectural elements should be based on accurate duplications of original features if they exist.

6. When reconstruction of an element is impossible, develop a new design that is a simplified interpretation of the original.
IV. Miscellaneous Topics

A. Exterior Signage

Exterior signs are vital components of the community’s streetscape and good commercial signage can make a significant contribution to the physical appearance and economic prosperity of the neighborhood.

Exterior signage in the district is officially regulated by the Central Business Improvement District Sign Ordinance. However, beyond the base ordinance regulation, the following section provides appropriate design guideline suggestions for exterior signage within the historic district.

Historic signage should be maintained to avoid impairment to a historic resource. New signage should exhibit physical character that is compatible with signage in the historic context.

1. Free-standing yard signs are appropriate for historic residences.

2. A new sign should be compatible with the property and façade to which it is applied.

3. A sign should be located on the flat, unadorned parts of the commercial façade such as storefront windows and the panels above the windows.

4. A sign should not hide architectural details such as windows, cornice details, or transom windows.

5. A sign should not project beyond adjoining buildings or interfere with the facades or details of its neighbors.

6. A sign panel should be square or rectangular and mounted flush on the facade.

B. Exterior Lighting

1. Retain original light fixtures whenever possible.

2. Recessed or ceiling mounted fixtures not visible from the public right of way are recommended for replacement fixtures.

3. Free standing lamp posts in front yards are not recommended.

4. Do not illuminate buildings and signs with visually intrusive remote light sources.

5. Shield remote light sources to protect adjacent properties.
C. Sustainability & Resiliency

C.1. Sustainability

Sustainability and historic preservation movements share a common goal—to conserve the array of resources we presently enjoy so that future generations may enjoy them, too. Historic preservation is a powerful planning tool and effective way to ensure the sustainability, livability, and economic viability of a changing neighborhood.

Preservation maximizes the use of existing materials and infrastructure, reduces waste, and preserves the historic character of older homes, buildings, and blocks. Reusing existing building stock conserves energy and avoids the high environmental cost of new construction (the energy that is required to extract, process, transport, and assemble construction materials).

Cities are now seeking ways to incorporate sustainability and green building into design. How can these principles be incorporated into the guidelines, and how will they interface with other city regulations and initiatives? Best practices in sustainability will be woven throughout the design guidelines.

Memphis & Shelby County Comprehensive Planning - forming an integrated sustainability team when working on a large project that includes a preservation professional to ensure that the character and integrity of the historic building is maintained during any upgrades.

Property owners are encouraged to analyze the condition of inherently sustainable features of the historic building, such as shutters, storm windows, awnings, porches, vents, roof monitors, skylights, light wells, transoms and naturally lit corridors, and including them in energy audits and energy modeling, before planning upgrades.

Property owners are encouraged to implement energy saving techniques such as installing fixtures and appliances that conserve resources, including energy-efficient lighting or energy-efficient lamps in existing light fixtures, low-flow plumbing fixtures, sensors and timers that control water flow, lighting and temperature, before undertaking more invasive treatments that may negatively impact the historic building.

1. Energy conserving features

1.1 The Commission may approve the use of energy conserving features if they do not obscure, damage, or cause the removal of historic features or materials.

1.2 Approved energy-conserving treatments that may require Commission approval include, but may not be limited to, the installation of storm and screen doors and windows and the installation of awnings.

1.3 Add natural, sustainable features to the site, such as shade trees, if appropriate, to reduce cooling loads for the districts’ building stock.
1.4 Shading devices intended to conserve energy may be approved on rear elevations of existing buildings. (On new construction, they may be approved on a case-by-case basis, if they fit with the overall building design.)

1.5 Solar panels on existing buildings, solar panels may be approved if they are not visible from the street and if they do not extend higher than the existing building. (On new construction, they may be approved on rear elevations on a case-by-case basis, if they are well-integrated with the overall construction.)

C.2. Resiliency

Development across Memphis and many other cities has encroached on waterways, and in some cases forced rivers, streams and creeks into channels, culverts, and pipes. The Vollintine Evergreen neighborhood has had a history of flooding and flood control issues along Lick Creek and Cypress Creek.

More intensive land uses within this watershed can increase the amount of water flowing downstream, resulting in more frequent and intense flooding.

1. Low Impact Development (LID) techniques, which lower the potential impact of continued downstream flooding is encouraged.

2. New development should not be permitted within the 100-year floodplain.

D. Public art

Public art refers to works of art that are placed or created outside and intended for public appreciation. Such artwork includes, but is not limited to, sculpture, murals and mosaics. Functional aspects of streetscapes and landscapes, such as bridges, benches and fencing, may provide opportunities for artistic expressions, and in certain situations will be evaluated as public art.

The guidelines ensure that each public art project aesthetically enhances its location and surroundings and does not detract from historic architecture, but shall not consider the content, color, subject matter or style of the proposed artwork.

D.1 Criteria for Approval of Public Art

The public art should be a professionally designed, original work of exceptional quality with consideration of the following criteria:

1. Work that is of enduring value for including in Vollintine Evergreen’s public art collection.
2. Visual imagery that enhances the aesthetic experience within the neighborhood and the character and nature of the site.

3. Visual imagery that is appropriate for all audiences.

4. Public artwork that is appropriately designed for all viewpoints by pedestrians, from moving vehicles, seated audiences, etc.

5. Public artwork that is appropriately sited for directional exposure to minimize fading of colors.

6. Suitability of the surface to receive all materials that are to be used to execute the public art including the preparation material, all installation and technical issues.

7. Work that is appropriate in scale to the building and to the site.

E. Maintenance & Repair

The key to caring for a historic building is preventative maintenance. The most common adversaries of historic buildings are moisture and water infiltration, but excessive exposure to wind, sunlight, temperature variations, insects, rodents, vegetation, and mold can all cause damage to building fabric. Regular inspection and timely upkeep help preserve original building materials and architectural details, thus helping the structure retain its historic integrity and property value and minimizing the need for costly repairs in the future.

New or old, all building materials will deteriorate over time. Regular maintenance addresses problems prior to noticeable deterioration, preventing the need for more aggressive treatments such as repair or reconstruction, which require review by the Memphis Landmarks Commission (MLC).

Ordinary repair or maintenance refers to work done to prevent deterioration of a resource by returning the resource to its condition prior to such deterioration, decay, or damage. Routine maintenance of a property that does not involve altering historic fabric does not need approval from the MLC unless it will change the exterior appearance.

Please refer to NPS Brief #47 Maintaining the Exterior of Small and Medium Size Historic Buildings for comprehensive maintenance guidance.
Sources:


City of Boise, Idaho, Design Guidelines for Commercial Historic Districts

City of Mobile, Alabama, Design Review Guidelines for Mobile’s Historic Districts

Fredrick Town Historic District, Historic Design Guidelines


Mississippi Division of Archives and History, http://www.mdah.ms.gov

National Park Service Preservation Brief #02: Repointing Mortar Joints in Historic Masonry Buildings.


South Main Historic District, South Main Guidelines

Starkville, Mississippi Standards for Starkville’s Historic Districts

Victorian Village, Historic Design Guidelines
V. Glossary of Terms and Definitions

**Adaptive Reuse:** The process of returning a property to a state that makes a contemporary use possible while still preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

**Alteration:** Any change in the exterior appearance or materials of a landmark or a structure within a historic district or on a landmark site.

**Applicant:** The owner of record of a resource; the lessee thereof with the approval of the owner of record in notarized form; or a person holding a "bona fide" contract to purchase a resource.

**Appurtenance:** An accessory to a building, structure, object, or site, including, but not limited to, landscaping features, walls, fences, light fixtures, steps, paving, sidewalks, shutters, awnings, solar panels, satellite dishes, and signs.

**Building:** A structure created to shelter any form of human activity, such as a house, garage, church, community center, or similar structure.

**Building Height:** The measured vertical distance, by which the uppermost portion of the roof of a structure extends above the finished grade.

**Certificate of appropriateness (COA):** An official signed and dated governmental document issued by either a local historic preservation commission or a governing authority to permit specific work in a historic district or at a landmark site which has been reviewed and approved.

**Construction:** Work that is neither alteration nor demolition. Essentially, it is the erection of a new structure that did not previously exist, even if such a structure is partially joined to an existing structure.

**Demolition:** The intentional act of razing, dismantling or removal of a structure within a local historic district or on a landmark site or which has been designated as a landmark.

**Demolition by neglect:** The practice of allowing a building to deteriorate to the point that demolition becomes necessary or restoration becomes unreasonable.

**Design review guidelines:** As adopted by the local historic preservation commission, they shall be in a written form designed to inform local property owners about historical architectural styles prevalent in a community. They will recommend preferred treatments and discourage treatments that would compromise the architectural integrity of structures in a historic district or on a landmark site or individually designated as landmarks.

**Energy conserving features:** Equipment and treatments that reduce the amount of energy expended in heating, cooling, or construction.
**Exterior Features:** Exterior features or resources shall include, but not be limited to, the color, kind, and texture of the building material and the type and style of all windows, doors, and appurtenances.

**Fences and walls:** Constructed vertical barriers that help define and screen yards, walkways, and parking lots.

**Front Terrace:** In Tudor Revival and English Cottage style homes, a concrete or stone surface takes the place of the front porch as an outdoor sitting area on the public side of the house. The surface connects the front door to the side porch or side driveway and at times goes across the entire front façade. It is generous enough to allow for outdoor furniture. Occasionally this space has a fixed awning for protection from the sun.

**Gates:** Movable portions of a fence or wall that allows passage through.

**Historic district:** A group of two (2) or more tax parcels and their structures and may be an entire neighborhood of structures linked by historical association or historical development. It is not necessary that all structures within a historic district share the same primary architectural style or be from the same primary historical period. A historic district may also include both commercial and residential structures and may include structures covered by two (2) or more zoning classifications. A historic district may include both contributing and noncontributing structures. A historic district is designated by the commission and approved by the City of Memphis through an ordinance.

**Historic landmark:** A structure of exceptional individual significance, and its historically associated land, which typically could not be included within a local historic district or other appropriate setting. A historic landmark is designated by the commission and approved by the City of Aberdeen through an ordinance.

**Memphis Landmarks Commission:** The Memphis Landmarks Commission is a local historic preservation commission established to advise the local government on matters relating to historic preservation, including the designation of historic districts, landmarks and landmark sites, and which may be empowered to review applications for permits for alteration, construction, demolition, relocation or subdivision for structures in historic districts or on landmark sites or designated as landmarks.

**Improvement:** Additions to or new construction on landmarks or landmark sites, including, but not limited to, buildings, structures, objects, landscape features, and manufactured units, like mobile homes, carports, and storage buildings.

**Landscape:** Landscape is used to reference those parts of the Historic District that are planted and that provide relief from building and street fabric. Landscaped areas include the settings or yards of buildings, institutional campuses, and parks. It includes any improvement or vegetation including, but not limited to: Shrubbery, trees, plantings, outbuildings, walls, courtyards, fences, swimming pools, planters, gates, street furniture, exterior lighting, and site improvements, including but not limited to, subsurface alterations, site regrading, fill deposition and paving.
**National Register of Historic Places:** A federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect the nation’s historic and archaeological resources. The National Register Program is administered by the Commission, by the State Historic Preservation Office, and by the National Park Service under the Department of the Interior. Significant federal benefits may accrue to owners of properties listed or determined eligible for listing in the National Register.

**Non-contributing structures:** Existing structures determined by an official architectural survey to not retain enough of their integrity to contribute to the locally designated historic district or to not be of a period that is reflective of the contributing buildings.

**Object:** A material thing of functional, cultural, historical, or scientific value that may be, by nature or design, movable, yet related to a specific setting or environment.

**Ordinary Repair or Maintenance:** Work done to prevent deterioration of a resource or any part thereof by returning the resource as nearly as practical to its condition prior to such deterioration, decay, or damage.

**Owner of Record:** The owner of a parcel of land, improved or unimproved, reflected on the City of Memphis tax roll and in county deed records.

**Period of Significance:** Refers to the inclusive time-period of the development or construction of resources that defines the district. *(Resources less than fifty years old may be considered contributing to the historic district if they are related to an event of great historical importance, to a person of national or international significance, or if they are the work of a master architect or builder.)*

**Period of greatest historic significance for a historic property:** The time during which the property was essentially completed but not altered and which the style of architecture of the property was commonplace or typical.

**Porte-Cochère:** A covered entrance large enough for vehicles to pass through, typically opening into a courtyard.

**Portico:** A porch leading to the entrance of a building, or extended as a colonnade, with a roof structure over a walkway, supported by columns or enclosed by walls.

**Preservation:** The act or process of applying measures to sustain the existing form, integrity and material of a building. Some work focuses on keeping a property in good working condition by repairing features as soon as deterioration becomes apparent, using procedures that retain the original character and finish of the features.

**Relocation:** The moving of a structure to a new location on its tax parcel or the moving of such a structure to a new tax parcel.

**Resource:** Parcels located within historic districts, individual landmarks, and landmark sites, regardless of whether such sites are presently improved or unimproved.
Resources can be both separate buildings, districts, structures, sites, and objects and related groups thereof.

**Restoration**: The act or process of accurately depicting the form, features and character of a property as it appeared in a particular time period.

**Rising damp**: Occurs in buildings when ground water travels upwards through porous building materials such as brick, sandstone, or mortar by capillary action.

**Satellite antennas and dishes**: Electronic communication devices used for telephone, television and computer connections.

**Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**: A federal document stating standards and guidelines for the appropriate rehabilitation and preservation of historic buildings.

**Site**: The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing buildings, or objects.

**State Historic Preservation Office**: Tennessee Historic Commission houses the office.

**Streetscape**: Streetscape refers to the visual image of a street and all improvements within the public realm. These improvements include but are not limited to streets, curbs, gutters, sidewalks, utilities, signs, streetlights, and furniture, plantings and other design elements.

**Structure**: A man-made object and typically will be visible because of portions which exist above grade. Structures built during the historic period, 1700 forward, may in some instances not be visible above grade if they are cellars, cisterns, icehouses or similar objects which by their nature are intended to be built into the ground. A structure includes both interior components and visible exterior surfaces, as well as attached elements such as signs and related features such as walks, walls, fences, and other nearby secondary structures or landmark features.

**Substantial deterioration**: Structural degradation of such a nature that water penetration into a historic structure can no longer be prevented, or structural degradation that causes stress or strain on structural members when supports collapse or warp, evidence of which includes defective roofing materials, broken window coverings, and visible interior decay.

**Survey of resources**: The documentation, by historical research or a photographic record, of structures of historical interest within a specified area or jurisdiction or of existing structures within a proposed historic district.

**Unauthorized demolition**: The deliberate demolition of a historic structure without prior review and approval by a local historic preservation commission or a governing authority to which such a commission has made a recommendation.

**Utility boxes and meters**: Free standing or wall mounted equipment used to monitor the use of gas, water, electricity and other services.
VI. Appendices

Appendix A: Preservation Briefs Series, Technical Publications

Appendix B: Incentives for the Rehabilitation of Historic Structures

Appendix C: United States Secretary of the Interior: *Standards for the Rehabilitation of Historic Buildings*

Appendix D: Vollintine Evergreen Neighborhood Landmarks District Boundary Map
Appendix A

Technical Publications

Preservation Briefs Series - U.S. Department of the Interior, National Park Service

The National Park Service publishes short informative pamphlets to aid in the preservation of historic structures. Each pamphlet focuses on a certain aspect of preservation work or by building component. Below are the titles of the each brief that are available on the National Park Service web site: www.nps.gov/history/hps/tps/briefs/presbhom.htm

Appendix B

Incentives for the Rehabilitation of Historic Structures

There are special incentives in the form of tax credits for the restoration or rehabilitation of historic proprieties listed on the National Register of Historic Places or for those eligible for listing on the National Register. Buildings within those districts, listed as “Contributing” to the district, qualify for tax credits.

If a building is outside of a National Register of Historic Places historic district and listed individually on the National Register, it would also qualify for tax credits. It is possible that some structures in Vollintine Evergreen but outside of the National Register districts listed above and not on the National Register individually may qualify for the National Register of Historic Places and would therefore be eligible for tax credits.

Tax credits for the rehabilitation of historic structures are available on the federal level. A tax credit is better than a deduction. An income tax deduction merely lowers the amount of income subject to taxation, but a credit lowers the amount of tax owed. In general, for each dollar of tax credit earned, the amount of income tax owed will be reduced by one dollar.

Federal Tax Credits - Federal tax credits for rehabilitation of historic structures are only available for buildings that are income producing (office, retail, restaurant, residential rental, apartments, bed and breakfast, etc.). To qualify the rehabilitation must also be substantial, meaning the rehabilitation costs must exceed the current value of the building minus the value of the land. The federal tax credit is 20% of the total qualified rehabilitation expenses.

To take advantage of the credits the rehabilitation work must follow the Secretary of Interior’s Standards for Rehabilitation. A tax credit application form must be completed and approved before any work begins to make sure that the project will qualify for the credits. The TN SHPO administers the federal tax credit program. For the federal credit they review the project at the state level before it goes to the National Park Service, which makes the final determination.

Questions about the eligibility of a structure for the National Register of Historic Places should be directed to the Historic Tax Credit Division of the Tennessee State Historic Preservation Office at 615-770-1099.
Appendix C

United States Secretary of the Interior:
*Standards for the Rehabilitation of Historic Buildings*

The Secretary of the Interior’s Standards are general rehabilitation guidelines established by the National Park Service. First developed in 1979, these guidelines have been expanded and refined, most recently in early 1990. The following 10 guidelines are very broad by nature since they apply to the rehabilitation of any contributing building in any historic district throughout the United States.

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

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

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

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

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

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

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

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

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

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
Appendix D: V&E Historic Zoning Boundary Map