DESIGN GUIDELINES

for the

NORTH DIXIE AVENUE HISTORIC DISTRICT

adopted by the

COOKEVILLE HISTORIC ZONING COMMISSION

APRIL 9, 2002

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SECTION I
INTRODUCTION

The North Dixie Avenue Historic District was established by the Council of the City of Cookeville through the adoption of Ordinance No. O01-10-12 on November 15, 2001. The boundaries of this district are depicted on Illustration 1 in Appendix A. The purpose of this document is to present Design Guidelines for the North Dixie Avenue Historic District.

A. PURPOSE OF DESIGN GUIDELINES

Design guidelines are standards, created jointly by historic district property owners and the Cookeville Historic Zoning Commission, which are used in determining the architectural compatibility of proposed projects within the historic district. The purpose of these guidelines is to provide direction for project applicants and to ensure that the decisions of the Historic Zoning Commission are not arbitrary but reasonable with respect to the interest of a property owner and the interest of the Historic District.

B. INTENT OF DESIGN GUIDELINES

These Design Guidelines are intended to provide the Cookeville Historic Zoning Commission and property owners within the historic district with guidelines for building rehabilitation, new construction and other changes, which would affect the overall appearance of the North Dixie Avenue Historic District.

It is not the intent of these guidelines to inhibit owners from maintaining, improving, or making changes to their properties; the guidelines area meant to allow flexibility for such changes, provided the changes conform to the guidelines. It is the intent of these guidelines not to impose any unnecessary financial burdens on property owners.

C. ZONING AND BUILDING CODES

In addition to meeting these Design Guidelines, properties in the historic district are subject to the regulations of the Cookeville Zoning Code. The Zoning Code governs the use of properties and includes standards for lot coverage, setbacks, signs, landscaping and parking. New construction and renovations must also follow the regulations of the various building and construction codes of the City of Cookeville.

SECTION II
DEFINITIONS

For the purposes of these Design Guidelines the following definitions shall apply:

Addition: New construction that increases the exterior dimensions of an existing building or structure.

Alteration: A replacement or change in building material; the addition or elimination of any architectural element of a building; a repair that reconstructs any part of the exterior of an existing building; or construction of or change to an appurtenance.

Appropriate: Suitable for, or compatible with, a property, based on accepted standards and techniques for historic preservation.

Appurtenances: Fences, walls, paving, streetlights, curbs, signs, mailboxes, gazebos, fountains, and other accessory or adjunct permanent built features related to a building or streetscape.

Certificate of Appropriateness: A document issued by the Historic Zoning Commission certifying that the Commission has reviewed the described proposal and determined that it meets all applicable standards of the Commission.

Character-Defining Features: Individual physical elements of any structure, site, street, or district which contribute to its overall historic or architectural character, and for which it is recognized as historically or architecturally significant.

Demolition: The removal of a building, or major portion thereof.

Elevation: A scaled drawing which illustrates the view of the side of a building.

Facade: An exterior side of a building.

Historic: A structure or site, usually over fifty years old, which possesses historical or architectural significance, based on the criteria for listing in the National Register of Historic Places.

Maintenance: The act of keeping a structure in a condition of good repair.

New Construction: Any structure or appurtenance constructed on a lot after the date of the establishment of the North Dixie Avenue Historic District.

Non-Historic: A structure or site, usually less than fifty years old, which does not possess historical or architectural significance, based on the criteria for listing in the National Register of Historic Places.

Preservation: The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.

Rehabilitation: The act of returning a building to a usable condition through repair, alteration, and/or preservation of its features.

Restoration: The process of accurately taking a structure's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Rhythm: The pattern or repetition of spacing and building elements

SECTION III
REVIEW PROCESS AND PROCEDURE

The following process and procedure shall apply for any construction, alteration or rehabilitation, moving or demolition to be completed in the North Dixie Avenue Historic District.

A. CERTIFICATE OF APPROPRIATENESS REQUIRED

A Certificate of Appropriateness must be obtained from the Historic Zoning Commission before a building permit can be issued by the Codes Department for property in a historic district.

B. PROCEDURE FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS

The process and procedure for obtaining a Certificate of Appropriateness shall be as specified in the *Administrative Rules and Procedures* of the Cookeville Historic Zoning Commission and is generally as follows:

1. An application for a Certificate of Appropriateness must be submitted to the staff of the Historic Zoning Commission. Application forms may be obtained from the Planning Department.

2. Minor changes to a building shall require completion of the application form with a description of the work.

3. Major rehabilitation work and new construction shall require drawings, photographs, plans, and other documentation to fully illustrate the property and the proposed work. The required documentation must be submitted along with the completed application for a Certificate of Appropriateness.

4. The completed application and required documentation shall be submitted by the staff to the Historic Zoning Commission at its next scheduled meeting. If the application is incomplete or the documentation is insufficient the property owner will be notified and informed of what additional information may be necessary.

5. Applications for Certificate of Appropriateness are reviewed monthly by the Historic Zoning Commission. The Commission can approve, approve with conditions, or disapprove applications. The applicant may appeal the decision. The Commission may also delay action on an application so that further information or documentation may be presented.

6. Checklists for anyone planning a rehabilitation or new construction in a Historic District are provided in Appendix B of this document.

C. REVIEW BY STAFF

The City of Cookeville Planning and Codes Departments provide staff support for the Historic Zoning Commission. It is the responsibility of the staff to examine all requests for Certificate of Appropriateness and to report on the completeness and consistency of applications for Certificate of Appropriateness with these Design Guidelines.

D. REVIEW BY HISTORIC ZONING COMMISSION

The Historic Zoning Commission judges each application for a Certificate of Appropriateness on the degree to which it meets the criteria in these Design Guidelines and the **Secretary of the Interior's Standards for Rehabilitation** (see Appendix C) that are applicable to the project for which application is being made. The Commission may request detailed construction plans and related data such as photographs in order to make their review.

Within a historic district the Commission may make determinations for the following activities:

- Appropriateness of altering or demolishing any building or structure within the Historic District.
- Signs erected in the Historic District.
- Appropriateness of the exterior architectural features of any new buildings for structures to be constructed in the Historic District.
- Appropriateness of exterior design of any addition to an existing building or structure within the Historic District.
- Appropriateness of front yards and side yards, off-street parking spaces, and location of entrance drives into property or sidewalks along the public right-of-way, walls and fences which might affect the character of any building or structure in the Historic District.
- The general compatibility of exterior design, arrangement, texture, and material of the building or structure in question and the relation of such factors to similar features of buildings in the immediate surroundings.

The Commission may not make determinations regarding:

- Exterior paint colors
- Interior arrangements or design as long as these arrangements or designs do not visibly affect the exterior appearance of a building or structure.

E. FAILURE TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

If a property owner undertakes work without first obtaining a Certificate of Appropriateness or Building Permit, a Stop Work Order will be issued by the Building Official.

SECTION IV
DESIGN GOALS FOR THE NORTH DIXIE AVENUE HISTORIC DISTRICT

One of the principal qualities creating architectural significance in the North Dixie Avenue Historic District is **stylistic variety**. These guidelines seek to protect and enhance this quality by encouraging alterations and additions that consider each structure as an individual "entity" with a "personality" of its own. Like people, no two buildings are identical, and each building must grow and change over time. These guidelines seek to protect stylistic variety by encouraging sensitive change to existing structures throughout the district. In terms of new structures, protecting stylistic variety means encouraging structures of modern design that blend well with existing structures and discouraging designs, whether of modern or traditional styles, that are intrusive or disruptive to those qualities that create architectural significance. A second quality of the North Dixie Avenue Historic District is its **consistency**. This may seem contradictory, but when walking around the historic district one is struck by the fact that while there is a variety from one area to another, each block achieves a certain rhythm and harmony.

The following design goals express what is unique and important about the North Dixie Avenue Historic District. They are the foundation for the guidelines and are based on **the Secretary of the Interior's Standards for Rehabilitation** as required by state and federal law. Reflection on these goals shows the importance of developing specific guidance for property owners and the Historic Zoning Commission to help the neighborhood retain its integrity and charm.

- Respect the residential character of the neighborhood.
- Preserve architectural character when rehabilitating buildings.
- Design new construction to respect and be compatible with the setback, spacing, and scale of existing buildings.
- Avoid demolition by properly maintaining buildings.
- Maintain the street pattern and the function of the alleys and lanes.
- Preserve significant site features such as landscaping.
- Maintain the canopy of trees lining the street.
- Ensure that public improvements complement district character.
- Minimize the impact of the automobile and parking on private sites.

When making any readily visible changes, consider the above principles. First, take explanations and/or diagrams to the Historic Zoning Commission Staff for review. The plans will be reviewed and discussed at the next monthly meeting. In the event that the plans are not immediately acceptable, the Historic Zoning Commission will provide suggestions for modifications and compromises (see Checklists in Appendix B).

In an historic district, buildings are categorized as either "historic" or "non-historic". Generally, any building less than fifty years old is considered to be non-historic. While the primary concern of historic zoning is to protect old buildings, changes to more recent buildings can have a significant effect on the streetscape and character of the neighborhood. In order to ensure that those changes do not have a negative impact, work on non-historic buildings is reviewed by the same process as on historic buildings. Design review applies to every property in the district.

SECTION V
GUIDELINES FOR EXISTING BUILDINGS AND STRUCTURES

It is the intention of these guidelines that existing historic buildings and structures be preserved. Any alteration, rehabilitation, or restoration to an existing building or structure shall be completed in a manner that preserves its architectural character. Appropriate maintenance and repairs shall be provided for existing buildings and structures. The original character-defining features of a building, structure, or site generally shall not be removed or destroyed. The following guidelines shall apply for existing buildings and structures:

A. GENERAL REQUIREMENTS

When maintaining, repairing, altering, rehabilitating, or restoring an existing building or structure in the North Dixie Avenue Historic District the following general requirements shall be met:

1. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that damage historic building materials are not permitted.

2. Original building materials, including masonry, wood siding, and wall shingles should be retained. Where replacement of building materials is necessary, new materials shall match the design, dimension, detail, and all visual characteristics of the originals, based on physical or historical documentation.

3. Original architectural details should be retained. Where replacement is necessary, new architectural details shall match the design of the originals, based on physical or historical documentation.

B. ENTRANCES AND PORCHES

Entrances and porches are often the primary focal points of a historic house and, because of their decoration and articulation; help define the style of the building. The following guidelines for entrances and porches shall apply:

1. Original porch elements should be repaired rather than replaced when possible. When damaged elements are repaired, the detail of the existing original material shall be matched.

2. An entire porch shall be replaced only if it is too deteriorated to repair, is completely missing, or is dysfunctional for its intended use. The new porch shall match the style of the house in materials, size, and detail.

3. Removing or radically changing entrances and porches important in defining the building's overall historic character is prohibited. If altering the porch and/or entrance, ensure that the new treatment matches or blends with the original style or character of the house. Handicap access should be added to the side, rather than the front, of primary elevation porches if possible.

4. A porch may be enclosed if its new appearance is compatible with the historic design of the house.

C. FRONT DOORS

The important focal point of an entrance or porch is the door. The following guidelines for front doors shall apply:

1. Substituting the original doors with stock size doors that do not fit the opening properly or do not blend with the style of the house is prohibited. Transom windows and sidelights shall be retained.

2. When installing screen doors ensure that they relate to the character of the existing door. Do not use clear aluminum screen doors.

3. New storm and security doors shall be full view or near full view design to avoid obscuring the original door. See Illustration 2 in Appendix A of this document. Original storm and security doors may be replaced with doors of a matching style.

D. WINDOWS

Windows play a major part in defining a building's particular style. Because of the wide variety of architectural styles within the district there is a corresponding variation of styles, types, and sizes of windows. They can feature different designs of sills, panes, sashes, lintels, decorative caps, and shutters. In some houses, all of the windows may be the same. In others, a variety of window types gives emphasis to certain parts of the building. The following guidelines for windows shall apply:

1. Retain original windows and window openings if possible. Replace original windows only when they are missing or beyond repair. Use true or simulated divided lights, in a similar configuration, when replacing windows to match the remaining originals.

2. The use of materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame is prohibited.

3. The number, location, size, and glazing pattern of windows on primary elevations shall be retained. New openings, blocking in windows, or installing replacement sashes that do not fit the window openings are prohibited. If a window is no longer needed, the glass should be retained and the backside frosted, screened, or shuttered so that it appears from the outside to be in use.

4. If using awnings or shutters, ensure that the size, scale and materials are appropriate to the structure.

5. The installation of shutters at windows where they were never previously used shall be compatible with the design of the structure.

6. Storm windows and security windows shall follow the same guidelines for storm and security doors.

E. GARAGES, OUTBUILDINGS, AND SITE FEATURES

Many of the houses on North Dixie Avenue have garages, outbuildings, patios, or other site features. Typical outbuildings are garages or carriage houses.

1. Existing historic garages, outbuildings, chimneys, driveway configurations and site features shall be retained if possible.

2. Uses, such as recreational structures, that are not compatible with the historic nature of the property, shall be screened and not visible from North Dixie Avenue.

F. FENCES, WALLS, AND WALKS

In the North Dixie Historic District front yards are consistently left open. The occasional low fence or low hedge maintains this feel. In the rear, however, fences and walls are of a variety of materials and heights, including tall privacy fences. Wall and fence materials frequently relate to materials used on the building on the site. The following provisions for fences, walls, and walks shall apply:

1. The design of new fences and walls on the front of the property shall blend with materials and designs found in the district and on the property. The scale and level of ornateness of the design of any new walls and fences shall relate to that of the existing building.

2. To keep front yards open, use low fencing material. The height of the fence or wall should not exceed the height of other fences and walls of surrounding properties and generally should not exceed 3.5 feet in the front. Privacy fences and solid masonry walls that enclose the front yard of a property are prohibited.

3. Use materials such as painted wood, brick, stone, cast iron, stucco, or combinations of materials. Do not use materials such as chain-link fencing, vinyl fencing, concrete block walls, or landscaping timbers where they would be visible from the street.

4. For repairs to existing walks use historic paving materials such as flagstone and concrete, as well as any decorative elements.

5. Use compatible materials, such as patterned concrete, flagstone, etc., and compatible design in new walk construction.

SECTION VI
GUIDELINES FOR NEW CONSTRUCTION

It is the intention of these guidelines that all new construction shall be compatible in terms of placement, orientation, scale and design with existing buildings and structures in the North Dixie Avenue Historic District. The following guidelines shall apply for all new construction:

A. PLACEMENT AND ORIENTATION

1. The setback from front and side yard property lines established by adjacent historic buildings shall be maintained if possible, or accommodated to maintain a rhythm. See Illustration 3 in Appendix A of this document.

2. The orientation of a new building's front facade shall be visually consistent with surrounding historic buildings. See Illustration 4 in Appendix A of this document.

3. Circular drives shall provide for an island of no less than 30 feet in width between entrances.

4. A new outbuilding shall reflect the character of outbuildings contemporary with the associated house. The outbuilding shall be compatible, by not contrasting greatly, with surrounding historic outbuildings in terms of height, scale, roof shape, materials, texture, and details. Outbuildings shall be appropriately situated on the lot, to the rear of the property, and on a permanent foundation.

5. New garages or outbuildings shall be located to the rear of the main house.

B. SCALE AND DESIGN

1. The height of the foundation wall, porch roof(s), and main roof(s) of a new building shall be compatible, by not contrasting greatly, with those of surrounding historic buildings. See Illustration 5 in Appendix A of this document.

2. The relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door and window openings) in new buildings shall be compatible, by not contrasting greatly, with surrounding historic buildings. See Illustration 5 in Appendix A of this document.

3. The roof of a new building shall be visually compatible, by not contrasting greatly, with the roof shape, orientation, and pitch of surrounding historic buildings.

4. The shape of a new building shall be compatible, by not contrasting greatly, with those of surrounding historic buildings.

5. The materials, texture, and details of a new building's public facades shall be visually compatible, by not contrasting greatly, with surrounding historic buildings. Materials include, but are not limited to, wood, brick, stone, mortar, roofing concrete, and metals.

6. New construction that is visible from North Dixie Avenue shall relate in footprint and mass to the majority of surrounding historic dwellings and shall respect traditional building height and setback. See Illustration 6 in Appendix A of this document.

7. New garages or outbuildings shall be designed to be compatible with the style of the major buildings on the site, especially in materials and roof slope.

8. The scale of new garages or outbuildings shall not overpower the existing house or the size of the existing lot.

SECTION VII
GUIDELINES FOR ADDITIONS

An exterior addition to a historic building can radically alter its appearance. When an addition is planned, it shall be designed and constructed so that it will complement and not detract from the character-defining features of the historic building. If a new addition is to feature architectural detailing that replicates the original building, it shall be done in a manner consistent with the history and quality of the original building.

Porte-cocheres, carports, decks, and platform porches also shall be considered as additions under these guidelines. If they are visible from North Dixie Avenue, their design, materials, and scale shall relate to and respect the existing building. Outbuildings are addressed in Section V, Goals for Existing Buildings and Structures and Section VI, Guidelines for New Construction.

The design of new additions shall follow the guidelines for new construction on all elevations. Other considerations for new additions in the historic district are described below:

1. New additions shall not destroy historic materials that characterize the property.

2. The new work generally shall be compatible with the massing, size, scale, materials, and architectural features to protect the historic integrity of the property and its environment.

A. BUILDING FORM AND SCALE

1. Additions shall resemble the same period as the existing structure.

2. Material and pitch of roof shall be compatible with existing structure. (Flat roofs on porches are acceptable if appropriate to the structure)

3. The scale of additions shall be compatible with, not overpowering the existing structure. See Illustration 7 in Appendix A of this document.

4. Additions shall be located to the rear, if at all possible, or to the side of the existing structure.

5. The number, size and glazing pattern of apertures shall be consistent with existing structure and surrounding structures.

6. Original front setbacks from the street shall be maintained.

B. MATERIALS

1. Building materials shall be similar to those employed historically.

2. Acceptable roofing materials: Batten seam roofing materials, composition roofing shingles, slate shingles, ceramics, and other materials with approval.

3. Acceptable siding materials: Brick, wood lap siding, stone, stucco or modern substitutes. Vinyl may be approved if care is taken to use historically sized sections, etc.

4. Foundations shall be compatible with existing structural foundations if possible. (Split concrete masonry units are a near match to limestone slabs not currently available.)

5. Chimneys shall be of masonry construction.

SECTION VIII
GUIDELINES FOR DEMOLITION

Demolition of a structure shall be considered as a last resort and should be avoided by properly maintaining the structure. Demolition shall be permitted only if one of the following conditions exists:

1. Demolition has been ordered by the Building Inspector for the public safety because of an unsafe or dangerous condition.

2. The owner can demonstrate to the satisfaction of the Historic Zoning Commission that the structure cannot be reused.

3. The demolition request is for an inappropriate previous modification, or an incompatible/non-historic building, and the demolition of said structure will not adversely affect the street appearance as determined by the Historic Zoning Commission.

4. The denial of demolition will result in an economic hardship on the applicant as determined by the Historic Zone Commission.

SECTION IX
GUIDELINES FOR MOVING OR REMOVING BUILDINGS

An historic building shall be moved only under the following circumstances:

1. If the only alternative to removing the structure is demolition;

2. When moving a structure into the district does not involve the loss of an historic building to create space for it;

3. When moving a structure into the district it will be architecturally compatible with adjacent building style, height, scale, materials, shape, design, setback, and setting.

SECTION X
GUIDELINES FOR LANDSCAPING, ACCESSORY STRUCTURES AND SIGNS

The following guidelines shall apply for landscaping, accessory structures such as recreational structures and mechanical equipment, and signs within the historic district:

A. GENERAL LANDSCAPING

The following guidelines for landscaping shall apply:

1. Do not conceal or obscure the primary facade of a historic building with landscaping.

2. New retaining walls shall not be constructed of railroad timbers or concrete blocks.

3. Keep the locations of lawn, driveways and sidewalks as traditional for the neighborhood. The majority of the front lot shall remain greenway.

4. Walkways shall be of flagstone or concrete where appropriate. (Do not use block porch steps unless traditionally bricked).

5. Property owners shall maintain all areas between the front of properties and the street, including any grass areas between the sidewalk and street pavement.

6. Canopy trees along North Dixie Avenue shall be removed only when necessary and shall be replaced, where appropriate, to maintain the street canopy.

7. The topping of trees is prohibited.

B. RECREATIONAL STRUCTURES AND MECHANICAL EQUIPMENT

The following guidelines for accessory structures, such as recreational structures and mechanical equipment, shall apply:

1. Recreational structures, such as swimming pools and tennis courts, shall be placed at the rear of the dwelling and screened through landscaping or fencing. See Illustration 8 in Appendix A of this document.

2. HVAC, window air conditioning units, satellite dishes, antennas, and other signal-receiving devices, solar panels, sky lights and all other such devices shall be added on secondary or rear facades rather than primary facades. If visible from North Dixie Avenue, all such structures shall be screened with wood or brick fencing, lattice panels, and/or landscaping.

C. SIGNS

The following guidelines, in addition to the General Sign Regulations of the Cookeville Zoning Code, shall apply for signs in the historic district:

1. Do not use signs that flash, rotate or are illuminated with neon-type lamps.

2. Residential freestanding signs shall not exceed 2 square feet in size or 2 feet in height. Commercial freestanding signs shall not exceed 20 square feet in size or 20 feet in height.

3. Residential wall signs shall not exceed 2 square feet in size. Commercial wall signs shall not exceed 20 square feet in size and shall not extend above the roofline of the occupied building.

4. Signs shall not cover architectural features.

5. If signs are to be illuminated it shall be by remote sources, not with visible bulbs, neon-type lamps or luminous paints.

SECTION XI
GOALS FOR STREETSCAPE

The street and outdoor environment are the most distinctive parts of the environment of this traditional pedestrian neighborhood. It is intended that the City of Cookeville will consider the following goals for streetscape when making future improvements along North Dixie Avenue.

A. WALKS

1. Retain historic paving materials such as flagstone and aggregate concrete.

2. When sidewalks must be repaired, match adjacent materials in color, design, texture, and tooling. Avoid extensive variation in sidewalk and curb materials.

3. When sidewalks need replacement, use a paving unit such as flagstone, or patterned or aggregate concrete that relates to the scale of the district. Avoid pouring concrete in continuous strips.

4. Maintain a distinction between sidewalks and streets. Avoid paving sidewalks with asphalt and retain curb strips / concrete gutters.

B. PARKING

1. Prohibit the demolition of buildings for any public parking areas.

2. Screen public parking areas from streets and sidewalks with trees and landscaping.

3. Include interior planting islands to provide shade and visual relief from large expanses of asphalt.

4. Extended parking of vehicles, boats, or other recreational equipment on lawns is prohibited.

C. STREET LIGHTING / UTILITIES

1. Use pedestrian scaled, historically styled light fixtures throughout the district; do not use wooden poles and cobra-head light fixtures.

2. Use underground utility access.

SECTION XII
TRANSITION AREAS

Sites adjoining the historic district, while not under design control, can have a powerful -- potentially negative -- impact on the district. Compatible designs here can help avoid this problem.

Recommendations:

Buildings should relate to the residential character of the neighborhood. While they may be larger in scale than residential structures, their setback, materials, roof forms, massing, and window patterns should relate more to residential forms.

As appropriate to the site and the use, transition should be provided to the neighborhood; avoid having buildings "turn their backs" to the district. Parking lots are not a desirable use. However, existing and new lots should be screened with year-round landscaping.

APPENDIX A

ILLUSTRATIONS

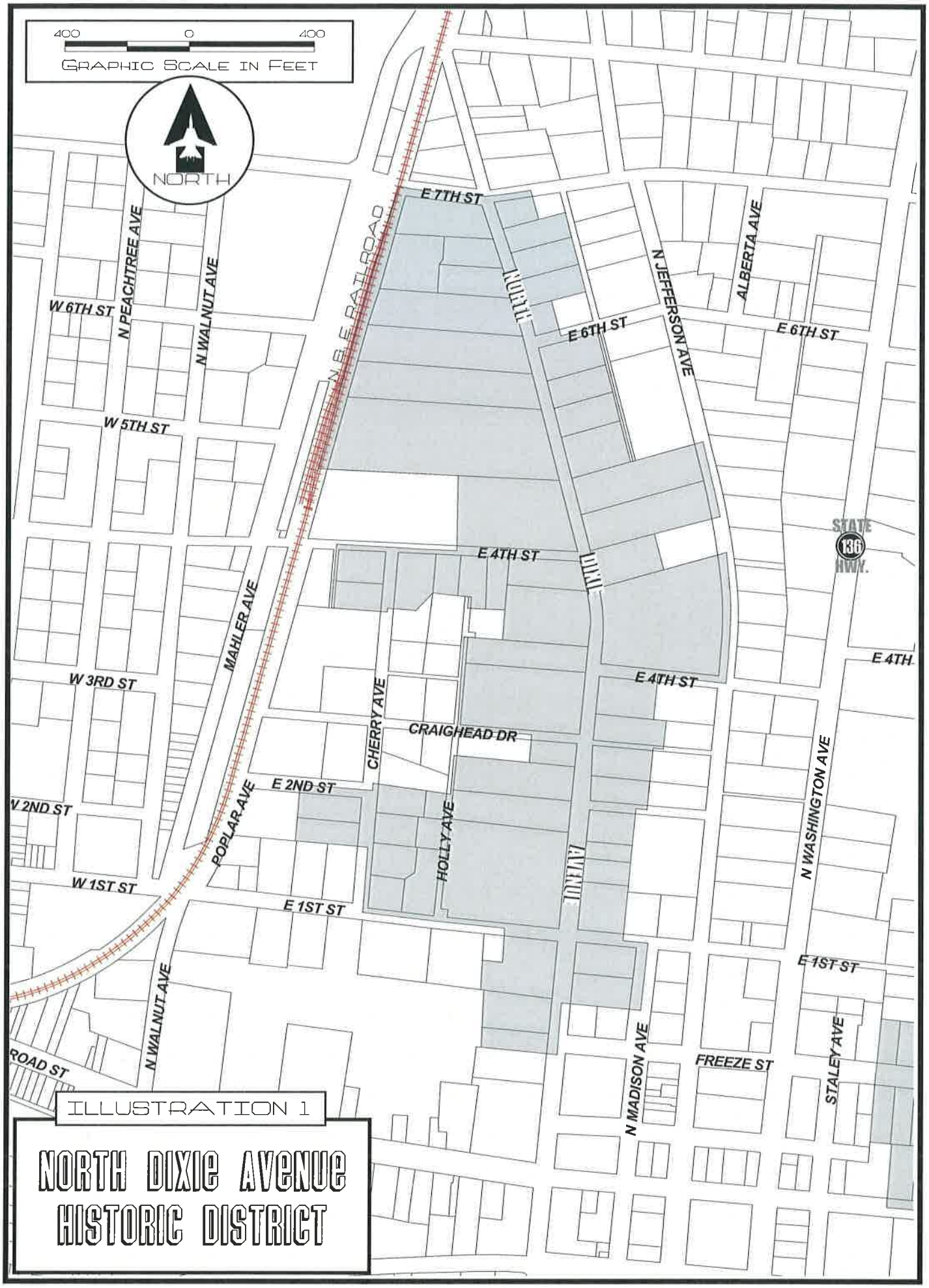
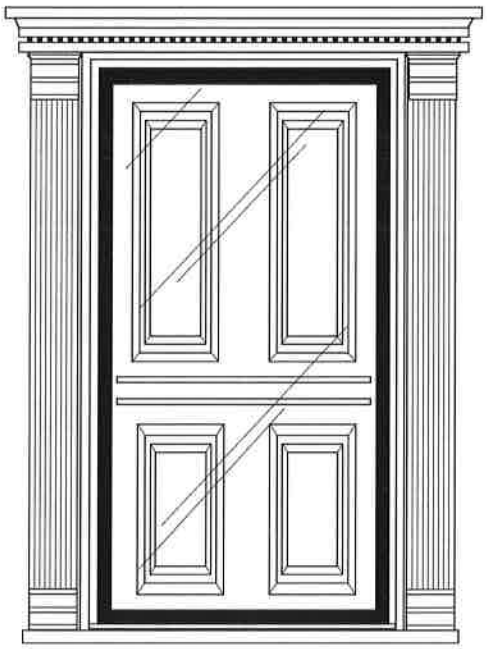


ILLUSTRATION 1

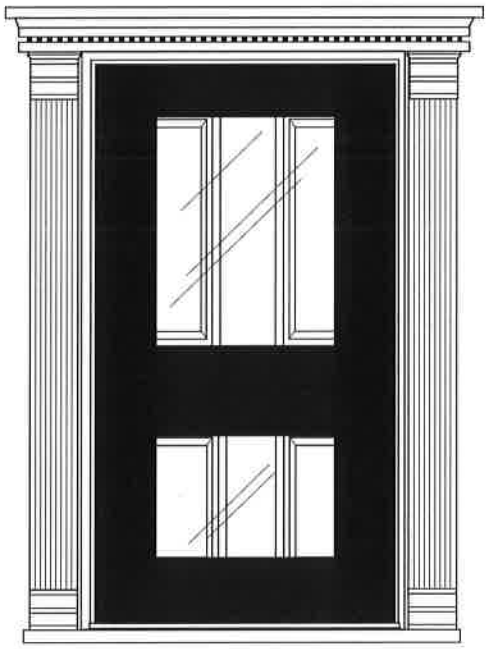
NORTH DIXIE AVENUE HISTORIC DISTRICT

ILLUSTRATION 2

STORM DOORS



YES

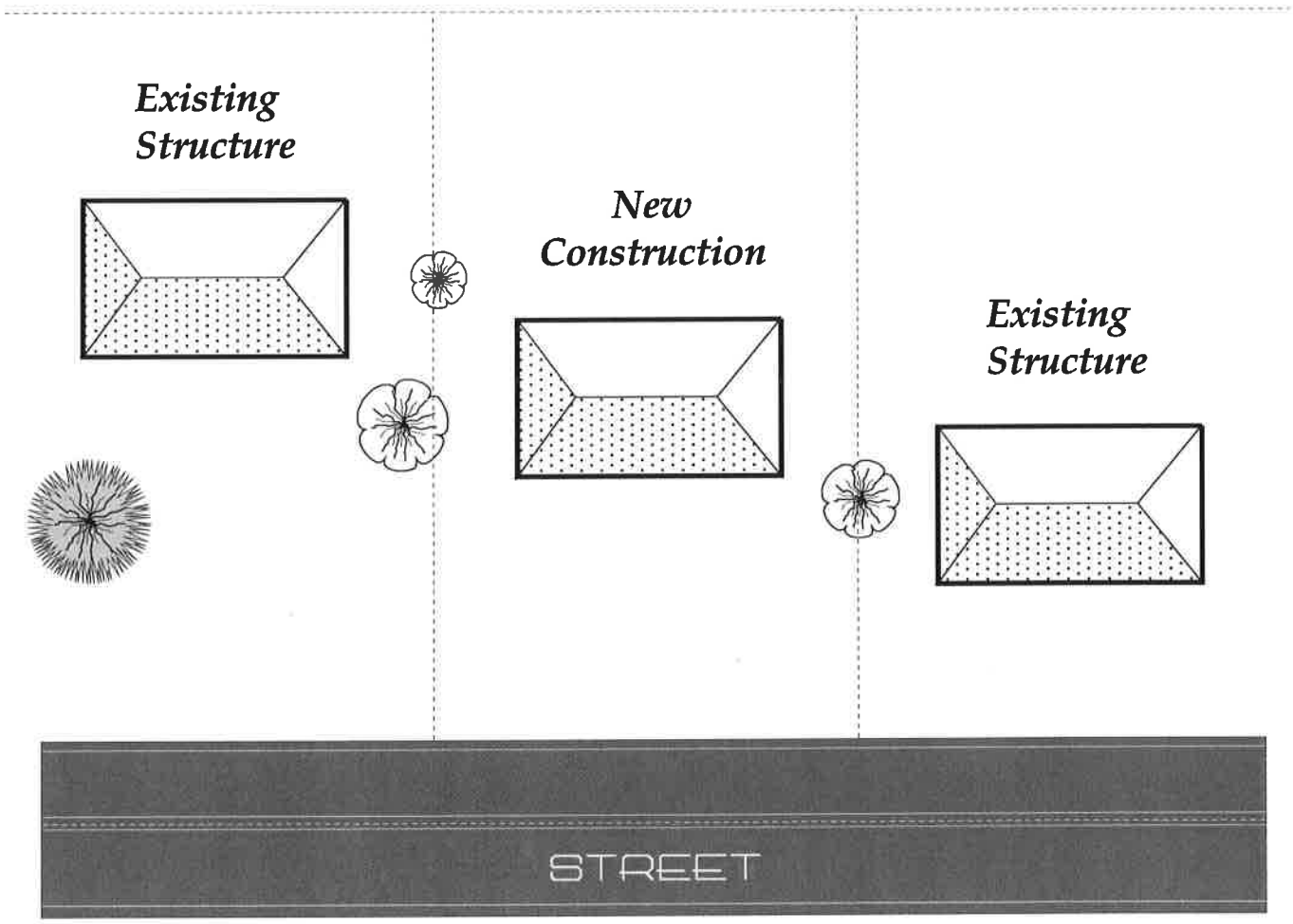


NO

STORM DOORS SHOULD NOT OBSCURE THE ORIGINAL DOOR.

ILLUSTRATION 3

SETBACKS

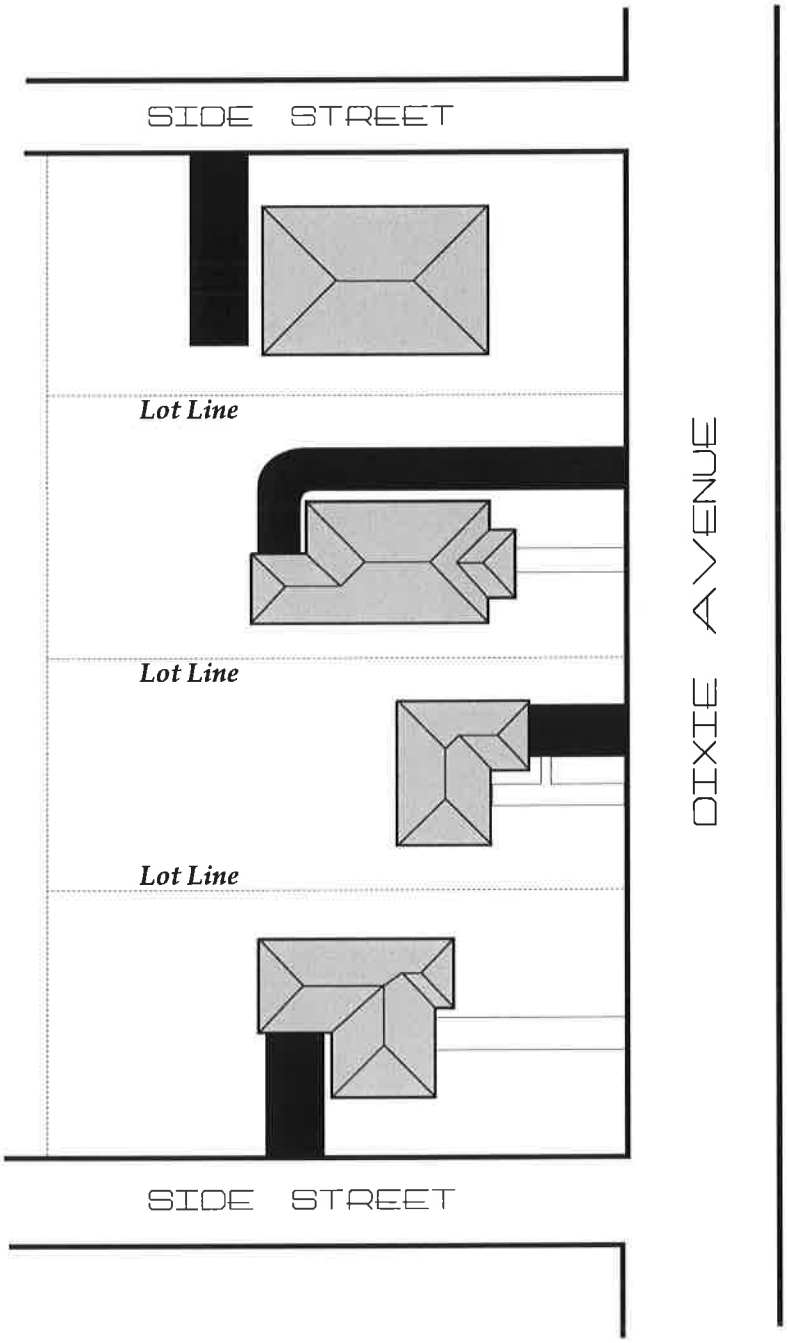


SETBACK OF NEW CONSTRUCTION ACCOMODATES SETBACKS OF EXISTING STRUCTURES TO MAINTAIN A RHYTHM.

NOTE : Not to Scale

ILLUSTRATION 4

ORIENTATION



NO - Orientation towards side street.

YES - Driveway to rear garage.

NO - Garage attached to front of house.

YES - Access to garage off side street.

NOTE : Not to Scale

ILLUSTRATION 5

RELATIONSHIP OF FOUNDATIONS, WINDOWS AND DOORS

NO

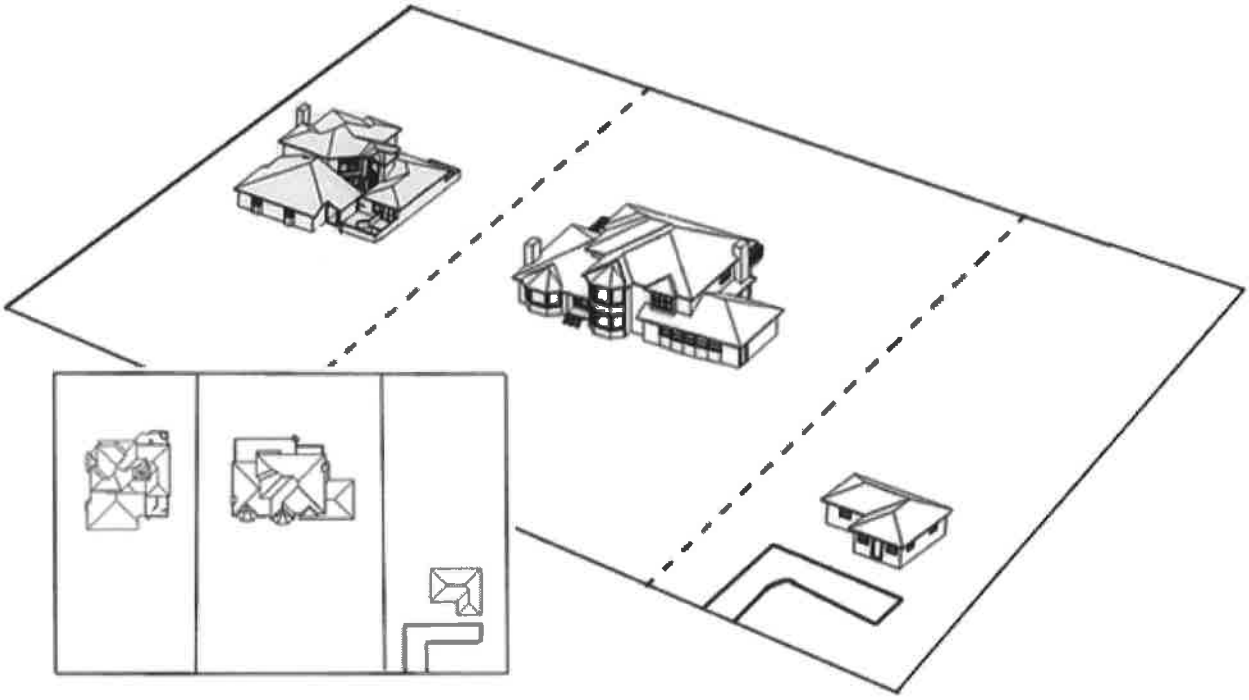
YES

NEW CONSTRUCTION MUST MAINTAIN FOUNDATION HEIGHTS AND WINDOW AND DOOR SPATIAL RHYTHMS.

NOTE : Not to Scale

ILLUSTRATION 6

FOOTPRINTS AND MASS



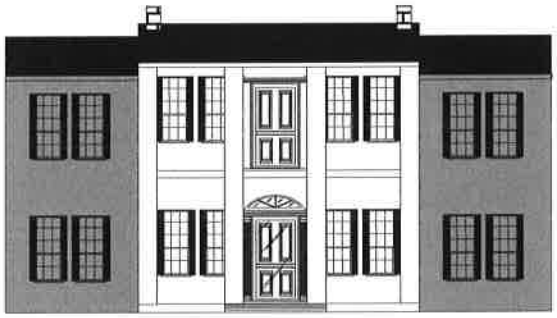
INAPPROPRIATE MASSING AND PLACEMENT OF NEW BUILDING AND SITE ELEMENTS.

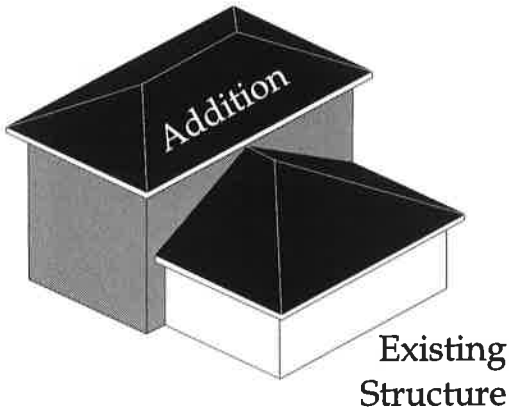
NOTE : Not to Scale

ILLUSTRATION 7

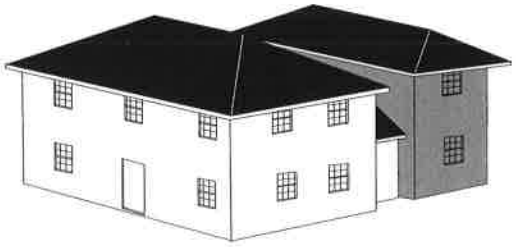
SCALE OF ADDITIONS

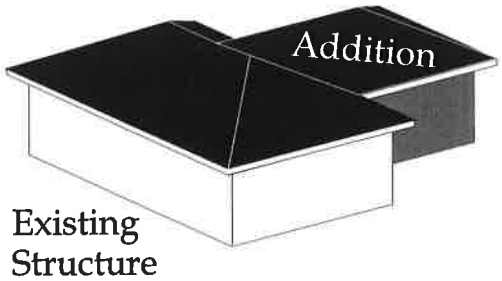
NOT RECOMMENDED





RECOMMENDED

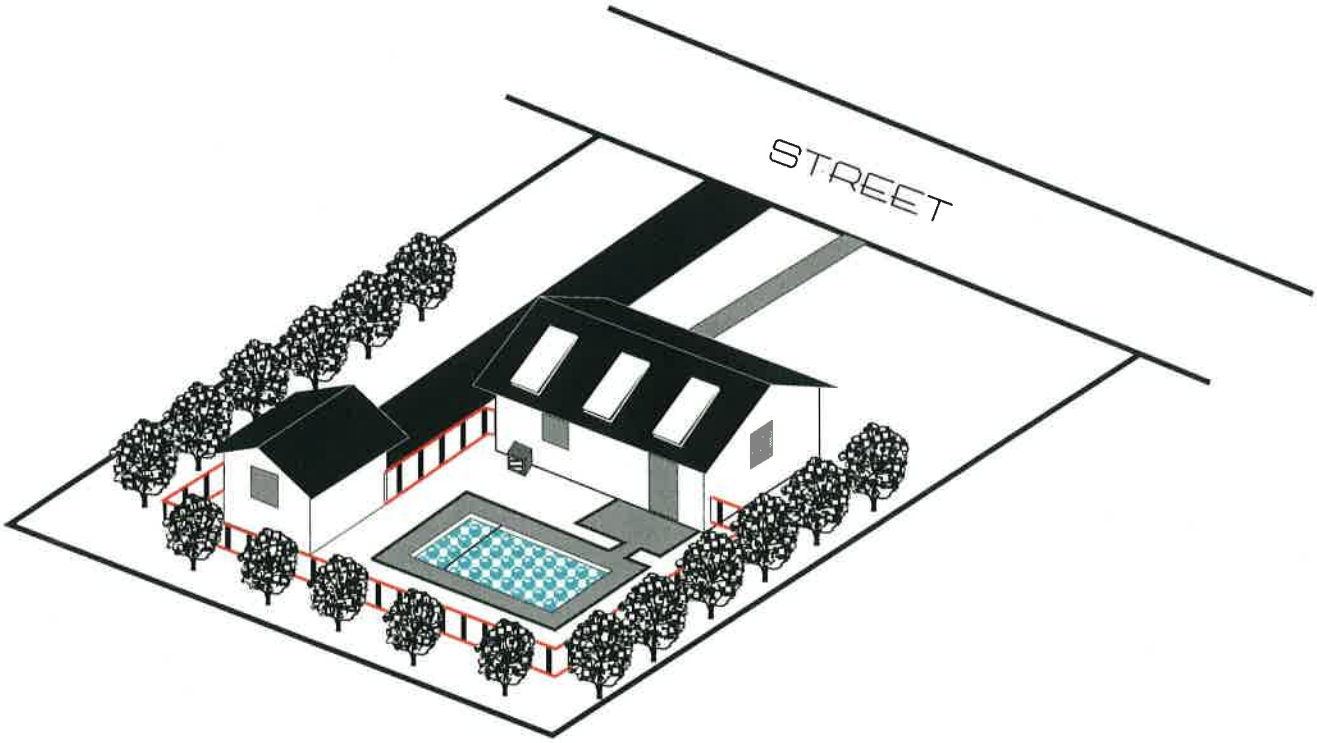




ADDITIONS SHALL NOT OVERPOWER THE EXISTING STRUCTURE AND SHALL BE LOCATED TO THE REAR (PREFERRED) OR TO THE SIDE OF THE EXISTING STRUCTURE.

ILLUSTRATION 8

LOCATION OF RECREATIONAL STRUCTURES AND MECHANICAL EQUIPMENT



RECREATIONAL STRUCTURES SHOULD BE PLACED AT THE REAR OF THE DWELLING AND SHOULD BE SCREENED THROUGH LANDSCAPING AND/OR FENCING.

NOTE : Not to Scale

APPENDIX B

CHECKLISTS

The following checklists are recommended for anyone planning a rehabilitation or new construction in a Historic District.

A. Rehabilitation Checklist

1. Look at your building to determine its style, age, and the elements that help define its special character.

2. Is your building income-producing? If so, review the information on federal tax credits to see whether you can qualify.

3. Review the **Secretary of the Interior's Standards for Rehabilitation** (see Appendix C). These ten standards must be followed if you are using federal tax credits. They also are the basis of many of the recommendations in these Design Guidelines.

4. Check the Cookeville Zoning Code to make sure that your planned use is allowed. If you are changing the use or working outside of the existing walls, you may need to rezone your property or secure a variance from the zoning regulations.

5. Chances are you will need a building permit. Become familiar with the building code as it applies to historic buildings and meet with the Cookeville Codes Department early about your plans.

6. Seek advice from the Historic Zoning Commission on technical preservation issues and for assistance in going through the design review process.

7. Use contractors experienced in working with historic buildings and materials. Some tasks, such as repointing or cleaning historic masonry, require special knowledge, techniques, and methods.

8. If your project is complicated, consider employing an architect experienced in working with historic buildings.

B. New Construction Checklist

1. For new additions, first attempt to accommodate needed functions within the existing structure.

2. Look at surrounding buildings to determine their style, age, and the elements that help define the neighborhood's special character.

3. Choose a design that relates to the character of the historic buildings in the area.

4. Follow the last two guidelines in **The Secretary of the Interior's Standards for Rehabilitation**

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

5. Become familiar with the building codes and meet with the Cookeville Codes Department early about your plans.

6. Meet with the Historic Zoning Commission early in the process for their informal input and to prepare you for Commission Review.

7. Obtain any zoning approvals and a building permit, which you will need in order to erect a new structure or work outside of existing walls.

8. Employ an architect experienced in working with historic buildings.

APPENDIX C

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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

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 will 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 historic 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 archaeological 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 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.