WOODLAND HEIGHTS HISTORIC DISTRICT

DESIGN GUIDELINES

City of Houston, Texas

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NOTE

These design guidelines were prepared pursuant to the direction given by the City Council of the City of Houston by Ordinance No. 2016-848, and have been prepared in accordance with the authority granted to the City of Houston under the Constitution and laws of the State of Texas, to protect and promote the health, safety, and welfare of the public.

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SECTION 1: INTRODUCTION

This set of historic district design guidelines applies to the Woodland Heights Historic District. The design guidelines illustrate how the City of Houston's historic preservation ordinance (as amended in Fall 2015) relates to resources in the historic district.

Property owners and their design professionals (architects, builders, etc.) should consult these design guidelines as early as possible when planning a project that involves a change to the exterior of a building, including an addition, or the construction of a new building within the historic district. The City's Historic Preservation staff in the Planning and Development Department and the Houston Archaeological and Historical Commission (HAHC) will also use these design guidelines to determine whether to approve an application for a Certificate of Appropriateness (COA) for a project that proposes to make changes to a building in the district.

When all of the people who are involved in the COA process — property owners, design professionals, Planning staff, and members of the HAHC — are using the same reference material as provided in these design guidelines, the results should be more consistent and predictable.

This section explains where to find the information you need in this document, how and why these design guidelines were developed, and what the City of Houston's historic preservation ordinance means to you.

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Please Note:

These design guidelines can be downloaded as PDF files from the City of Houston Historic Preservation website at: https://www.houstontx.gov/planning/HistoricPres

For Assistance:

Property owners should always consult with planners in the City's Historic Preservation Office for assistance before beginning design work, as well as during the planning and design of a project.

To reach the Planner of the Day, call the Historic Hotline at 832-393-6556
or send an email to historicpreservation@houstontx.gov.

You can also visit in person (with an appointment):
City of Houston Historic Preservation Office
Planning & Development Department
611 Walker Street, 6th Floor
Houston, Texas 77002

Deed Restrictions:

Woodland Heights is a City of Houston designated Historic District and separately, is protected by the Declaration of Restrictions for Woodland Heights. The City of Houston Office of Preservation (HOP) takes these restrictions into consideration when reviewing COA's.

ABOUT THE DESIGN GUIDELINES

Upon adoption by City Council, these design guidelines become requirements that must be used by the HAHC in addition to the standards in the historic preservation ordinance in making their decisions. **Like the historic preservation ordinance, design guidelines do not require property owners to make changes to their buildings.** Together, these tools regulate what changes can be made, and how, in order to preserve the overall character of a historic district.

Because the City contains many historic districts, which can be very different from one another, the historic preservation ordinance must be written broadly enough to apply to all of them. That broad language must then be interpreted by property owners, their design professionals, the Historic Preservation Office staff, and the HAHC as they prepare and consider Certificate of Appropriateness (COA) applications. The City has developed these design guidelines to make the COA process easier and assist property owners in planning projects that are likely to be approved. They illustrate how to apply the ordinance criteria for the Woodland Heights Historic District.

Design Guidelines

Design guidelines encompass the visual character of a design and are considered on their own merits, taking into account the circumstances of a particular property and the work that is being proposed.

The relative importance of particular guidelines will depend on the proposed project. The design review process considers individual design elements, as well as how different design elements interact. **A project that might be appropriate for one property might not be appropriate for another.** Although this requires interpretation, these design guidelines help by providing structure and consistent reference points for that process.

This document also includes useful information that is not regulatory, such as the history of the historic district and what kind of buildings can be found there (Section 3), and other informational resources that are available to property owners (Section 7).

Organizational Structure

This set of design guidelines is made up of seven sections. Each section is available as a separate PDF file so that you can select the sections that you need for your particular project.

The Design Guidelines Format

Legend:

A Topic
Describes the design topic addressed by the Design Guidelines that follow.

B Purpose
Explains the desired outcome for the design topic and provides a basis for the design guidelines that follow. If a guideline does not address a specific design issue, the intent statement will be used to determine appropriateness.

C Desired Outcomes
Describes a desired performance-oriented design outcome.

D Additional Information
Provides a bulleted list of suggestions on how to meet the intent of the design guideline. These are not the only alternatives that can be applied.

E Images
Clarify the intent of the design guideline by illustrating appropriate and inappropriate design solutions (see below):

Appropriate
Images marked with a check illustrate appropriate design solutions.

Inappropriate
Images marked with an X illustrate inappropriate design solutions.

Sample Quantitative Guidelines

A → **HISTORIC BUILDING MATERIALS**

B → These design guidelines apply to all materials that are original to the building, including wood, stone, brick, metal, stucco, plaster, and concrete. Historic building materials should be preserved in place, as much as possible, and repaired when necessary. If the material is damaged beyond repair, only then should you consider replacing it. Only replace material that is damaged, and use replacement material that matches the original.

If historic materials have been covered, consider removing the covering; do this carefully so that the underlying original building material is not damaged, and repair the original material as needed once it is exposed.

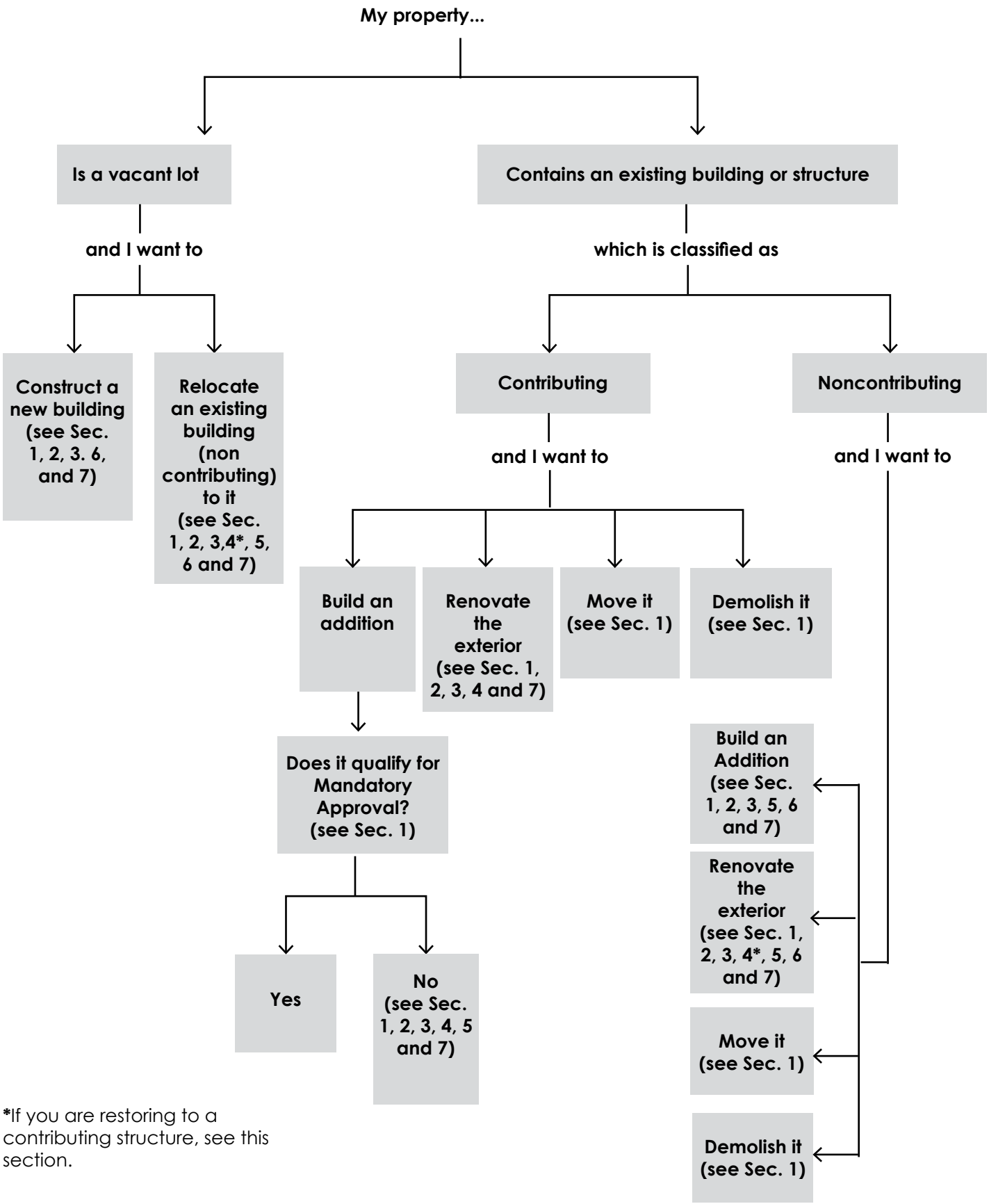
C → **4.4 Preserve historic building materials.**

- Do not remove original material that is in good condition.
- D → Do not cover or obscure historic building materials.
- Consider removing later covering materials that are inappropriate.
- Repair historic building materials.
- Use storm drains, flashing, coping, gutters, etc. to provide proper drainage away from historic materials and minimize damage to them.

E →

A house with original building materials

FINDING THE INFORMATION YOU NEED



*If you are restoring to a contributing structure, see this section.

Developing the Design Guidelines

Updating Houston's design guidelines began in Fall 2015, when the City of Houston adopted amendments to its historic preservation ordinance. Since 2010, all new historic districts have been required to have design guidelines. In 2015, the ordinance was amended to allow the creation of design guidelines for historic districts established before 2010.

The Woodland Heights design guidelines project was conducted in two phases. Phase 1 began in 2016 and included extensive research, data analysis, and robust community engagement to inform the design guidelines project for several historic districts, including Woodland Heights.

Phase 2 commenced in 2020. This phase also included community outreach in a series of virtual focus group meetings and neighborhood workshops. In these sessions preliminary drafts of the design guidelines were presented to collect community input. Phase 2 concluded with the drafting of the Woodland Heights Historic District Design Guidelines.

While these design guidelines draw upon the specific character of the Woodland Heights District, they also include best practices in historic preservation that have developed in communities over many decades.

This document takes advantage of the lessons learned and standards of practice that have become established nationally. This knowledge provides a foundation for workable solutions that allow historic districts to evolve, while still preserving and enhancing their unique character.

A community meeting for the design guidelines project included hands-on activities.

Participants work in groups during a community meeting for the design guidelines project.

These results are summarized in a Strategy Report in March 2017.

NOTE:

Nothing in these guidelines or in other applicable regulations shall be construed to require a specific architectural style in the District.

HOUSTON'S HISTORIC PRESERVATION ORDINANCE

The City designates historic districts, and manages changes to properties within those districts, through its historic preservation ordinance (Ch. 33, Article 7 of the City of Houston Code of Ordinances). This ordinance is a local law that establishes the City's authority and responsibilities regarding historic landmarks and districts. It also establishes the Houston Archaeological and Historical Commission (HAHC), a group of knowledgeable citizens and qualified professionals who are appointed by City Council to interpret and administer the historic preservation ordinance.

An inventory of buildings within each historic district was prepared when the district was designated. That inventory classifies each building as *contributing* to the historic character of the historic district or *noncontributing*.

The ordinance requires property owners to receive approval from the City before making certain changes to buildings in a historic district. To get the City's approval to make any of these changes, a property owner must apply for a Certificate of Appropriateness (COA). The Planning staff in the Historic Preservation Office can help property owners with their application, which is processed through that office. **A property owner must obtain a COA before beginning any work that is regulated under the historic preservation ordinance.** Other City building permits also may be required.

Some changes, as well as ordinary maintenance and repair, are exempt from this requirement and do not require a COA. Other changes require a COA application but can be approved administratively by the Planning Director, without going before the HAHC. All other changes require a COA application to be considered in a public hearing, before the HAHC; this includes most alterations to the exterior of a building, additions, new construction, relocation of a building into or out of a historic district, and demolition.

Each month, the HAHC considers and makes decisions about COA applications at a public hearing. The Historic Preservation staff base their recommendations, and the HAHC members base their decisions, on the criteria for evaluating COA applications as listed in the ordinance. Those criteria are provided on the following pages, in plain English, for your reference.

The entire planned project should be presented in the Certificate of Appropriateness application. Applicants who hold back "future phases" of a project in order to gain approval for initial work may find that subsequent proposals will not be approved, if the cumulative effect of all of the changes is too great and, collectively, diminishes the integrity of the building.

CERTIFICATE OF APPROPRIATENESS (COA) PROCESS

This chart illustrates the basic steps in review of projects that require a COA. Some projects are exempt from this process.

Applicant may meet with Staff prior to applying

Applicant submits application in Preservation Tracker

Staff reviews application for completeness and criteria compliance

Administrative (staff) Review Track

Planning Director considers application

Planning Director finds compliance and issues COA

- Work may proceed

Staff denies COA

- Applicant may appeal to HAHC

Planning Director refers application to HAHC

HAHC Review Track

HAHC considers application

HAHC finds compliance and issues COA

- Work may proceed

HAHC denies COA

- Applicant may revise and resubmit, or
- Appeal to Historic Preservation Appeals Board (HPAB)
- If HPAB denies COA, applicant may appeal to City Council

Note: Throughout the process, staff works with applicants to adjust their projects to comply with the criteria for issuing a COA.

Please Note:

Property owners may present additional information to supplement their COA application or to make a case for considering a different context area. HAHC will consider, but is not required to agree with or apply, such information.

CONTEXT

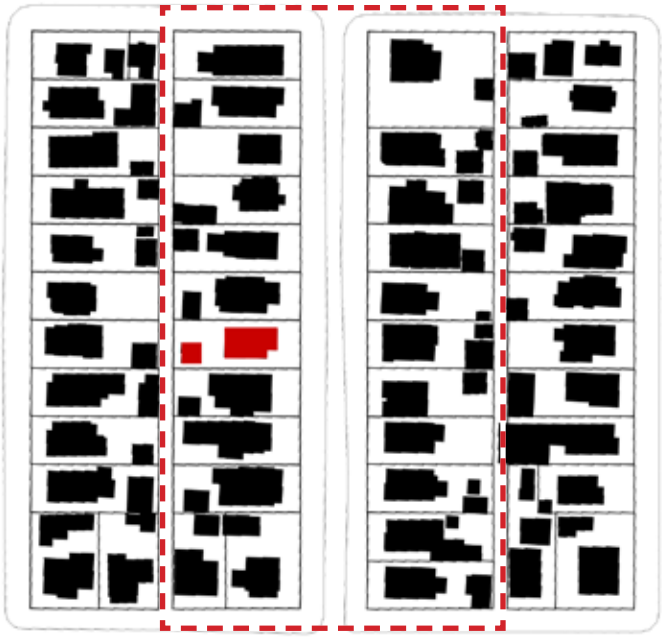
Context is often defined by similar site features, building age, and design characteristics within an area. These include:

- Building age
- Building alignment along the street (setback)
- The amount of open space on the property
- Building size and height
- Building massing
- Building materials
- Solid-to-void ratio (the number of window openings to wall area)
- Alignment of building features such as: porches, windows eaves, and foundation, for example

CONTEXT AREA

When a property owner applies for a Certificate of Appropriateness, members of the Houston Archaeological and Historical Commission (HAHC), with help from Planning staff in the Houston Office of Historic Preservation, must decide if the proposed changes are compatible with the surrounding historic district. Rather than compare the project to the entire district, the City of Houston's historic preservation ordinance establishes a smaller area, called the *context area*, for comparison purposes.

The ordinance defines the context area as the blockface on which the proposed project is located and opposing blockface, as shown in the diagram below.



Context area for a subject property (shown in red)

The context area may be defined differently, if the HAHC and staff find that unusual and compelling circumstances exist or if it is described differently in design guidelines. The HAHC may decide to expand the context area for a particular project, if not many buildings within the context area are contributing structures, or if the proposed project is unusual for the area. For example, a new church building could be compared to existing historic church buildings, rather than to residential buildings in the same block.

Note: Only typical, existing contributing structures are used to determine compatibility of the proposed project.

This set of design guidelines does not include an alternate definition of context area for Woodland Heights Historic District.

EXEMPTIONS (NO COA REQUIRED)

The following types of work **do not require a Certificate of Appropriateness**.

- *Ordinary maintenance and repair.* This generally means the least amount of work necessary to preserve the historic materials and features of a building, and in-kind repairs. *In-kind* means using the same material type, design, dimensions, texture, detailing, and exterior appearance.

  Note: *Replacement* of historic materials (even in-kind) is an alteration and requires a COA. Please contact staff if you are unsure whether you need a COA for your project.

- Re-roofing with in-kind materials (see above) with no change to the structure, shape, or pitch of the roof.

- An alteration that cannot be seen from the street because the view is blocked by the original structure. (The view cannot merely be blocked by fencing, landscaping, non-historic additions, etc.)

- Installation or removal of:
  - Gutters and downspouts
  - Storm windows and storm doors
  - Window screens and screen doors
  - Temporary emergency weather protection, such as plywood coverings over windows
  - Porch ceiling fans
  - Light fixtures
  - HVAC units

- Landscaping

- Fences

- Removal of non-historic (aluminum, vinyl) siding to reveal historic siding underneath. If no historic siding is present under non-historic siding, new replacement siding requires a COA but may be approved administratively; see next page.

- Removal of burglar bars

- Removal of accessibility ramps or lifts

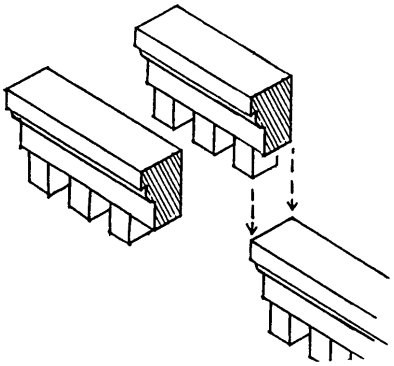
- Removal of solar panels

- Removal of satellite dishes or antennae

- Installation of solar panels, satellite dishes, antennae, low-profile skylights, or other roof equipment **on the rear half of the roof**

- Installation or removal of free-standing signs

Examples of items not regulated by the historic preservation ordinance: (from top) satellite dishes, air conditioning units, fences



Replacement of historic materials (even in-kind) is an alteration and requires a COA.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

- Painting non-masonry surfaces on a contributing building
- Repainting previously painted masonry surfaces
- Reconstructing a contributing or noncontributing structure that was completely or partially destroyed by a fire, natural disaster, or other damage not intentionally caused by the owner of the structure. **This only applies** if the reconstruction is built within the same footprint and has the same exterior features as the damaged or destroyed contributing structure.
- Demolition of a noncontributing structure

ADMINISTRATIVE APPROVALS

The following types of work **require a Certificate of Appropriateness**, which may be approved by the Planning Director:

Removal of:

- A window or door that was not original to the contributing structure and replacing it with a window or door that **meets all of the following conditions**:
- It is appropriate to the historic significance of the structure.
  - It does not change the size, shape, or location of the opening from which the window or door elements are to be removed.
  - It does not change the trim, molding, or other features associated with the opening.
- Exterior wall cladding that was not an original feature or characteristic of the structure and replacing it with appropriate cladding.
- Non-historic additions, including attached garages or carports
- Non-historic decorative elements, such as shutters or eave brackets
- Non-historic, low-profile skylights
- Canopies or awnings
- Signs attached to the building

Replacement of:

- Historic materials that are damaged beyond repair with materials of the same size, shape, material, and pattern. For example, if a small amount of siding is damaged beyond repair, it may be replaced with new material that matches exactly.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

Installation of:

- Burglar bars
- Accessibility ramps or lifts
- Low-profile skylights, solar panels, antennae, satellite dishes, or other roof equipment **on the front half of the roof**
- Shutters
- Awnings or canopies

The following types of work **require a Certificate of Appropriateness**, which may be approved by the Planning Director:

Installation of:

- Architectural details (including porch elements) that have been partially lost or removed, if you can provide proof that they used to exist, either through existing elements that are still in place or by historical documentation, such as architectural plans or photographs
- Signs attached to the exterior of the building that **meet all of the following conditions**:
  - It does not compromise historic exterior features on the structure, such as siding or trim, porch elements, etc.
  - It is 25 square feet or less in total area.
  - It is installed without damage to significant historic material.

Construction of:

- Free-standing (detached) garages and garage apartments, free-standing carports, and other secondary structures, as long as they have a footprint of 600 square feet or less and are located at the rear of the lot
- A rear porch that is not taller than the existing structure and does not extend beyond the existing side walls of the structure

Repair or reconstruction of internal structural elements (such as interior shiplap) that are essential to support the building envelope to which they are attached. The following conditions must be met:

- You must demonstrate to the satisfaction of the Planning Director that the structural repair or reconstruction can be accomplished without harming those exterior features of the structure that are visible from the right-of-way.
- You must provide a written statement from a structural engineer, licensed by the State of Texas, that the proposed repair or reconstruction can be accomplished without harming those exterior features of the structure that are visible from the right-of-way.

When is a property considered SINGLE FAMILY VS. MULTI-FAMILY?

A property may contain two dwelling structures and still retain its classification as Single Family Residential property, as long as the secondary structure (such as a garage apartment) is not larger than 900 square feet and contains only one living space.

A property with a main house plus a garage apartment building with two apartment units, or a main house plus a garage apartment with one unit over 900 square feet, would be classified as Multi-Family and subject to the applicable building code.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

MANDATORY APPROVALS FOR ADDITIONS

The City of Houston's historic preservation ordinance provides that the Planning Director shall issue a Certificate of Appropriateness for the construction of any one, but not a combination, of the following additions to a contributing structure in a historic district. This has been referred to in the past as "shall approve" criteria.

In order to qualify for Mandatory Approval, your project must meet **all** of the following conditions for **one** of these types of additions.

Rear Addition "Shall Approve"

A rear addition that:

a. Is not taller than the existing structure;

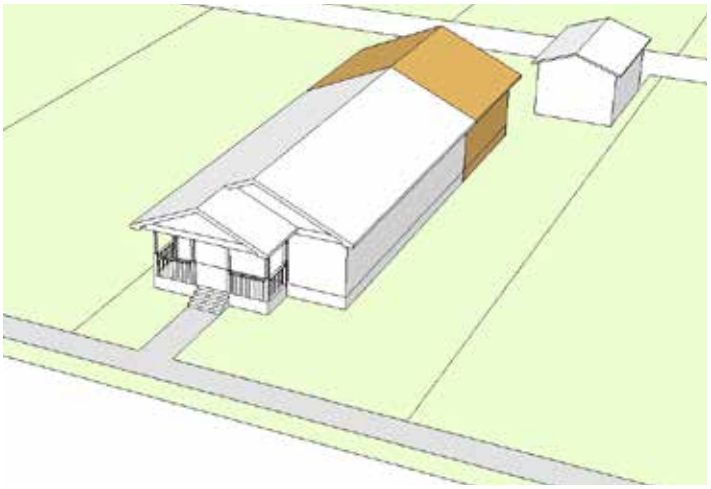
b. Is set back from the side property lines at least as much as the structural walls of the existing structure;

c. Is not wider than the wall to which it is attached;

d. Does not require the demolition of any portion of the existing structure except for the rear wall to which the addition will be attached;

e. Has a roof pitch that is less than or equal to the existing structure; and

f. Is not constructed on a building that has already had an addition approved with a Certificate of Appropriateness.

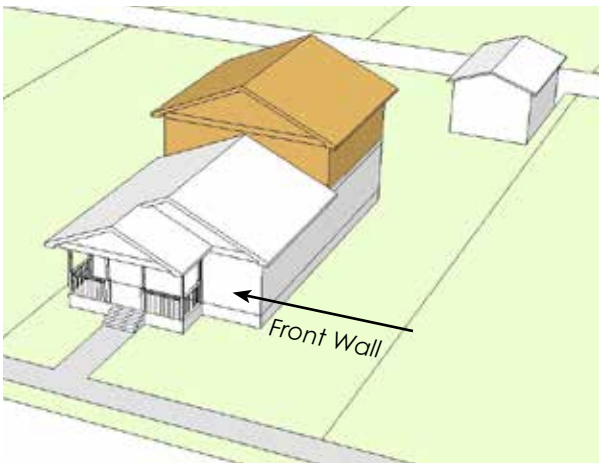


Note: The width of the addition may not exceed the width of the structural rear wall to which the addition is attached.

- If the existing house features a small open or screened-in side porch, that porch is not used to determine width.
- If the proposed addition includes a side porch, the porch is included in the width of the rear addition.
- If a porch is desired, consider instead incorporating one which is inset, with the front of the porch in line with the side wall of the addition.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

Partial Second-Story Addition "Shall Approve"



Note: The front wall of the porch is NOT considered to be the front wall of the house.

A partial second-story addition that:

a. Is constructed on top of a one-story structure;

b. Does not extend outside of the footprint of the existing structure;

c. Is set back from the front wall of the existing structure at least half the distance between the front wall of the existing structure and the farthest point of the rear of the existing structure;

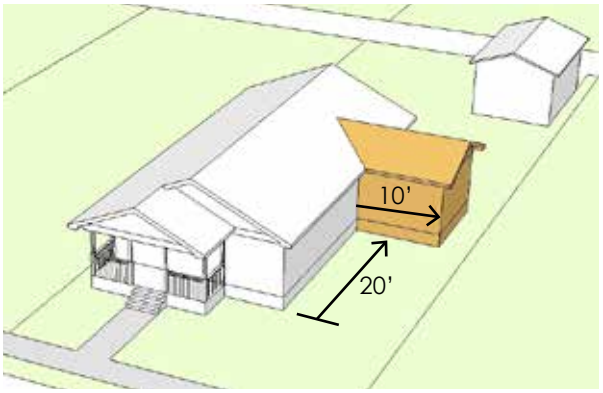
d. Has a plate height that does not exceed the plate height of the story beneath the proposed addition;

e. Has a roof pitch that is less than or equal to the existing structure;

f. Is constructed without the removal of any existing exterior walls; and

g. Is not constructed on a structure that has already had an addition approved with a Certificate of Appropriateness.

Side Addition "Shall Approve"



Example: This addition is set back 20 feet from the front of the side wall, so the addition may not be more than 10 feet wide.

A side addition that:

a. Is not taller than the existing structure;

b. Is attached only to one exterior wall of the existing structure and does not extend past the existing rear wall of the side to which it is attached;

c. Is set back from the front of the wall to which it is attached at least 30% of the distance between the front of the wall to which it is attached and the rear of the wall to which it is attached;

d. Is not wider than half the distance that the addition is set back from the front of the wall to which it is attached;

e. Does not require the demolition of any portion of the existing building except for the exterior wall to which the addition is attached;

f. Does not deviate from the roof pitch of the existing structure, except for cross-gabled or hipped roofs; and

g. Is not constructed on a building that has already had an addition approved with a Certificate of Appropriateness.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

A contributing structure

OTHER ALTERATIONS AND ADDITIONS TO CONTRIBUTING STRUCTURES

All other activities, including additions, require a Certificate of Appropriateness and must meet the criteria for exterior alterations as established in the historic preservation ordinance (Sec. 33-241):

1. The proposed activity must retain and preserve the historical character of the property.
2. The proposed activity must contribute to the continued availability of the property for a contemporary use.
3. The proposed activity must recognize the building, structure, object or site as a product of its own time and avoid alterations that seek to create an earlier or later appearance.
4. The proposed activity must preserve the distinguishing qualities or character of the building, structure, object or site and its environment.
5. The proposed activity must maintain or replicate distinctive stylistic exterior features or examples of skilled craftsmanship that characterize the building, structure, object or site.
6. New materials to be used for any exterior feature (excluding what is visible from public alleys) must be visually compatible with, but not necessarily the same as, the materials being replaced in form, design, texture, dimension and scale.
7. The proposed replacement of exterior features, if any, should be based on accurate duplication of features, substantiated by available historical, physical, or pictorial evidence, where that evidence is available, rather than on conjectural designs or the availability of different architectural elements from other structures.
8. Proposed additions or alterations must be done in a manner that, if removed in the future, would leave unimpaired the essential form and integrity of the building, structure, object or site.
9. The proposed design for any exterior alteration or addition must not destroy significant historical, architectural, archaeological or cultural material, including (but not limited to) siding, windows, doors, and porch elements.
10. The proposed alteration or addition must be compatible with the massing, size, scale, material, and character of the property and the context area.
11. The distance from the property line to the front and side walls, porches, and exterior features of any proposed addition or alteration must be compatible with the distance to the property line of similar elements of existing contributing structures in the context area.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

CRITERIA FOR CHANGES TO NONCONTRIBUTING STRUCTURES

A structure may be classified as *noncontributing* because it was less than 50 years old when the district was designated, or because it has been altered in a way that removes or conceals character-defining features or otherwise does not share the characteristics that make the historic district, as a whole, significant. Since noncontributing buildings already do not support the historic qualities of the district, the criteria for making changes to them are less strict than those for contributing structures. However, changes to noncontributing structures may alter the overall character of the district and should be reviewed.

In addition, a building that is classified as noncontributing due to previous inappropriate alterations may have the potential to be restored. **Neither the historic preservation ordinance nor these design guidelines require any property owner to restore a building.** However, it is important to recognize whether a building has the potential to contribute to the significance of the historic district, and avoid destroying that potential with additional changes, if possible.

Most changes to noncontributing structures within a historic district require a Certificate of Appropriateness (COA). If the Houston Office of Preservation staff find that a proposed alteration or addition to a noncontributing building is appropriate, the Planning Director can approve it administratively. If staff find that the proposed project is inappropriate, or if they are unable to make a determination, the Planning Director can send the COA to HAHC for review.

Alterations, Rehabilitation, or Restoration

The HAHC is required to review any application for a Certificate of Appropriateness that proposes the alteration, rehabilitation, or restoration of a noncontributing structure if the proposed change requires the removal or replacement of the structural elements (not including the foundation) within **67% or more** of the structure. In other words, that level of "alteration" qualifies as new construction and, therefore, must be reviewed by HAHC if the result conforms to the criteria for new construction.

An addition, alteration, rehabilitation, or restoration of a noncontributing structure that *does not require* the removal or replacement of the structural elements (not including the foundation) within 67% or more of the structure, can be approved administratively by the Planning Director, **if it meets both of the following conditions**:

- The proposed activity must recognize the building, structure, object, or site as a product of its own time and avoid alterations that seek to create an earlier or later appearance; and
- The proposed activity must match the architectural features, materials, and character of either the existing noncontributing structure or the contributing structures within the context area.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

Additions Must Also Meet These Criteria

Proposed additions to a noncontributing structure are eligible for administrative review, as long as they meet the following conditions:

- The front and side setbacks (the distance from the property line to the front and side walls, porches, and exterior features) of any proposed addition or alteration must be compatible with the front and side setbacks of existing contributing structures in the context area.
- The noncontributing structure with the constructed addition is compatible with the typical proportions and scale of existing contributing structures in the context area.

Regardless of style and features, additions to a noncontributing building must be compatible with the contributing buildings in the context area in terms of mass, scale, and proportion. If your building is already larger than the contributing buildings in the context area, an additional expansion may not be appropriate.

The Planning Director may approve a COA if they find that the application meets these conditions. If not, the application will be reviewed by HAHC.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

NEW CONSTRUCTION

Historic districts can change over time and still retain the qualities that make the area historically, culturally, and architecturally significant. For the purposes of this document, "new construction" means an entirely new building or structure, rather than an addition. The construction of any new building or structure within a historic district requires a Certificate of Appropriateness.

The City of Houston's historic preservation ordinance establishes clear requirements for new construction within a historic district. These rules seek to differentiate old from new, while ensuring that all buildings within the district are compatible with one another.

If a vacant lot were available, this new building would be an appropriate infill project in Woodland Heights.

Accommodating Contemporary Design in Historic Districts

Many changes can take place within a historic district. New construction, alterations to existing buildings or structures, and other changes can all affect the character of a historic district. The Planning staff and members of the HAHC are charged with determining whether those alterations are *compatible* with the district — in other words, whether the proposed change preserves the character of the district.

Compatibility does not require new buildings to mimic historic properties. In fact, the City encourages contemporary design within its historic districts. When a new building is constructed, its design should relate to historic buildings in the area through mass, form, scale, proportion, siting, and materials, but a new building should be "of its own time."

New buildings can relate to historic buildings in the context area by being similar to:

- The way contributing buildings (and their front doors) are oriented to the street (setbacks)
- The basic forms and materials of contributing buildings (scale or massing)
- The height of contributing buildings' foundations, porches, eaves, and walls
- The arrangement of windows and doors on the front of contributing buildings (fenestration)

These basic design elements are more important than the details of individual architectural styles. As a result, new buildings can be compatible with the historic district even when they are clearly of contemporary design and construction.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

The construction of any new building or structure within a historic district requires a Certificate of Appropriateness, which must meet the following criteria:

Any new building or structure must be compatible with the existing contributing structures in the context area in the following ways:

1. Front and side setbacks (the distance from the property line to the front and side walls, porches, and exterior features).
2. Exterior features.
3. Scale and proportions, including the relationship of the width, overall heights, eave height, foundation height, porch height, roof shape, and roof pitch, and other dimensions to each other.

   Note: Special circumstances, such as an atypical use, location, or lot size, may warrant an atypical scale and proportions.

4. Height. The new construction must not be taller than the typical height of existing contributing structures in the context area unless special circumstances, such as an atypical use, location, or lot size warrant an atypical height.

   However, in the Woodland Heights Historic District, a new two-story building may be constructed in a context area with only one-story contributing structures as long as:

   - the proportions of the first story of the new building are compatible with the contributing structures in the context area, and
   - the second story has similar proportions to the first story.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

RELOCATION OF HISTORIC OR CONTRIBUTING STRUCTURES

Relocation, for the purposes of the City of Houston's historic preservation ordinance, includes the following activities:

- Moving a structure into a historic district
- Moving a structure out of a historic district
- Moving a structure to a different location on the same lot or to a different lot within the same historic district

Relocation may be used as a tool to protect a contributing structure from demolition resulting from a public improvement project, or as an alternative to demolition, following an application for a Certificate of Appropriateness for demolition.

Relocation of historic buildings from similar areas of the City into Woodland Heights Historic District is an acceptable strategy for infill. Buildings being relocated into the districts should be appropriately sized to be compatible with the existing neighborhood. Infill on vacant lots is encouraged.

The ordinance lists different requirements for these activities, depending on where the structure is being moved and whether it is classified as contributing or noncontributing.

In order to **move a contributing structure within the same historic district**, the applicant must meet all of the following criteria:

- The structure can be relocated without significantly diminishing the integrity of the historic district in which it is located.
- The structure can be moved without significant damage to its physical integrity.

  Note: It may be necessary to install structural supports within the building during the move. Consult a qualified structural mover, who can assess the condition of the structure and take the appropriate steps to stabilize it before, during, and after relocation. Secure the building to prevent unauthorized entry while it is unoccupied.
- The structure will be located to an area that is compatible with and retains the distinguishing qualities and historical and architectural character of the contributing structure.
- There are compelling circumstances justifying the relocation of the structure.
- The front and side setbacks of the structure in its new location will be compatible with the front and side setbacks of existing contributing structures in the new context area.

These criteria apply to either moving the structure to a different location on the same lot or moving it to a different lot within the same historic district. *Note: the original primary building on a lot should not be relocated to the back of a lot. It should continue to be the primary house on a new lot.*

These houses were relocated from various locations within the City of Houston.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

Moving a contributing structure out of a historic district is equivalent to demolishing that building. The applicant must comply with all of the criteria listed on the previous page. They also must establish that relocation is necessary to prevent an unreasonable economic hardship by meeting **all of the following criteria (the same criteria that are required for demolition)**. The applicant must prove that:

1. The property is incapable of earning a reasonable return, regardless of whether the return is the most profitable return, including without limitation, regardless of whether the costs of maintenance or improvement of the property exceed its fair market value;

2. That the owner has demonstrated that the property cannot be adapted for any other use, whether by the current owner, by a purchaser, or by a lessee, which would result in a reasonable return;

3. That the owner has demonstrated reasonable efforts to find a purchaser or lessee interested in acquiring the property and preserving it, and that those efforts have failed; and

4. If the applicant is a nonprofit organization, determination of an unreasonable economic hardship shall instead be based upon whether the denial of a Certificate of Appropriateness financially prevents or seriously interferes with carrying out the mission, purpose, or function of the nonprofit corporation.

This applies even if the structure is proposed to be moved into another historic district.

In order for a **noncontributing structure** to be **moved within or into** a historic district, it must meet the criteria for new construction. This applies to structures that come from non-historic district areas, as well as buildings that were classified as contributing or noncontributing within another historic district. A contributing classification in another historic district does not automatically transfer.

A **noncontributing structure** may be **moved out of a historic district** without a Certificate of Appropriateness.

In order to move any structure into a historic district, it must meet the criteria for new construction, as established in the historic preservation ordinance. This applies to structures that come from non-historic district areas, as well as those that were classified as contributing or noncontributing within their own historic district; a previous contributing classification does not automatically transfer.

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

DEMOLITION

Demolition should be a measure of last resort. A historic district is created in order to protect an area that has historic and architectural significance, and designating a historic district in the City of Houston requires the support of 67% of property owners. All of the properties in a historic district, together, establish the character of the neighborhood. The removal of a contributing house or building is damaging to the neighborhood as a whole.

Demolition of a contributing resource is not allowed, except when:

1. The building, structure, or object has seriously deteriorated to an unusable state and is beyond reasonable repair; and
2. The HAHC finds, based on the preponderance of credible evidence presented by the applicant, the existence of an unreasonable economic hardship, per criteria established in the historic preservation ordinance, Sec. 33-247(c), or the establishment of an unusual and compelling circumstance, Sec. 33-247(c).

Substantial documentation and evidence is required to establish these claims, and the burden of proof rests on the applicant. An application for a Certificate of Appropriateness for demolition **requires all of the following information:**

1. Photographs and other documented evidence detailing the deteriorated state of the property and the inability to reasonably repair the property;
2. A certified appraisal of the value of the property conducted by a certified real estate appraiser that takes into account that the property is a landmark, protected landmark, or contributing structure in a historic district, as well as the two most recent assessments of the value of the property, unless the property is exempt from local property taxes;
3. All appraisals obtained by the owner in connection with the acquisition, purchase, donation, or financing of the property, or during the ownership of the property;
4. All listings for the sale or lease of the property by the owner within the last year, and a statement by the owner of any bids and offers received and counteroffers given on the property;
5. Evidence of any consideration by the owner of uses and adaptive reuses of the property;
6. Itemized and detailed rehabilitation cost estimates for the identified uses of the property;
7. Any financial statements showing revenue and expenses incurred for the property;
8. Complete architectural plans and drawings of the intended future use of the property, including new construction, if applicable; and

(Continued on next page)

Examples of demolition

Note: The information on this page is taken directly from the City's historic preservation ordinance and was accurate at the time of publication. Please check with the Historic Preservation Office staff to ensure that you are using the most current ordinance criteria.

Archaeological Sites

Please refer to the historic preservation ordinance (Sections 33-246 and 33-247) if the proposed project would relocate a building, structure, or object into or out of an archeological site.

9. Plans to salvage, recycle, or reuse building materials, if a Certificate of Appropriateness is granted.

10. An applicant that is a nonprofit organization shall provide the following additional information:

- A comparison of the cost of performance of the mission or function of the nonprofit organization in the existing building and in a new building;
- The impact of the reuse of the existing building on the organization's program, function, or mission;
- The additional cost, if any, attributable to the building of performing the nonprofit organization's function within the context of costs incurred by comparable organizations, particularly in the Houston area;
- Grants received, applied for, and/or available to maintain or improve the property;
- The nonprofit organization's budget for the current and immediately past fiscal year.

11. In addition, an applicant may be required to provide any additional information the Planning Director determines is reasonably necessary to the review of the application.

The **removal of non-historic additions**, including attached garages or carports, requires a Certificate of Appropriateness, but that can be approved administratively by the Planning Director.

Demolition of noncontributing structures does not require a Certificate of Appropriateness. However, historic garages that are visible from the public right-of-way should be maintained and preserved when possible.

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SECTION 2: PRESERVATION FUNDAMENTALS

Historic preservation seeks to:

- Keep properties and places of historic and cultural value in active, productive use
- Accommodate appropriate changes that maintain the viability of historic places
- Maintain the key character-defining features of historic properties and districts
- Keep cultural resources intact for the benefit of future generations
- Promote neighborhood livability, sustainability, economic development, and cultural appreciation

In order to accomplish these goals, cities create historic preservation ordinances that establish rules for the changes that may be made to historic landmarks and within historic districts. Those ordinances, including the City of Houston's historic preservation ordinance, use terms and are based on standard concepts that are central to preservation practice. These include:

- Significance
- Period of focus
- Integrity
- Contributing and noncontributing classifications
- Character-defining features

These historic preservation concepts, and the benefits of utilizing them in decision-making for historic landmarks and districts, are explained on the following pages.

In This Section

Key Historic Preservation Concepts 2-2
Significance 2-2
Integrity 2-4
Period of Focus 2-5
Contributing and Noncontributing Classifications 2-5
Character-Defining Features 2-6
Mass, Form, and Scale 2-8
The Cumulative Effect of Multiple Alterations 2-9
Alternative Treatments for Historic Resources 2-10
Preferred Sequence of Work 2-11

Benefits of Historic Preservation 2-12
Quality of Life 2-12
Promotes Economic Sustainability 2-13
Promotes Environmental Sustainability 2-15

While individual resources within a historic district might not have high significance on their own, they have significance as a collection or group.

KEY HISTORIC PRESERVATION CONCEPTS

The following concepts are complementary and work together in preservation practice.

Significance

A historic resource — a building, structure, object, site, or district — may be considered important for a variety of reasons. If the resource meets certain criteria established by local, state, or federal laws, it may be considered *significant*. Usually, these criteria include the quality of architecture, whether the resource is associated with important people or events, or if it might be an important archaeological site.

While individual resources within a historic district might not have high significance on their own, they have significance as a collection or group. Losing one contributing building may not destroy the district, but every such loss reduces the district's integrity. Over time, the cumulative loss of buildings can harm the district substantially.

Government agencies are in charge of historic designations at the local, state, and federal level. Each agency has determined what criteria it will use to evaluate whether a historic resource is significant or not. It is common for local or state criteria to be based on the National Register of Historic Places criteria for the evaluation of significance, as stated below:

> The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:
>
> A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
>
> B. That are associated with the lives of significant persons from our past; or
>
> C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
>
> D. That have yielded or may be likely to yield information important in history or prehistory.

The State of Texas, through the Texas Historical Commission, recognizes buildings that are particularly significant because of their architecture. These Recorded Texas Historic Landmarks also must be significant for their association with people or events, or for their importance to the community.

The City of Houston uses eight criteria to evaluate the significance of a potential historic Landmark or Historic District (Houston Code of Ordinances, Sec. 33-224):

1. Whether the building, structure, object, site, or area possesses character, interest, or value as a visible reminder of the development, heritage, and cultural and ethnic diversity of the city, state, or nation;

2. Whether the building, structure, object, site, or area is the location of a significant local, state, or national event;

3. Whether the building, structure, object, site, or area is identified with a person who, or group or event that, contributed significantly to the cultural or historical development of the city, state, or nation;

4. Whether the building or structure or the buildings or structures within the area exemplify a particular architectural style or building type important to the city;

5. Whether the building or structure or the buildings or structures within the area are the best remaining examples of an architectural style or building type in a neighborhood;

6. Whether the building, structure, object, or site or the buildings, structures, objects, or sites within the area are identified as the work of a person or group whose work has influenced the heritage of the city, state, or nation;

7. Whether specific evidence exists that unique archaeological resources are present; and

8. Whether the building, structure, object, or site has value as a significant element of community sentiment or public pride.

In addition, either the building (or the majority of the buildings within a district) must be at least 50 years old at the time of designation.

Note: It is helpful to know why a historic district or landmark was designated, because the basis for its significance comes into play when we consider the concepts presented on the following pages.

This building looks much as it did historically and therefore retains its integrity.

Integrity

When a historic resource retains the characteristics that are associated with its significance, we say that it has *integrity*. This can mean, for example, that a building looks much as it did when it was built, or that a park maintains its original design. Sometimes, changes that are made over the years become old enough that they achieve historical significance of their own; in such cases, those alterations do not weaken the resource's integrity. Other changes — especially those that cover or remove important character-defining features — can damage or destroy a resource's integrity, so those types of changes should be avoided. The City of Houston's historic preservation ordinance is intended to prevent the destruction or removal of character-defining features, which would damage a building's integrity.

The illustrations below show how integrity can be lost through alterations. One major alteration can destroy integrity, but a series of multiple smaller changes — can have the same cumulative, negative effect.

It is also important to note that a building can be altered without losing its integrity. The presence of alterations does not mean that integrity has necessarily been damaged. In cases where integrity has been impacted, it can be restored by returning a historic resource to the condition it was in during the period of significance. While that is possible, it is better to maintain a building's integrity through good preservation practices than to restore it later.

Period of Focus

No matter which local government agency is evaluating the significance of a historic resource, the basis for significance is often tied to a specific period of time during which the important activities took place. This is called the *period of focus*; it may be as short as a single year or many decades long.

Platted in 1907, the Woodland Heights neighborhood was developed to accommodate an ever expanding middle-class population. Most buildings were constructed between 1910 and 1930. This time span represents the period of focus; however, there were also some buildings that were constructed earlier, and a few later, that retain historic significance.

Contributing and Noncontributing Classifications

When a historic district is designated, the City creates an inventory that lists each historic resource (building, structure, object, or site), along with its address, legal description, construction date, and whether the resource is *contributing* or *noncontributing* to the district.

Each inventory is established at the time of the district's designation and does not reflect changes that have occurred on a property since then. In addition, at the time when the Woodland Heights Historic District was designated, the City used three classifications: contributing, noncontributing, and potentially contributing. The "potentially contributing" classification was used to indicate that the building could become contributing if previous inappropriate alterations were reversed. Buildings classified as potentially contributing were subject to the same criteria for design review as contributing buildings, and in 2010, the **"potentially" part of the term was eliminated to reduce confusion.** The design review criteria for contributing buildings remained the same before and after 2010.

The inventory for each historic district is provided online. For information, please see the City's Historic Preservation web site: https://www.houstontx.gov/planning/HistoricPres. A map of the district is provided at the beginning of Section 3.

The City's historic preservation ordinance says that a resource is considered contributing when it "reinforces (or has conditions which, if reversed, would reinforce) the cultural, historical, or architectural significance of the district" as a whole. The presence of alterations do not automatically make a building noncontributing, however, just as changes do not necessarily impact integrity.

The contributing/noncontributing classification applies to each resource, not to the entire property; a single property may contain multiple buildings with different classifications, such as a contributing house and a noncontributing garage or shed. Some garages and garage apartments (especially on corner lots) were included in the inventory, but many were not. If a building or structure is not listed in the inventory, it is considered noncontributing.

Finally, the historic preservation ordinance was amended in 2015 to allow the contributing/noncontributing status of properties to be reclassified if they are found to be incorrectly classified or in the event of "unusual and compelling circumstances," at the discretion of the Planning Director.

Character-Defining Features

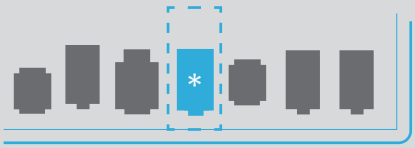
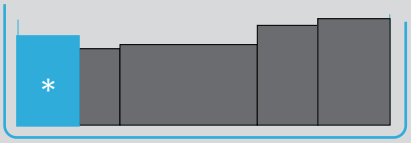
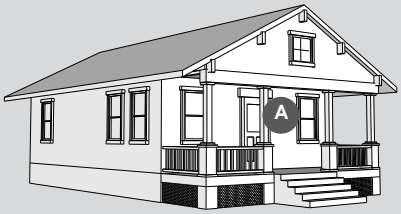
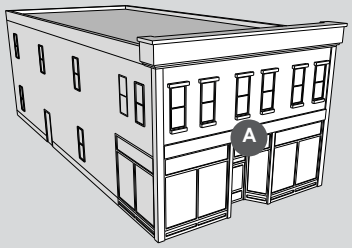
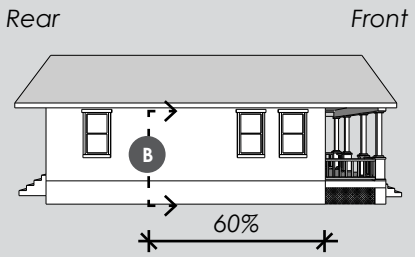
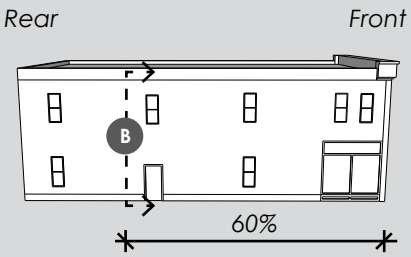
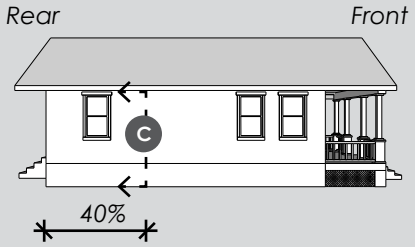
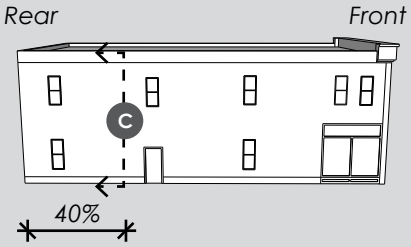
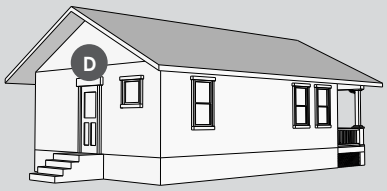
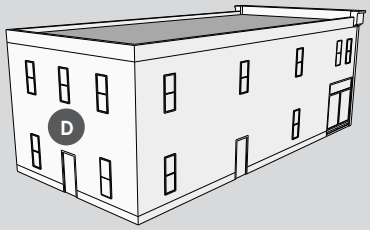
Character-defining features are visible, physical features of a building and include the overall shape of the building, the materials with which it was built, evidence of craftsmanship in design and construction, decorative details, and elements of the site. The historic preservation ordinance states that the "distinguishing qualities or character" of a property should be preserved.

The individual components of a building and its architectural details are often associated with architectural styles, such as Craftsman, Queen Anne, Tudor Revival, or Ranch. By identifying the features that contribute to an architectural style (or more than one style, in some cases), we can make informed decisions about which features are character-defining and, therefore, should be preserved.

In addition to character-defining features that represent a style of architecture and are located on a relatively prominent or visible part of the building, any examples of skilled craftsmanship (such as carpentry or masonry) should be preserved. These may include turned columns, brackets, exposed rafter tails, ornaments, moldings, trim, and similar architectural details, as well as decorative brickwork and other patterns in masonry walls.

PRIORITIZING CHARACTER-DEFINING FEATURES BY LOCATION

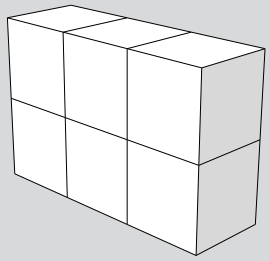
The relative importance of character-defining features also depends on their location. Building elements that are located on or toward the front of the building tend to be more important than those located toward the rear of the building, although that is not always the case. For example, when a building is located on a corner lot, features on the entire side that faces the street, as well as portions of the rear wall that are visible, may be significant.

	Residential Building	Commercial Building
		
LOCATION A: Primary Facade For most historic buildings, the front facade is the most important to preserve intact.		
LOCATION B: Highly Visible Secondary Wall Many side walls are also important to preserve where they are highly visible from the street. Location B is the front 60% of the historic side wall length, measured from the front wall plane.		
LOCATION C: Less Visible Secondary Wall Portions of a side wall that are not as visible have more flexibility. Location C is the rear 40% of the historic side wall length, measured from the front wall plane.		
LOCATION D: Not Visible Rear Wall The rear wall is usually the least sensitive location. Alterations to the rear that are not visible from the street do not require a Certificate of Appropriateness.		

This chart illustrates the relative position of the most sensitive parts of a contributing structure. While each building is considered on a case-by-case basis, this type of analysis will be used to determine where a change may occur. As an example, a new window might be installed in Location C without a negative effect to the historic character of a building. On the other hand, locating a new window opening in Location B would have a negative effect.

Massing Cube Arrangement

Arrangement #1



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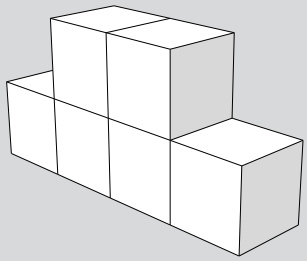
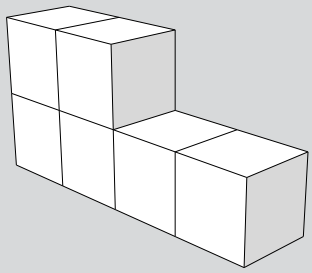


Arrangement #3



Arranging equally-sized cubes into different configurations changes the effect of massing while keeping the volume equal.

Mass, Form, and Scale

A building's size and shape have as much effect on its overall appearance as do stylistic details and decorative accents. In architectural terms, size and shape are more precisely described by the terms mass, form, and scale. These three characteristics are important by themselves, but together they determine a building's visual impact. They are among the most important character-defining features of a historic building and for new infill construction.

Mass

Mass, or massing, is a combination of building volume (height x width x depth) and the arrangement of the shapes and forms that make up the building. Each dimension in the volume equation also contributes individually to the overall visual effect of the building. For example, a building might be made up of six equally sized cube forms; no matter how you arranged the cubes, the volume would be the same, but the overall effect would be different. The building could be long and low, tall and skinny, or something in between. (See diagram at left.)

The arrangement and the size of differently-shaped building components, in relation to one another, contribute to the building's overall massing.

Scale

Scale includes not just the overall height and width of a building, but also the sizes and proportions of building elements and details, as they relate to each other and to people. A sense of scale is also affected by the size and proportions of a building as it relates to its neighbors.

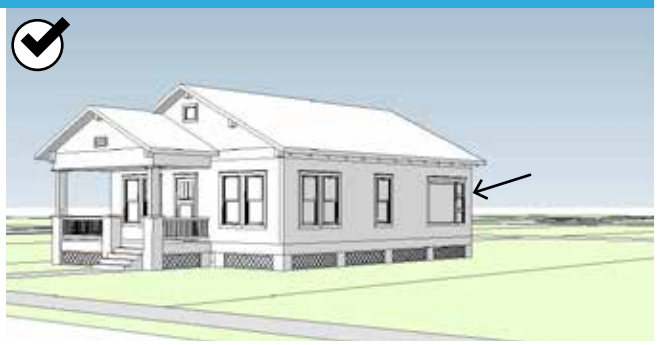
The Cumulative Effect of Multiple Alterations

As noted above, a series of multiple changes to a building can have a negative impact on integrity and, as a result, contributing status. Therefore, all proposed changes must be considered as part of a whole. A project that might be found appropriate, if the building has not already been altered, could be considered inappropriate as a series of changes chip away at character-defining features and the overall integrity of a building.

Keep in mind that the entire planned project should be presented in the Certificate of Appropriateness application. Applicants who hold back "future phases" of a project in order to gain approval for initial work may find that subsequent proposals will not be approved, if the cumulative effect of all of the changes is too great and collectively diminishes the integrity of the building.

Cumulative Effects Diagram

1. Original condition



2. Window on the side has been altered

3. Dormer has been added

4. Large rear addition with new picture window in front

1. *Preservation of historic materials*

2. *Before: A commercial building before rehabilitation*

2. *After: The same building after rehabilitation*

3. *Restoration to a previous period by removal of "stone" paneling*

Alternative Treatments for Historic Resources

What is the appropriate approach for work on a historic resource that will help to maintain its integrity? Four treatments are recognized by the National Park Service: *preservation, restoration, reconstruction,* and *rehabilitation*. Although these approaches are not part of the City of Houston's historic preservation ordinance, they are included here for informational purposes, and property owners are encouraged to consider them during project planning.

1. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

2. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses, while retaining the property's historic character.

3. Restoration returns a property to its appearance at a particular period of time in its history, while removing evidence of other periods.

4. Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.

It is common to combine more than one of these approaches in a single project.

***4**. Before: A residential building before the porch was reconstructed.*

4. *After: The porch is reconstructed and the rest of the building is rehabilitated.*

Preferred Sequence of Work

This set of design guidelines is organized based on the recommended order for undertaking work on a historic resource, as shown in the chart below.

1. Preserve

If a historic feature is intact and in good condition, preserve it with regular maintenance to maintain its integrity.

↓

2. Repair

If a historic feature is deteriorated or damaged, repair it to its original condition.

↓

3. Replace

Replacement is only permitted for a feature or portion of a feature that cannot be reasonably repaired. If replacement is permitted, replace the feature *in-kind* (that is, using the same materials, detail, and finish).

↓

4. Reconstruct

If all or part of a historic feature is missing, reconstruct it based on appropriate evidence, such as historical photographs or from studying features on similar adjacent properties.

National Park Service Design Standards

The Secretary of the Interior's Standards for the Treatment of Historic Properties (which are available free of charge online) at: (www.nps.gov/tps/standards.htm) provide a practical guide to applying these concepts to real-world situations. While Houston's historic preservation ordinance does not refer to the Secretary's Standards directly, the Standards incorporate some of the same concepts and include a great deal of useful information, and are, therefore, recommended reading.

BENEFITS OF HISTORIC PRESERVATION

Historic areas within a city, when preserved and maintained, are often attractive places to live and work. Each historic district has its own distinctive character, created by the collection of historic resources within its boundaries. Because every historic building contributes to the qualities of the district as a whole, changes to any one building can impact the district's overall character. A historic district can only be preserved through the protection of individual buildings.

Historic preservation programs and activities — whether carried out by the City, nonprofit organizations, businesses, or individuals — add value to the City of Houston in many ways. Investing in historic resources to keep them in good condition and productive use returns a variety of benefits.

Quality of Life

Historic districts appeal to individuals, families, and businesses that value an authentic sense of place. Unlike modern suburban development, most historic neighborhoods contain a variety of buildings that were constructed over time. As a result, they feel genuine, rather than manufactured or designed. The architectural styles found in historic districts also distinguish these areas from newer areas of the city and attract property owners who want to own and maintain buildings that represent our heritage.

Whether in a residential neighborhood or a commercial area, the size and scale of historic buildings are often smaller than that of modern buildings being constructed today. While this is due in part to changing consumer expectations, the growing popularity of narrow houses, townhouses, and the "tiny house" movement signals a return to the efficient utilization of space that can be found in, for example, 1920s bungalows. In fact, downsizing has been recognized as one of the most important trends in real estate recently. Citing affordability, individuals and families of all ages are choosing to live in smaller spaces, particularly in urban areas. Historic commercial and converted residential buildings are also often right-sized for start-ups, small businesses, and entrepreneurs.

The architectural styles found in historic districts distinguish these areas from newer areas of the city and attract property owners who want to own and maintain buildings that represent our heritage.

Promotes Economic Sustainability

Historic preservation is an effective economic development tool. Commercial, residential, and mixed-use neighborhoods have all benefited from the injection of new vitality that comes with the appropriate rehabilitation of older buildings. The economic benefits of investing in historic buildings and preserving historic districts is well-documented through studies nationwide and here in Texas, such as the report *Economic Impact of Historic Preservation in Texas*, by the University of Texas and Rutgers University, first published in 1999 and most recently updated in 2015. According to that report, "Historic preservation is a major industry in Texas. The numbers tell the story: in 2013, preservation activities in Texas generated more than $4.6 billion of state gross domestic product (GDP) in Texas, and supported more than 79,000 Texas jobs. This produced significant net tax revenue for both state and local governments in Texas, equaling over $290 million annually."

Supports the Local Economy

Projects that involve rehabilitating existing buildings contribute more to the local economy than tearing down a building and constructing a new one. Most of the cost of a rehab project (up to 70%) is usually spent on labor, which tends to be local and often made up of job-creating small businesses. Those workers spend their earnings in the community and support the local economy. At least 50% of the budget for new construction, however, typically goes to buy materials, which are likely manufactured by non-local companies. Even if a new building is being constructed by a local contractor, much of the money associated with that building leaves the community in the form of payment for materials. Rehab projects also typically create 50% more jobs than new construction projects, according to the National Trust for Historic Preservation.

Supports Stable Property Values

Designated historic districts have been shown, though multiple studies all over the United States, to protect the investments of those property owners who have spent time and money to preserve the character of the area. (See *The Economic Impact of Historic Preservation in Texas* by the Texas Historical Commission for more details.)

When the size of new construction and additions in a historic district is not managed, however, speculative development can drive up property values until the land is more valuable than the building that occupies the lot. As a result, property owners can be forced out of the neighborhood by rising property taxes. This happened in several Houston neighborhoods, before the City's historic preservation ordinance was changed to protect buildings in historic districts.

Supports Local Business Development

Unlike many large office buildings, historic commercial spaces are often right-sized for new businesses. Historic homes also may be repurposed as office space, or for retail establishments or restaurants. As *Entrepreneur Magazine* wrote about Boston in 2016, "While shiny, new buildings are nice for impressing out-of-town visitors or luring Fortune 500 companies, gritty old cheap space is essential if we want to be a city that has room for fledgling companies focused on the future."

Please Note:

For more information about tax incentives for historic preservation, visit the National Register and Rehabilitation Tax Credit website and the Texas Historical Commission's website:

https://www.nps.gov/subjects/nationalregister/national-register-and-rehabilitation-tax-credits.htm

http://www.thc.texas.gov

Heritage tourists at a historic site

May Include Tax Breaks

Tax incentives for historic preservation are available through the following programs:

- Federal Historic Preservation Tax Incentives offer a 20% credit against federal income tax for projects that follow the Secretary of the Interior's Standards for the Treatment of Historic Properties and are income producing. Information about this program is available from the National Park Service and the Texas Historical Commission.
- The Texas Historic Preservation Tax Credit Program offers a tax credit worth 25% of qualifying expenses, which can be transferred through the state comptroller's office. For-profit businesses, nonprofit organizations, and city/county governments are all eligible to participate, under certain conditions. This program can be combined with the federal incentives. The Texas Historical Commission manages this program.
- The City of Houston, at the time of the drafting of these design guidelines, offers two tax relief programs for historic structures. The details for these may be found in Section 44-29 and 44-5 of the City's Code of Ordinances. More information is available through the Planning and Development Department and the Historic Preservation Office.

Enables Heritage Tourism

Many cities have experienced the economic benefits of heritage tourism, which the National Trust for Historic Preservation defines as "people traveling to experience the places, artifacts, and activities that authentically represent the stories and people of the past." According to the 2015 *Economic Impact of Historic Preservation in Texas* report, heritage tourism is a $7.3 billion dollar industry in Texas and accounts for more than 10.5% of all travel in the state. Studies show that heritage travelers stay longer and spend more money than other tourists, and this economic activity helps to create and sustain jobs in travel, retail, restaurant, and service businesses.

Promoting heritage tourism is an important part of the City of Houston's adopted Arts and Cultural Plan, which identifies heritage as a component of *culture*, which is defined as: "traditions, historical resources, community heritage, and practices and forms of expression that are valued, practiced, and preserved by a community." The Plan specifically recommends that, among other things, the City should develop a program of neighborhood-based cultural tourism with the Greater Houston Convention and Visitors Bureau and other partners.

Neighborhood-based cultural tourism is most likely to occur in historic districts, where the authentic architecture and character of the neighborhood has been preserved. Historic areas inherently provide a strong foundation for the arts and other cultural activities. The City of Houston's historic preservation program, therefore, directly supports these tourism objectives.

Promotes Environmental Sustainability

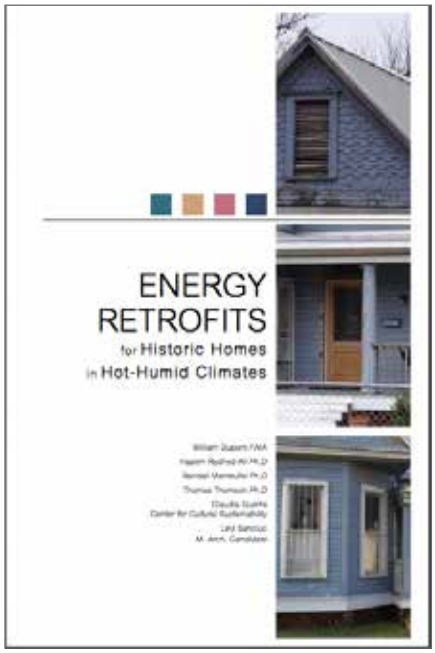
Sustainable development and conservation are central principles of historic preservation. Reusing an existing building keeps construction materials out of landfills and reduces the need to produce new materials. The U.S. Environmental Protection Agency has estimated that 40% of the nation's waste every year is made up of construction materials. A study by the National Association of Home Builders found that about 8,000 pounds of waste material — mostly wood, drywall, and cardboard — is created from the construction of a 2,000-square-foot home.

Careful maintenance and continuing to use an existing building preserves the resources that were invested in its construction. According to the Preservation Green Lab of the National Trust for Historic Preservation, "It can take between 10–80 years for a new energy-efficient building to overcome, through efficient operations, the climate change impacts created by its construction. The study *The Greenest Building: Quantifying the Environmental Value of Building Reuse* finds that the majority of building types in different climates will take between 20–30 years to compensate for the initial carbon impacts from construction."

The most cost-effective energy savings in historic buildings are usually achieved not by replacing original building materials but by repairing, weather-stripping, and insulating them. For instance, you can save energy at a higher rate by properly caulking windows and doors and adding insulation to attic spaces than by replacing single-pane windows. In addition, the materials used to build historic houses (such as old-growth lumber) are more durable than materials available today. A 100-year-old window is made of stronger wood than a new wood window; vinyl is a plastic, petroleum-based product that is not as recyclable as wood and may not be as durable.

For More Information:

For more information, please see a 2017 study from the University of Texas-San Antonio: *Energy Retrofits for Historic Homes in Hot-Humid Climates*, online at: http://ccs.utsa.edu/pdf/Retrofit%20Pamphlet%20UPS%20Printout.pdf



SECTION 3: ABOUT THE HISTORIC DISTRICT

This section describes the history of Woodland Heights, the character of the District, the architectural styles and significant buildings contained within it. Although strictly informational, this material will help property owners and design professionals understand what makes the historic district significant, as well as how to identify character-defining features of historic buildings and prioritize those features for preservation during a project.

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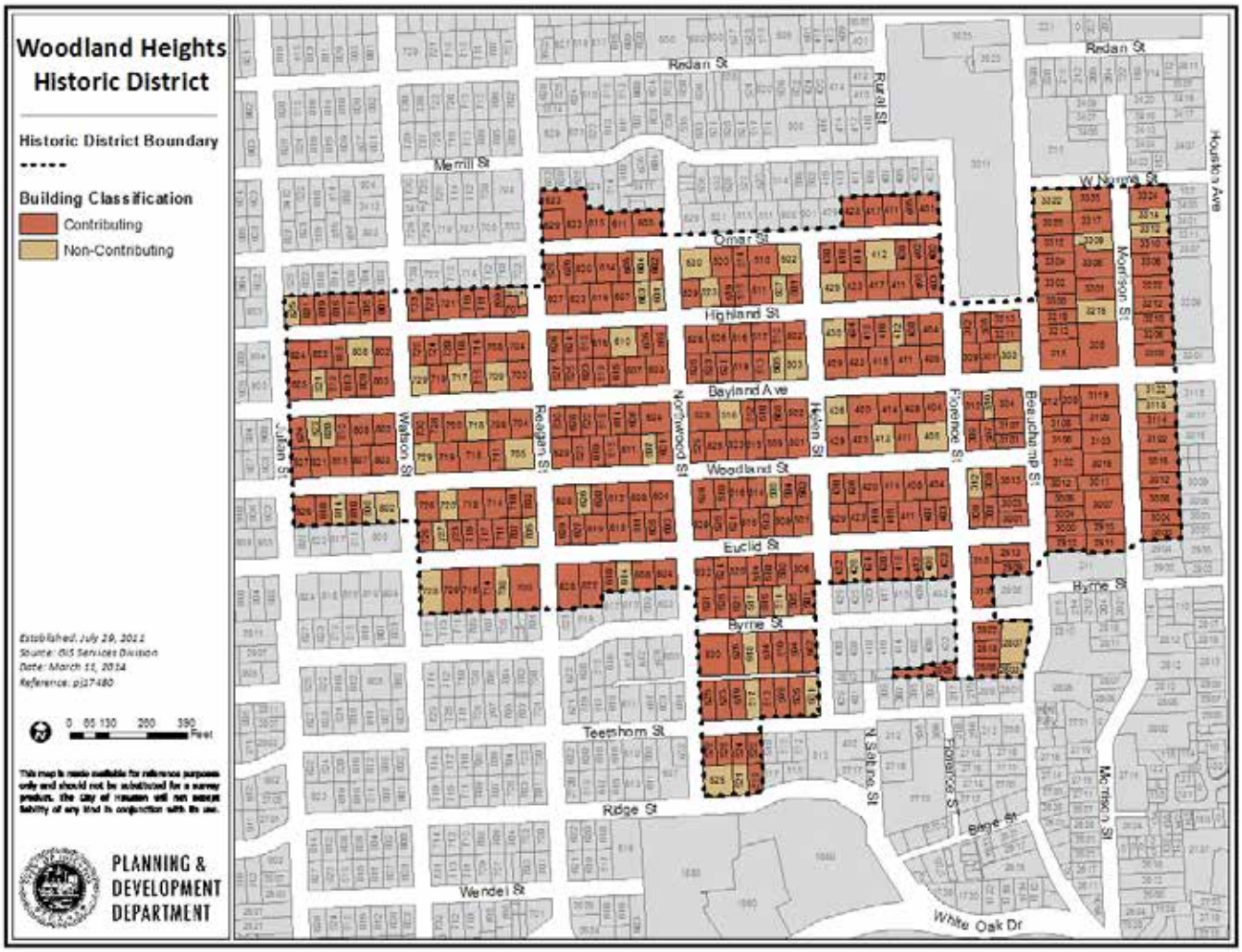
Significant Historic Buildings and Sites 3-5

Architectural Styles in the Districts 3-6
Craftsman 3-6
Queen Anne 3-7
American Four Square 3-8



Woodland Heights Historic District is comprised of a majority of the 106 acres platted by the William A. Wilson Realty Company in 1907.

THE HISTORY OF WOODLAND HEIGHTS

Woodland Heights Historic District is comprised of a majority of the 106 acres platted by the William A. Wilson Realty Company in 1907.

William Wilson was a member of the investment syndicate that funded the development of The Heights. A builder, developer, and civic visionary, Wilson visited the city in 1892 and was impressed with the Heights development. Convinced that the City of Houston would grow and prosper; Wilson moved to the Heights in 1893 and took up residence at 812 Heights Boulevard. He created the William A. Wilson Realty Company in 1898 and was an active participant in the Heights development, building and selling a number of homes in the Heights as well as other areas around Houston.

Wilson recognized the development potential of an area that offered both accessibility and entertainment. Although other real estate speculators were active in the area along the new Houston Avenue trolley extension Wilson saw a grand development that would appeal to the average man. With knowledge gained from the Heights development, Wilson had the advantage of experience, expertise and contacts.

In the fall of 1907, the William A. Wilson Realty Company purchased 106 acres of land on Houston Avenue in immediate proximity to Highland Park. The land was once part of John Austin's Mexican land grant. Wilson began clearing the land laying out 600 lots and planting numerous oak trees along Bayland Avenue, the gated entrance to the community he named "The Woodland Heights."

Wilson wasted no time developing the new area. In months, some streets were laid out and about a dozen houses built by the official opening of Woodland Heights to the public on Tuesday, October 15, 1907.

A mature tree canopy is present throughout the Woodland Historic District.

"Tuesday morning, October 15, will mark the opening of Woodland Heights Addition, that beautiful spot on the west side of Houston Avenue, which for months past has been in the course of preparation by the William A. Wilson Realty Co. It is expected that the announcement of the opening of the property to the public will draw a large number to the attractive residence district on the day, for many have been the inquiries received at the offices of the company by eager ones anxious to know something about the new residence district." The Houston Post Sunday, October 13, 1907 edition

Although the marketing of Woodland Heights was directed to the average man, Wilson appropriated the symbols of the elite private place type neighborhood - gated piers framing the street - to mark the entrance. In 1910, he completed the largest and grandest home in the development for himself and his family at 205 Bayland Avenue.

As one of Houston's first and most dedicated tree-planting enthusiasts, Wilson was chosen to serve on the City of Houston's first Board of Park Commissioners in 1910 and helped establish Hermann Park. By his death in 1928, Wilson had helped establish some of Houston's most treasured neighborhoods, most notably the Houston Heights, Woodland Heights, and Eastwood.

Woodland Heights became an Historic District in 2011. It is significant for three reasons. First, it illustrates development in Houston between 1907 and 1925. Second, it is associated with William Wilson and other notable residents. Finally, Woodland Heights is important for its architecture.

Woodland Heights is best known for "Lights in the Heights," a holiday decoration event that has been featured in national magazines like Better Homes and Gardens.

Woodland Heights is one of Houston's treasured neighborhoods. Porches are a key historic feature and align along the sidewalk edge.

Notable Residents

- William Wilson founded the Wilson Realty Company. He developed the Woodland Heights, Lawndale, Woodson Place, and Dearborn Place subdivisions. His company also built houses in the Houston Heights, Westmoreland, and Eastwood neighborhoods.
- Frank Murphy Black was an influential leader in the Houston school system. He served as the principal of several schools. He also was the first Dean of the Houston Junior College, which later became the University of Houston. Black lived with his family on Highland Avenue from 1908 until his death in 1932.
- John Goodwin Tower was a U.S. Senator from 1961 to 1985. He was the first Republican senator from Texas since Reconstruction in 1870. Senator Tower's father, the Reverend Joe Z. Tower, was pastor of Woodland Methodist Church during the early 1930s when the family resided in Woodland Heights.
- Charles William "Billy" Goyen was a 20th century American novelist and short story writer. He lived in Woodland Heights from 1923 until 1939, when he left to serve in the Navy during World War II.
- Everett Augustus "Squatty" Lyons, Jr. was a Harris County Commissioner (Precinct 4) from 1942 to 1990. In that role, Lyons oversaw several major county building projects, including the Criminal Courthouse, the County Administration Building, and the Astrodome. Lyons lived with his family on Florence from 1946 to 1963.
- Kathryn Jean "Kathy" Whitmire was the Mayor of Houston from 1982 to 1991. She was the first female elected to Houston City government. While she was Mayor, Whitmire lived on Bayland.

Significant Historic Buildings and Sites

- William A. Wilson House, 205 Bayland, built in 1910 by the Woodland Heights developer as his own residence. Wilson lived there until his death in 1928. It is the only Prairie style house in the neighborhood. The house had been significantly altered and its condition had deteriorated over the years. It has been fully renovated and was listed as a City of Houston Protected Landmark in 2008.

- R. E. Avery House, 504 Woodland was constructed around 1910. It was built by the William A. Wilson Realty Company. It is an American Foursquare house with Queen Anne/Free Classic details. This house is a City of Houston Protected Landmark. It was the first individual landmark to be designated in Woodland Heights, in 2008.

- Rolle Painter House, 530 Byrne, built circa 1910, served as an orphanage directed by Maggie Painter 1920-33; later converted to a residence, descendants still reside in the home; featured on the Woodland Heights Home Tour in 1998 and 2007.

The R. E. Avery House is an American Four Square house. It reflects some stylistic features from the Queen Anne style, such as the triangulated gables, for example.

William A. Wilson House, 205 Bayland, built in 1910. This is the only Prairie Style house in the district.

Please Note:

A useful resource is *A Field Guide to American Houses* by Virginia McAlester, which classifies buildings by architectural style. Inventories for the Historic Districts may include different style names that were used when the districts were designated.

Craftsman bungalows in Woodland

ARCHITECTURAL STYLES IN THE DISTRICTS

The Woodland Heights Historic District contains both one- and two-story houses in a variety of styles, as well as some commercial and institutional buildings. Houses in these districts were mostly built with wood siding, on pier-and-beam foundations, and featured a prominent front porch. The architectural styles found in the district reflects the changing tastes and trends around the turn of the 20th century, as the exuberant Queen Anne style gave way to the more subdued Craftsman bungalow.

The most predominant architectural styles in the Woodland Heights Historic District are Craftsman and Queen Anne. American Four Square, Folk National, Folk Victorian, and other styles are also present in the district. These too contribute to the historic district.

Craftsman

One-story Craftsman bungalows were very popular in Houston between 1905–1925. Characteristic Craftsman details include prominent front porches, low-pitched roofs, wide eaves with exposed rafters, and ganged (or "ribbons") of windows. Roofs may be gabled or hipped, or a combination of the two.

A Craftsman bungalow in Woodland

Queen Anne

The Queen Anne style was popular during the Victorian era, particularly at the end of the 19th century. These houses typically have a front-facing gable and an asymmetrical façade. They often feature tall, narrow, two-over-two paned windows; large, sometimes wraparound porches; and decorative wood siding and ornamentation. Some Queen Anne homes are decorated with spindlework trim (also known as "gingerbread"). In this neighborhood, they tend to instead have more classical porch columns and railings.

This Queen Anne Style house has a hipped roof with lower cross gables. Other stylistic details include classical columns, turned balusters of the spindle-wrap type, decorative shingles in the gable, and cut away bay windows.

This Queen Anne Style house has a hipped roof with lower cross gables. Other stylistic details include classical columns, turned balusters of the spindle-wrap type, and jigsaw detail.

This American Four Square house reflects some stylistic features from the Colonial Revival style, such as the central porch and paired windows, for example.

American Four Square

A Four Square house is two rooms wide, two rooms deep, and two stories tall. In other words, it is four rooms recognized in a square. American Four Square houses in Houston reflect a variety of stylistic features, including Queen Anne, Craftsman, and Colonial Revival, for example.

This American Four Square house reflects some stylistic features from the Bungalow style, such as the exposed rafters, for example.

SECTION 4: CHANGES TO EXISTING BUILDINGS

The City of Houston has established historic districts as a way to preserve the character of neighborhoods which possess cultural, historical, and architectural significance. Good stewardship involves the responsible use and management of historic properties, protecting them for future generations. This is best practiced by maintaining the features that define the character of individual historic buildings, structures, sites, and objects of historic significance. When individual historic resources are appropriately maintained, the historic district — the collection of those resources — will be preserved as well. By taking the time to learn about character-defining features and how to treat them sensitively, we can serve as good stewards for properties in historic districts while they are in our care.

Since noncontributing buildings already do not support the historic qualities of the district, the criteria for making changes to them are less strict than those for contributing structures. However, the visual qualities of noncontributing structures still impact the character of the historic district, so many changes to them must be managed. *Note: If a historic building, which was classified as noncontributing due to alterations, is restored, it may be reclassified as contributing, making the owner eligible for tax incentives and other benefits.* This section includes design guidelines for exterior alterations to existing buildings.

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Please Note:

Check with the Preservation Office staff to determine if your proposed work requires a COA, could be approved administratively, or is exempted. (See Section 1.)

Please Note:

See the National Park Service's Preservation Briefs for technical advice on best practices for maintaining and repairing historic building elements, at https://www.nps.gov/tps/how-to-preserve/briefs.htm.

Distinctive stylistic features and other examples of skilled craftsmanship are character-defining features of a historic building and should be preserved. Examples include columns, exposed rafters, boxed eaves, and decorative masonry.

ARCHITECTURAL ELEMENTS

Identify those features which are character-defining, located in a prominent or visible location, and/or examples of skilled craftsmanship. Maintain and preserve those features in good repair.

4.1 Use care when cleaning or repairing an architectural element.

- Patch, piece-in, splice, consolidate, or otherwise address deteriorated elements using recognized preservation methods.
- Minimize damage to historic architectural elements when repairs are necessary.
- Use the gentlest means possible when cleaning or repairing an architectural feature.
- If an architectural element must be removed for repair, use methods that minimize damage to surrounding materials and that will make the item easy to reinstall.
- Before removing the architectural element, document its location with photographs and sketches so it can be reinstalled correctly.

4.2 If repair is impossible, replicate an architectural element accurately.

- When an architectural element is too deteriorated to repair, it may be replaced with an accurate replica of that element or an identical one.
- If exact replication is not possible, use a design that is substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building's history. Use the same kind of material as the original detail, when feasible. A substitute material may be acceptable if the size, shape, texture, and finish conveys the visual appearance of the original. Alternative materials are usually more acceptable in locations that are less visible or where they are unlikely to receive direct physical contact, such as a cornice at the top of a wall.
- Avoid adding architectural details such as decorative millwork or other ornaments that were not part of the original structure; doing so can create a false sense of history.

HISTORIC BUILDING MATERIALS

These design guidelines apply to all materials that are original to the building, including wood, stone, brick, metal, stucco, plaster, and concrete. Historic building materials should be preserved in place, as much as possible, and repaired when necessary. If the material is damaged beyond repair, only then should you consider replacing it. Only replace material that is damaged, and use replacement material that matches the original. Removing original material diminishes the integrity of a historic building; retaining the original material is always preferred.

If historic materials have been covered, consider removing the covering; do this carefully so that the underlying original building material is not damaged, and repair the original material as needed once it is exposed.

4.3 Keep historic building materials clean.

- If building materials become dirty or mildewed, use gentle cleaning products and methods rather than harsh chemicals or abrasive treatments.
- A low-pressure water wash is preferred; avoid high-pressure or abrasive methods, which can damage historic building material.
- Mild chemicals should be tested in an inconspicuous location before using on larger areas.

4.4 Preserve historic building materials.

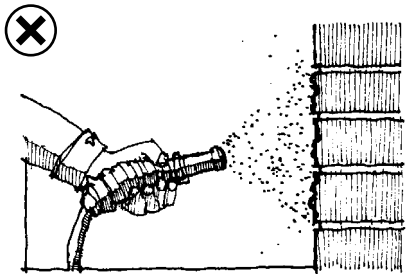
- Do not remove original material that is in good condition.
- Do not cover or obscure historic building materials.
- Consider removing later covering materials that are inappropriate.
- Repair historic building materials.
- Use storm drains, flashing, coping, gutters, etc. to provide proper drainage away from historic materials and minimize damage to them.

Brick showing damage from inappropriate cleaning (photo courtesy of Heritage Ohio)

Please Note:

For more information about appropriate maintenance methods, please see the National Park Service's Preservation Brief No. 47: *Maintaining the Exterior of Small and Medium Size Historic Buildings at:* https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm

A house with original building materials



Harsh cleaning methods, such as sandblasting, can damage historic materials, changing their appearance. Such procedures are inappropriate.

Consider removing later covering materials that have not achieved historic significance. Once the non-historic siding is removed, repair the original, underlying material.

Please Note:

For technical information about the causes of damage and suggestions for appropriately repairing historic materials, please see the National Park Service's Preservation Briefs, available online at https://www.nps.gov/tps/how-to-preserve/briefs.htm.

4.5 Regularly inspect materials, so that damage can be caught and repaired early.

- Repair deteriorated historic building materials by patching, consolidating, or otherwise reinforcing the material.

4.6 Replace historic materials in kind.

- Remove and replace only the material which is deteriorated or damaged beyond reasonable repair. For example, if a few pieces of siding are damaged beyond repair, replace only those boards, not the entire wall.
- Use replacement material that matches the original in profile, shape, finish, and size.
- Consider relocating historic material from a less visible area to replace damaged building material in a key location.
- An alternative material may be considered for a location that is not critical to the integrity of the property, such as a rear wall. (See "Prioritizing Character-Defining Features by Location" on page **2-7** for more information.)

Wood

Early woodwork includes siding, wall corner boards, window sashes and frames, doors, trim around window and door openings, foundation skirting, and soffits. When properly maintained, original wood building elements can last for many years.

4.7 Maintain a coat of paint on wood surfaces; repaint as needed to prevent deterioration.

- Paint is used to protect wood surfaces, but because it weathers over time, paint must be reapplied; the National Park Service recommends re-painting every 5–8 years, after properly preparing the painted surface.
- Do not use paints or sealants that are described as being water-repellent or water-proof; these can trap moisture within the wood and cause damage.
- Prime and coat all sides and edges of new wood, including cut ends, to block moisture and extend service life.

4.8 Repair, rather than replace, damaged wood whenever possible.

- No matter how well wood building materials are maintained, sometimes exposure to moisture results in small areas of rot or other damage.
- Small areas of damage can often be easily repaired using an epoxy wood consolidant. These consolidants are available as liquids or putties, and are also formulated to be flexible, so that they do not crack as wood shrinks or swells with changes in humidity. Unlike wood fillers, epoxy can be shaped, carved, sanded, and painted just like wood.
- If a patch or Dutchman repair is appropriate, remove the least amount of material needed to properly execute the repair. Use wood as close to the original material as possible (same species, grain pattern, and color).
- Identify the source of the moisture or damage and take steps to prevent further damage.
- Consider replacing rotten wood with a putty consolidant, or leave the damaged wood in place and consolidate it with the liquid version.
- When the repair is complete and the wood has been appropriately shaped and sanded, paint it to protect the rest of the original wood, as well as the repair.
- Regularly inspect for and address any ongoing problems.

Please Note:

See the National Park Service's Preservation Brief No. 10, *Exterior Paint Problems on Historic Woodwork*, for information about appropriately dealing with painted wood. https://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm

Maintain protective coatings to retard deterioration and ultraviolet damage.
© iStockPhoto.com/YinYang

If repair is not possible, replace only the damaged wood.

4.9 If repair is not possible, replace only the damaged wood.

- Do not replace undamaged wood or a larger area than necessary.
- Use hand tools and take care to avoid damaging adjacent wood during removal.
- Replace the damaged boards with siding of the same species,
- Use stainless steel nails to prevent corrosion and staining from rust.

4.10 Do not replace or cover undamaged wood.

Before: A historic house with inappropriate synthetic siding

After: The same house, after the historic siding was uncovered

Historic Masonry

Masonry is a type of construction that uses individual building units, such as bricks or stones, and binds them together with a mortar. Mortar is usually made by mixing sand, water, and a binder; historically, lime was used as a binder, but it was replaced by Portland cement, which began to be manufactured in the United States in 1875 and became widely used by the early 1900s. The spaces between masonry units, which are filled with mortar, are called *mortar joints*. These joints can be struck or tooled (shaped) to give a variety of appearances and to channel water away from the surface of the masonry wall. Brick is a common masonry material used in Woodland Heights.

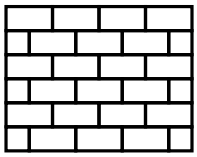
Masonry construction is designed to allow moisture to move from the inside of a wall or building to the outside, through evaporation or weep holes. If moisture is a problem, address the source of the leak or infiltration directly; avoid paint, coatings, or sealers which can trap moisture inside a building or masonry wall and cause damage and deterioration.

Brick is a common masonry material used in the Woodland Heights Historic District.

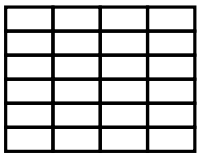
Please Note:

For more information about appropriate maintenance methods, please see the National Park Service's Preservation Brief No. 1: *Assessing, Cleaning, and Water-Repellent Treatments for Historic Masonry Buildings*. https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm

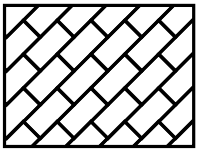
Common Masonry patterns



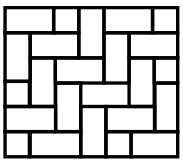
Running Bond



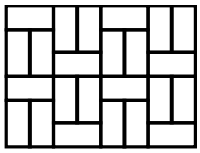
Stacked Bond



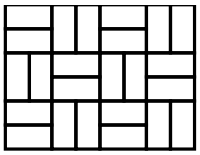
45 Degree Running Bond



90 Degree Herringbone

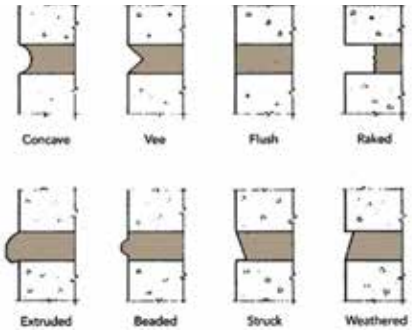


Single Basketweave



Double Basketweave

Preserve and maintain the traditional patterns of historic masonry.



Typical mortar joint profiles

Repoint mortar joints where there is evidence of deterioration.

4.11 Preserve original masonry materials.

- Preserve significant masonry features, including cornices, pediments, steps, and foundations.
- Avoid dismantling and rebuilding a masonry wall (or a portion of it) if the wall can be repaired or repointed instead. Consult a qualified mason.
- Can repaint previously painted masonry surfaces. Do not paint unpainted masonry surfaces as this is inappropriate.
- Clean masonry materials using gentle products designed for that specific material or type of stone. Graffiti may be removed with a poultice (see Preservation Brief No. 1 by the National Park Service).
- Do not use high-pressure methods, including power washers, sandblasting or abrasive material of any kind; do not scrub with a wire brush. Abrasion from any of these sources can damage the face of masonry units (particularly bricks) and strip mortar from joints.

4.12 Repoint a deteriorated mortar joint.

- Duplicate the original mortar in strength, composition, color, and texture. Mortar color-matching and composition analysis can be provided by a qualified laboratory for a relatively small fee.
- Avoid using mortar with a high Portland cement content if a softer mortar was used originally. Mortar is supposed to be the "sacrificial" element of a masonry wall system; that is, mortar must be softer than the masonry units, so that any cracks that occur will spread through the mortar, rather than the bricks.
- Match the original mortar joint in depth, width, and profile. A qualified mason can appropriately clean, repoint, and strike mortar joints.

4.13 Replace damaged masonry units only as a last resort.

- Match a replacement masonry unit to the rest of the historic masonry in the building. For example, salvaged, reclaimed, or color-matched historical bricks are available from suppliers.
- If a large masonry feature, such as a cornice or column, is too damaged to repair, replicate it in either the same kind of material or a compatible alternative material. Consult with the Historic Preservation Office staff for technical assistance.

Alternative Materials

An alternative material is one which is different from that used originally for a specific application. Such materials may also be called "substitute," "replacement," "synthetic," or "imitation" materials, and can include:

- Vinyl siding
- PVC or composite decking
- Aluminum siding
- Cementitious fiber siding
- Synthetic stucco (EIFS)
- Panelized brick
- Other non-original material

Substitute materials may sometimes be used to replace historic architectural features, such as a resin-cast cornice used in place of a stamped metal cornice. An alternative material may be traditional when used for other applications, but new for the particular detail being considered.

Alternative materials may be considered by the HAHC on a case-by-case basis as replacement materials or for use on a new addition or new building in a historic district. In evaluating alternative materials, HAHC will consider:

- Potential impact of historic significance. Because removing original material diminishes the integrity of a historic building, retaining the original material is always preferred. If this is not possible, an alternative material may be considered if it conveys the character of the original—including detail and finish—to the extent that is feasible.
- Durability. An alternative material should have proven durability in similar applications.
- Appearance. An alternative material should have a similar profile, texture, and finish to the original. For example, some synthetic siding has an exaggerated rusticated finish that is an inaccurate representation of original clapboard; many vinyl products have a glossy sheen that is out of character with painted wood or metal.
- Cost. Some alternative materials are promoted because their initial costs appear to be less than repairing or maintaining the original material. The lifecycle of a new material, and its long-term costs, should be considered.
- Environmental impacts. Consider the impacts associated with manufacture, transportation, installation, and ability to recycle.
- Location. Rear walls are not typically regulated (except on corner lots); parts of the building away from the street can be treated more flexibly than front walls or walls closer to the street.

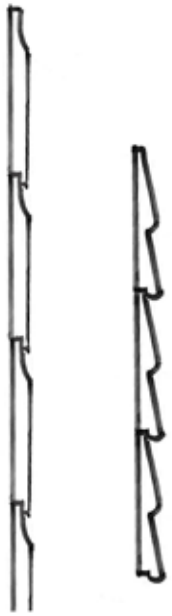
Installation of fiber-cement siding

Faux stone panelized wall cladding (not appropriate for the Woodland Heights Historic District)

Please Note:

Property owners may present additional information to supplement their COA application or to make a case for considering alternative materials. HAHC will consider, but is not required to approve the material(s).

See Ch. 33, Article VII, Sec. 33-241(6) of the City of Houston Code of Ordinances.



Typical siding profiles in Woodland Heights: (left) 105 and (right) 117

WORK ON PARTS OF A BUILDING

Siding

Siding is often identified by its *profile*, or the shape of the cut end of a board. Some particularly distinctive shapes are beveled, drop, and shiplap siding. The 117 and 105 profiles are particularly common in many of Houston's historic districts. The size of the reveal (the portion of the siding board that is visible after installation) and the finish of the siding, whether smooth or textured, also contribute to the overall visual impact of siding.

The most common types of siding found on historic houses in the Woodland Heights Historic District are wood siding and decorative shingles (on gables).

In modern construction, siding usually covers a framed structural system. Shiplap siding, used in some early types of construction methods, may also serve as part of the structure of a building. As a result, structural siding must not be removed unless you have taken precautions to protect the structural integrity of the building. Please consult with the Planning staff in the Historic Preservation Office if you are unsure whether this applies to your project.

Preserve and maintain wood siding in good condition.

Wood Siding

4.14 Preserve and maintain wood siding in good condition.

- Keep siding painted or stained to provide a protective coating against the weather.
- Regularly inspect siding for damage, and re-attach loose siding to prevent water intrusion into the wall.

Keep siding painted or stained to provide a protective coating against the weather.

4.15 Replace wood siding in kind.

- Any siding beyond repair that needs replacement requires a COA.
- Match the original siding in size, profile, and thickness.
- Choose a durable and sustainable species of wood, such as cedar, cypress, or Douglas fir.
- Changing to a synthetic material is not recommended.

4.16 Determine whether siding components are damaged beyond repair.

- Individual pieces of siding may be replaced in-kind, per the ordinance. If more than 50% of siding on one wall/elevation is damaged beyond repair, it may be replaced with siding of the same material, profile, and finish. This requires a COA. Please contact the Historic Preservation Office staff for information about the documentation required to substantiate this level of damage.

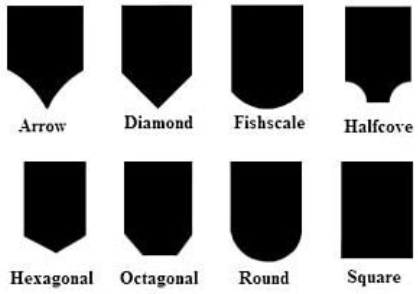
Asbestos Siding

Asbestos-cement siding was made by combining Portland cement with asbestos fibers. Developed by the Johns-Manville Company, asbestos siding was popular between 1900 and 1950 for its durability and resistance to fire, termites, and rot. Asbestos siding can be painted.

4.17 Do not attempt to remove or cover asbestos siding yourself. Contact a qualified professional.

- Asbestos siding does not need to be removed; if left alone, it is not dangerous. However, breaking, cutting, sanding, or otherwise destroying any material containing asbestos is dangerous and creates a health hazard by releasing asbestos fibers into the air. Do not clean asbestos siding with a pressure washer, which can break it.

Example of a decorative shingle pattern



Typical shapes for decorative wood shingles

Decorative Shingles

Decorative shingles are used to create a textured wall surface. They often are used on front gables, particularly on Queen Anne and Folk Victorian houses. Fish-scale, dog-ear (octagonal), sawtooth, diamond, square, and rectangular shapes are common, and these may be combined and painted to create patterns and designs.

Decorative shingles are often made of cedar, which is moisture-resistant but not "waterproof." Shingles should be kept painted, stained, or sealed with an appropriate coating for best protection against weathering. Even so, cedar shingles may crack or deteriorate over time, and broken shingles should be replaced as needed.

4.18 Preserve and maintain decorative wood shingles in good condition.

- Keep shingles painted or stained to provide a protective coating against the weather.
- Regularly inspect shingles for damage and to ensure that they are still nailed securely. Re-attach loose shingles to prevent water intrusion into the wall.

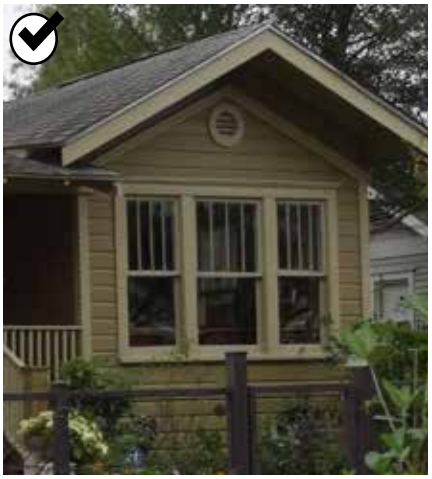
4.19 Replace decorative shingles in kind.

- Replace the fewest shingles necessary.
- Match the original shingles in size, shape, and thickness.
- Choose a durable and sustainable species of wood, such as cedar or Douglas fir.
- Back-prime and paint all surfaces before installation.

Windows

Most windows are character-defining features and can help with the identification of architectural styles. This information applies to all types of windows, as well as window-like wall openings, such as gable vents, which provide ventilation for attic spaces. The proportion, profile, lite pattern, material, and location of windows all contribute to the character of a window.

Most windows in historic buildings were made of wood. Metal windows are also found in historic buildings; steel windows were common in industrial settings, and aluminum windows became popular in residential construction in the mid-20th century.

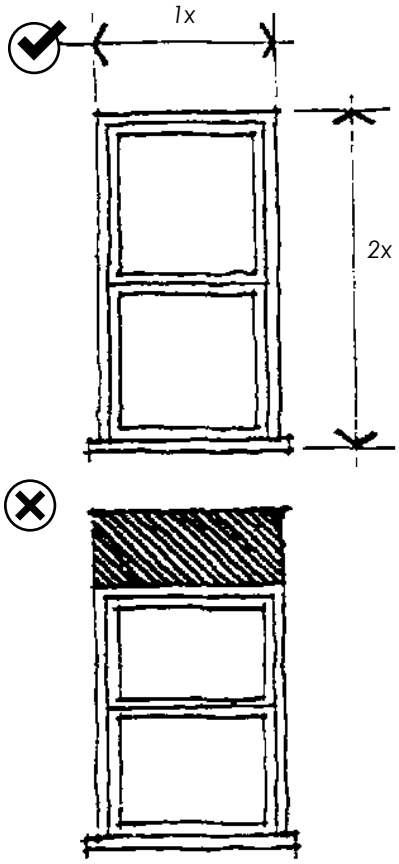


Preserve the original size, position, number, and arrangement of historic windows in the wall of a building.

Wood Windows

Historic wood windows that were built before 1940 are likely to have been constructed with old-growth timber, which grew slowly and naturally, resulting in strong wood with a tight grain. Lumber available today is farmed to grow quickly, resulting in a product that is not as hard, strong, or stable. The quality of historic wood windows is usually far superior to a new wood window, and historic windows should be preserved and repaired, not replaced. In many cases, a historic window that is damaged or deteriorated can be repaired by re-glazing, patching, and splicing wood elements. A homeowner with a few hand tools can complete most window repairs, with no special skills needed.

Although studies have shown that 90% of energy loss from a building is through attics, doors, and floors—not windows—historic windows can be made more energy efficient. Repair and weatherization is usually less expensive than replacement. If an original window has been so damaged that it cannot be repaired, however, its replacement should be in character with the historic building.



Choose a window that fits the opening; don't use a smaller window and fill in above it.

4.20 Preserve the proportions of historic window openings.

- Preserve the original size and shape of a window opening.
- Restore altered window openings on primary facades to their original configuration, when feasible.
- Do not increase or decrease the number of window openings on a primary facade as it will negatively affect the character of the structure.

4.21 Preserve historic window components.

- Preserve the original size, position, number, and arrangement of historic windows in the wall of a building.
- Preserve historic window components, including the frame, sash, panes, muntins, glazing, sill, header, jambs, moldings, operation, and groupings of windows.

Please Note:

The National Park Service publishes Preservation Brief No. 9: *The Repair of Historic Wooden Windows*, which is available free of charge online at https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm.

Replacing glazing putty
© iStockPhoto.com/Elaine Odell

Much of the window appear to be repaired except the trim has been replaced. The thin trim and mitered corners are inappropriate and should have matched the original.

4.22 Repair, rather than replace, frames, sashes, and other features.

- Windows that have been painted shut are not considered damaged. Use hand tools, such as a putty knife or five-in-one tool, to cut carefully through paint around the window sash without damaging it. Gently pry the window open, using a small pry bar, if necessary.
- Broken sash cords can be replaced by a handy homeowner with just a few tools.
- Brittle or missing glazing putty or glazing strips can be replaced; do not use caulk instead of appropriate glazing material.
- Small areas of rot or similar damage are most likely to be found at the window sill, where water may pool or splash onto the lower edge of the sash. Consider using a wood consolidant in these locations to preserve the original wood.
- If a patch or Dutchman repair is appropriate, remove the least amount of material needed to properly execute the repair. Use wood as close to the original material as possible (same species, grain pattern, and color) for a less visible result.
- Avoid painting windows shut.
- If using heat to strip paint from windows, take care to remove or otherwise protect the glass.

4.23 Determine whether window components are damaged beyond repair.

- Damage beyond repair is determined on a case-by-case basis. Discuss with Historic Preservation Office staff for application requirements and resources.

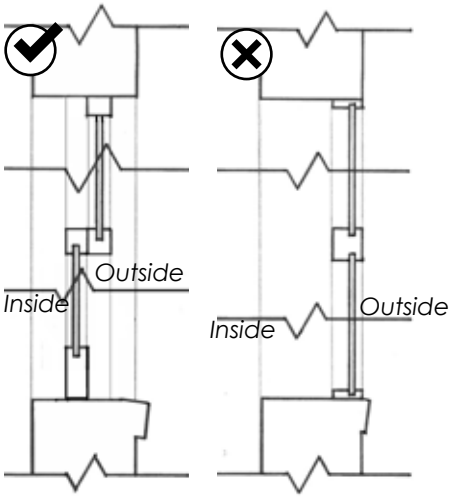
4.24 Enhance the energy efficiency of an existing historic window rather than replace it.

- Add weatherstripping and caulking around the window frame.
- Install a storm window or insulated window shade. Interior storm windows are available and easy to install and remove. Exterior storm windows may be added without a COA.
- Use clear ultraviolet (UV)-blocking films or low-E films to prevent heat gain. If using low-E films, place them on the most exterior window surface (such as a storm window).

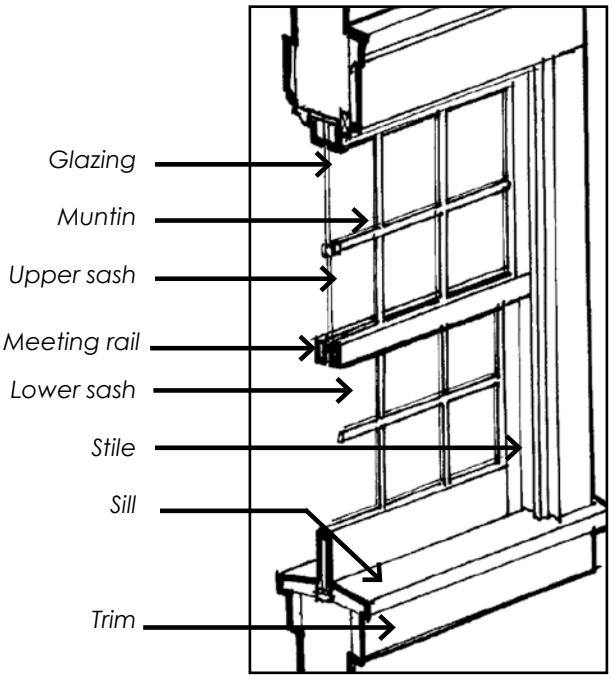
4.25 If replacement cannot be avoided, match a new window to the original.

- Do not replace an entire window if new components, such as sash packs, are available. Replace the frame as a last resort.
- Match the original sash configuration: single-hung, double-hung, casement, etc.
- If damage is confined to one sash, look for a historic salvaged replacement sash.
- Select a similar profile and depth of trim, as well as the arrangement and number of layers of trim from the frame to the glass. (No flat boards.) All new windows must be recessed.
- If the original window had divided panes (lites), select a replacement window that is made with genuine muntins, with panes of glass set between them. Do not choose a window with strips of material located between large panes of glass to simulate muntins.
- Use the same material as the original window, when feasible. See also alternative materials on page **4-9**.
- Although the City does not regulate glass, consider using clear window glass (glazing) to convey the visual appearance of historic glass. Visible differences in the reflectivity of new vs. historic glass can have a negative impact. If transparent low-E glass is used, ensure that the low-E glass is the outermost surface to avoid damaging a storm window.

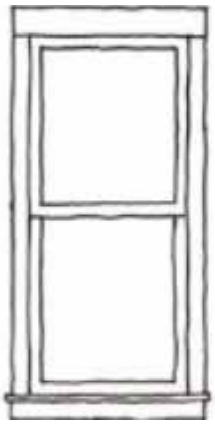
If replacement cannot be avoided, match a new window to the original.



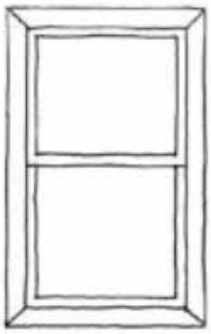
If a window must be replaced match the original material, sash configuration and profile. The window sections above identify a simplified appropriate and inappropriate double-hung replacement window profile.



Double-hung window components



This window trim is appropriately sized and includes a proper sill.



Avoid using same-sized trim with mitered corners.

Altering an existing window opening

Although preserving all historic windows is recommended, a change in the size and shape of an original window opening may be considered (a) in a location that is not highly visible from the street, such as on a side wall toward the rear of the building, and (b) when the existing window is not a key character-defining feature. Do not alter a window opening on or near the front of a building.

4.26 Reuse the original window to replace another that is beyond repair; move to another location, when feasible; or store it.

- If a window opening is to be altered, resulting in the removal of an original window, consider using that window to replace another that is beyond repair.
- Original windows that have been removed may also be used in an addition in some cases.
- Store an original window in a location where it will be protected from damage and weather. Store the window upright and elevated on plastic-covered blocks to keep moisture from wicking from the ground to the window. Do not store a window in a flat orientation where glass is more likely to be broken, or stack windows on top of one another.

4.27 Design a new window to be compatible with the historic building.

- Use a simple shape for the window with a profile that is simple in character to identify the window as being new.
- More flexibility in window design, including size and detailing, may be considered farther back on the side wall of a building.
- Reglazing with frosted glass is permitted if privacy is a concern.

Installing a window in a new location

Occasionally, a new window may be needed in a location that did not have one historically. This may be considered where (a) the new window would not be in a highly visible location and (b) creating the opening would not destroy any key character-defining features, such as on a side wall toward the rear of the building. Do not create a new window opening on the front of a building.

Be aware that shiplap is a structural element of an exterior wall, so installing a window in a new location may not be a simple task.

4.28 Design a new window to be compatible with the historic building.

- Use a simple shape for the window, with a profile that is simple in character, to identify the window as being new.
- More flexibility in window design, including size and detailing, may be considered farther back on the side wall of a building.
- Properly detailed trim around openings should mimic a structure: the jambs should appear to rest on the sill and to support the lintel. The lintel should be deeper than the jamb width. Avoid mitered corners.

Doors

Many types and styles of front doors can be found on historic Houston buildings. Some are solid wood with decorative panels, while other are wood with glass lites; some have sidelights and transoms. The door is often one of the primary character-defining features of a historic building, and a door's character is based on its design, materials, and location. When a new door is needed, it should be in character with the building, especially when it is the primary entrance.

4.29 Preserve the proportions of a historic door and its opening.

- Preserve a door's character-defining features, including its location, size, frame, panels, panes, muntins, glazing, thresholds, and moldings.
- Keep doors appropriately painted or stained to protect the wood from weather.
- Do not alter the original size and shape of a historic door opening that is located in a highly visible location.
- When possible, restore a previously altered door opening in a highly visible location.

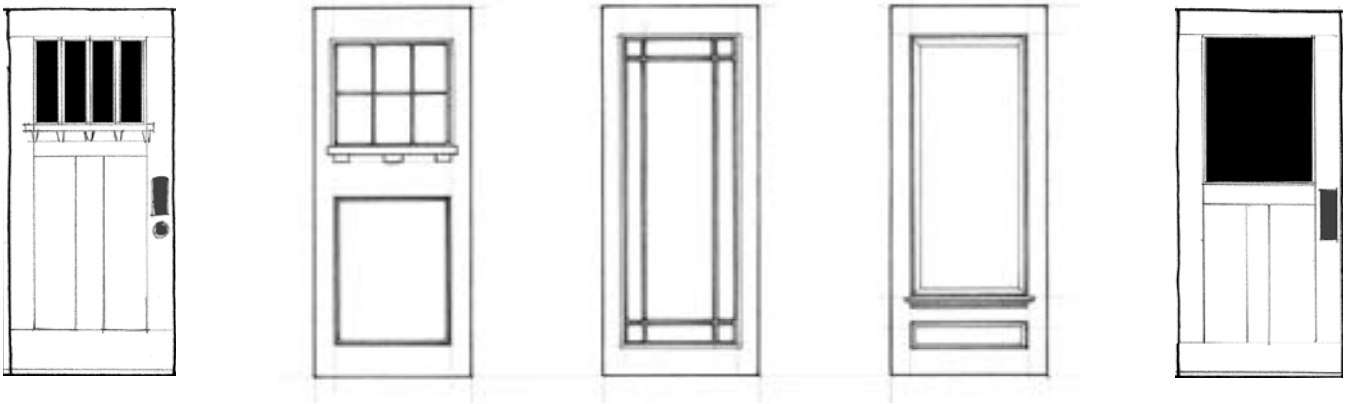
4.30 Repair, rather than replace, a historic door.

- For information about repairing the window or lites in a door, see information about repairing historic wood windows.
- For small areas of damage, consider using a wood consolidant to preserve the original wood.
- If a patch or Dutchman repair is appropriate, remove the least amount of material needed to properly execute the repair. Use wood as close to the original material as possible (same species, grain pattern, and color) for a less visible result.

Please Note:

If **security** is a concern, install long-throw deadbolt locks with reinforced deadbolt and lockset strike plates. Use extra-long (3") screws to attach strikeplates through the doorjamb and into the studs.
For **energy efficiency**, apply caulk around the interior door frame and maintain or install weatherstripping. Historic solid and paneled wood doors have good thermal properties.

Typical Craftsman residential doors



If a door cannot be repaired, match its replacement to the original.

4.31 If a door cannot be repaired, match its replacement to the original.

- If a similar door on the same building is available to be moved from a less prominent location, this option is preferred.
- If an existing replacement door is not available, match the new replacement door to the original door's design. For example, the number, size, and arrangement of panels and lites should be the same.
- Match the material of the original door, or choose a material that will look similar after it is painted.
- If the original door design is unknown, use a design that is appropriate to the architectural style of the house.

Altering an existing door opening

A change in the size and shape of an original door opening may be considered if (a) the door is not highly visible from the street, such as on a side wall toward the rear of the building, and (b) the existing door is not a character-defining feature of the building and, therefore, may be altered without substantially affecting the integrity of the historic building. Do not alter a historic door opening on the front of a building. If a change is appropriate:

4.32 Design the new door to be compatible with the historic building.

- Use a design that matches the architectural style and is also compatible with the contributing structures in the context area.
- There are less restrictions to a door design that is further back on the side wall.

This replacement door with ornate, faux "leaded" glass would be inappropriate on many historic buildings.

4.33 Reuse the original door in another location, if possible, or consider storing it for future use.

- If a door opening is to be altered, consider using the original door to replace another door in a more prominent location that is beyond repair.
- Store a historic door in a location where it will be protected from weather and moisture. If storing a historic door in a garage, keep it in an upright position and elevate it above the floor on blocks covered in plastic, to prevent moisture wicking up from the ground.

This is an appropriate replacement door for a Craftsman house.

A structure with two front doors

4.34 For a structure that has two front doors, the following are acceptable alterations:

- Retain both front doors; one may be made inoperable.
- Alternatively, replace one of the doors with a window and leave the other door as is.

4.35 A previously altered front entry may be restored.

- If a building was converted from single-family use to a duplex, and historical evidence for a single front entry door is available, you may restore the front entry to its original configuration.

Installing a door in a new location

In some cases, a new door may be needed in a location that did not have one historically. This may be considered where (a) the new door would not be highly visible from the street and (b) creating the opening would not destroy any key other character-defining features. (See page **2-7** for diagrams that illustrate sensitive and less-sensitive locations for alterations.)

4.36 Design the new door to be compatible with the historic building.

- Use a design that matches the architectural style and is also compatible with the contributing structures in the context area.
- There are less restrictions to a door design that is further back on the side wall.

This replacement door is a style popular in the mid-20th century and would be inappropriate for a contributing building in the Woodland Heights Historic District.

Front porches often establish a consistent one-story line along a blockface.

Porches

Porches are one of the most important character-defining features for houses in Woodland Heights Historic District. Front porches frame and shelter primary entrances, and they often include distinctive decorative details which help to define an architectural style. Front porches often establish a consistent one-story line along a blockface. Some porches extend out to the side of a house. This is a unique feature on some of the Craftsman/Bungalow buildings.

Porches typically consist of the following parts: a hipped, gabled, or shed roof, which is supported by posts or columns and finished with a ceiling; a balustrade between the posts, which includes top and bottom rails, with balusters in between; a floor deck; and steps from the ground to the porch, which may be flanked on either side by posts or piers and sometimes handrails.

Porches are such important visual elements that inappropriate changes can have a negative impact on the entire house. For example, original porch materials may have been replaced with inappropriate designs, porch components or details may be missing, or a porch may have been partially or completely enclosed. Most of these alterations are, fortunately, reversible. A property owner who wishes to restore a porch should refer to historic photographs of the property and consult with Historic Preservation Office staff, who can provide helpful guidance. *Note: Please refer to the Houston Building Code for additional requirements for guardrails and handrails.*

For Existing Porches

4.37 Preserve an original porch, including its form, materials, and details.

- Keep wooden porch elements painted.
- Maintain the height and pitch of a porch roof.
- Do not enclose a front porch in a way that alters its open character.
- When screening a porch, do not damage or remove existing porch elements, such as posts and railings.
- Maintain the original location of front porch steps.
- Preserve the front-facing gable vent. Do not remove or cover up.

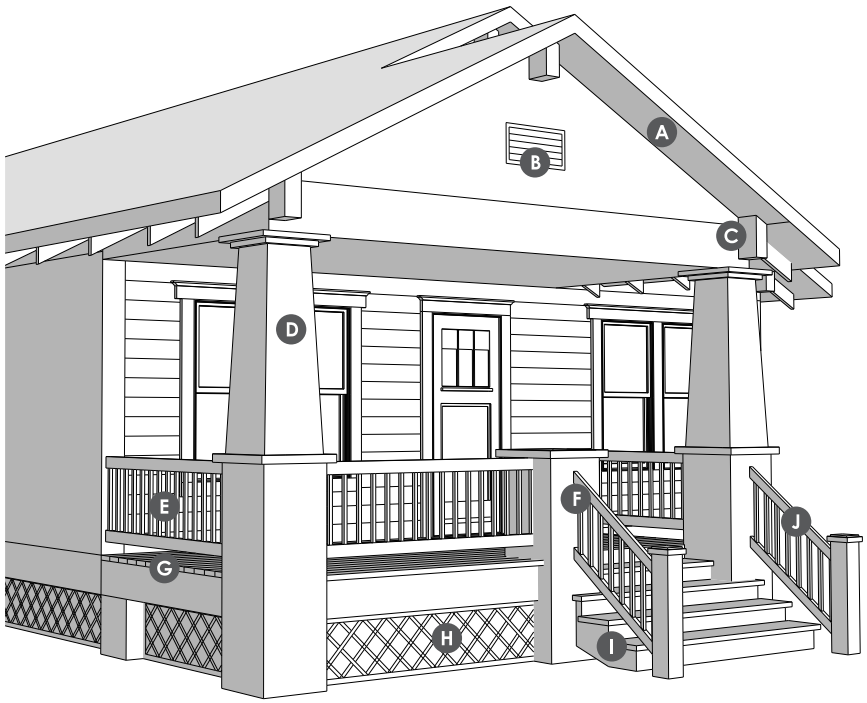
Preserve an original porch, including its form, materials, and details.

4.38 Repair, rather than replace, damaged portions of a porch.

- For small areas of damage, consider using a wood consolidant to preserve the original wood.
- If a patch or Dutchman repair is appropriate, remove the least amount of material needed to properly execute the repair. Use wood as close to the original material as possible (same species, grain pattern, and color) for a less visible result.
- Do not replace an entire porch when repair is possible.

Typical porch features

A	Porch Eave
B	Gable Vent
C	Decorative Roof Beam/ Triangular Knee Brace
D	Column
E	Balustrade
F	Raised Pier
G	Porch Deck
H	Skirting/Screening
I	Stringer
J	Handrail



4.39 If repair is not possible, replace only those elements of the porch which are not repairable.

- Replace a historic porch element to match the original.
- Use materials that match the style, texture, finish, composition, and proportion of the original.
- Match the balustrade of a historic porch in scale.
- Replace wooden porch steps with the same size material and profile. Substitute materials, such as composites, may be appropriate if their appearance matches that of the original material.

4.40 Replace porch decking with similar materials.

- When replacing deck boards, use the same size material and profile (such as tongue-and-groove). Substitute materials, such as composites, may be appropriate for porch decking.
- Do not replace undamaged deck boards.
- Do not replace a wooden porch deck with concrete.
- Do not cover porch decking with tile.

Replacement porch elements (unpainted) match the original components.

Adding a New Porch to an Existing Building

A new porch may be added in a location where it will not affect the integrity of the contributing building, such as at the rear of the building or toward the rear on a side wall. A new porch can also be included as part of a larger addition, particularly when the porch helps to reduce the perceived mass and scale of the addition. A new front porch may be added to a noncontributing building where one did not originally exist.

4.41 Design a new porch to be compatible with the existing building.

- Keep the scale, proportion, and character of the new porch compatible with the historic structure and compatible with the contributing structures in the context area.
- Match the finished floor height of the new porch to the existing building.
- The eave height of a new porch can match the eave height of an existing front porch or be lower.
- Use materials that are similar in scale, proportion, texture, and finish to an existing front porch.

Reconstructing a Porch Element

Before: A deteriorated post and handrail

After: post and handrail are appropriately reconstructed

4.42 If a porch element or the entire porch is to be reconstructed, base the new design on historical evidence.

- Where an entire original porch is missing, base the replacement design on physical evidence (such as ghosting of post profiles remaining on wood surfaces) or on photographic evidence. Sanborn maps can show the location of the previous porch and whether it was full or partial width. If no photographic evidence exists, look at houses of the same style in your context area and design the porch using simplified versions of those porch elements.
- Size columns and posts appropriately for the porch roof they are supporting and for the bases on which they rest. For example, slender posts will be visually out of balance with large roofs and massive bases.
- Select columns and posts that are appropriate for the architectural style of the house.
- Do not use metal columns or railings unless there is clear evidence that they were used historically.
- Use a brick base beneath a wood column only for a Craftsman house and where evidence is available that this previously existed. Stone is not appropriate in the Woodland Heights Historic District.
- Choose a railing that is in character with the style of the building, and not more elaborate than what existed historically.
- If a one-story porch has its own roof, the height of the porch roof should be lower than the main roof.
- The roof of the porch may be hipped, gabled, or shed. It is not required to match the main roof of the house.

Accessibility

If accessibility solutions, such as ramps or lifts, are needed, owners of historic properties should comply to the fullest extent possible with the Americans with Disabilities Act (ADA) and Texas Accessibility Design Guidelines (TAS) provisions, while also preserving the integrity of the character-defining features of their buildings and sites. Design accessibility solutions to minimize impacts on a historic structure.

Installation of accessibility ramps and lifts require a Certificate of Appropriateness but can be approved administratively by the Planning Director. The removal of ramps and lifts does not require a Certificate of Appropriateness.

Adding a ramp to the side minimizes visual impacts.

Avoid altering character-defining features when adding a ramp. For example, this ramp is set to the side, which maintains the character of the front steps.

4.43 Adapt historic doorways to make them accessible.

- Instead of widening an existing door opening, install offset or "swing wide" door hinges to increase the usable size of a door opening by two inches.
- Consider replacing door thresholds with beveled alternatives, no higher than ¾ inch, to allow wheelchairs and scooters to maneuver over them easily.
- If historic door hardware is removed for replacement with accessible alternatives, such as lever handles, store the original hardware in a secure location where it will be protected from weather, so that it may be reinstalled at some point in the future.

4.44 Add ramps or lifts to provide access to at least one door.

- The Americans with Disabilities Act recommends that a ramp to be used by someone in a wheelchair or scooter should have no more than a 1:12 slope; that is, for every one inch in height between the starting point and ending point, the ramp should be one foot long.
- If porch components must be removed in order to create access for a ramp or lift, take photographs to document the original condition of the porch. Use hand tools and take care that the components to be removed are not damaged. Store the original components in a secure location, away from weather, with a copy of the photo documentation (also protected from weather). Additional notes about the project may help someone to re-install the removed porch elements in the future.

NOTE:

Finished-floor height standards may change if new data becomes available. For example, if FEMA flood hazard maps, when updated, indicate that buildings in these historic districts are at risk of flooding, the maximum finished-floor height will be revisited at that time using applicable technical data. Please contact Historic Preservation Office staff with any questions.

Building Foundations

Every building sits on a foundation, which transfers the weight of the building to the ground. Historically, many buildings (regardless of size) were constructed on pier-and-beam foundations. Piers were usually built using bricks or stone blocks, laid together with mortar to create a load-bearing column. Later, piers were built using concrete blocks or poured concrete and sometimes covered in brick or stone veneer. (When wooden posts were used instead of masonry piers, that is a post-and-beam foundation.)

To construct a pier-and-beam foundation, piers were placed at the corners of the building, then equally spaced around the perimeter and across the interior of the foundation. Heavy beams were laid across the piers, with floor joists resting on the beams, and the floor atop the joists. The house was then built on that platform. Pier-and-beam foundations have many benefits, including good ventilation and drainage, easy access to plumbing and other utilities within the crawlspace under the building, and the ability to move with Houston's heavy clay soils as they swell and shrink.

The design of a building's foundation, including the materials used, height of the finished floor, and screening details (where present), are character-defining features.

4.45 Maintain the historic height of the finished floor above natural grade, if possible.

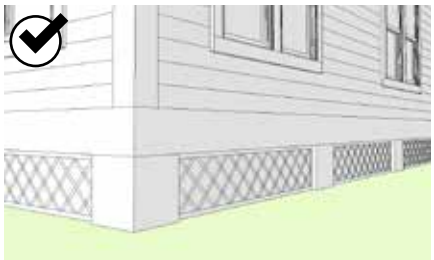
HAHC may allow structures to be raised to maintain an appropriate height above the soil, if there is a demonstrated need. Please contact the Historic Preservation Office staff to discuss your individual situation and how best to address the conditions specific to your property.

- Foundation height should not be changed unless required to preserve the integrity of the foundation, such as problems that can occur with insufficient space between the ground and the structure. Changing the height of a foundation may damage porch piers and chimneys, which also must be raised.
- Have piers adjusted or shimmed, if needed, to keep the house level. Consult a qualified foundation professional for more information about this process.

Maintain the historic height of the finished floor above natural grade, if possible. This is a key feature of the building and the context.

4.46 Maintain (or add, if desired) screening between piers.
To keep animals out of the crawlspace area, it was and is common for homeowners to install skirting or screening between foundation piers, particularly under the porch. Historically, this consisted of framed lattice panels, sawn wood balusters, or horizontal wood siding. Because these materials are in contact with the ground, maintenance is essential, and they may need to be repaired or replaced at regular intervals.

- Repair foundation components that are damaged or deteriorated.
- Keep screening materials painted and secured to the piers.
- Periodically inspect and repair any damage to wooden screening material.
- Re-point any eroded mortar joints, to prevent moisture infiltration and damage.



Screening panels may be installed between foundation piers. Screening panels should be framed around the lattice pieces.

4.47 New screening panels may be installed between piers.

- Choose a screening design that is consistent with the architectural style of the house. Diagonal or square lattice is a good choice for most houses.
- Create panels by setting wood lattice, siding, or balusters into a frame. Do not use unframed materials. Do not use paneling that give the appearance of stone or brick, or fill the space between piers with concrete blocks or other masonry.
- If using lattice, choose a pressure-treated wood product rather than plastic "garden" lattice, which has very large holes that are likely to admit animals into the crawlspace. If you build your own lattice, you may wish to use wooden slats that measure 1½ inches wide by / inches thick and are arranged with a 1-inch x 1-inch space between, for a historically authentic appearance that will keep out animals.
- If using square (vertical-horizontal) lattice, install so that the vertical pieces are toward the outside.
- Inset the screening panels from the face of the foundation piers. Do not lean or attach panels against the outside of the house or piers, or cover the lower portion of a wall.
- Secure screening panels in a way that does not damage historic materials; for example, attach to mortar joints, rather than drilling into brick.

Examples of Inappropriate unframed lattice

Minimize the visual impact of burglar bars. For example, these obscure the historic window design and are inappropriate.

Burglar Bars

If it is necessary to install security bars (aka burglar bars) on a historic building, the bars should be as inconspicuous as possible and must not alter character-defining features of the building. Consider using interior, operable, or transparent devices which will not alter the exterior appearance of the building. The installation of burglar bars requires a Certificate of Appropriateness, but this can be approved administratively by the Planning Director. Removal of burglar bars does not require a Certificate of Appropriateness.

4.48 Minimize the visual impact of burglar bars and similar security devices.

- Locate security bars inside the structure, if possible.
- Avoid an ornate design that would be out of character with the historic building.

4.49 Do not damage character-defining features when installing burglar bars and similar devices.

- Identify character-defining features in advance and plan to avoid drilling, cutting, or removing them during the installation process. The installation of burglar bars must be reversible.

Roofs

A roof is a prominent character-defining feature of a historic building. The shape, pitch, complexity, materials, and treatment of eaves and soffits are all key characteristics of a roof.

Many roofs on older residential buildings have one of the following shapes: gabled, hipped, pyramidal, hip-on-gable, gable-on-hip, or some combination. Roof shapes may be simple or complex; they may be sloped with a steep pitch or a low pitch. Craftsman roofs typically have a 5-over-12 or 6-over-12 pitch, while Queen Anne roofs are steeper, with an 8-over-12 pitch or higher.

Typical 19th and early 20th century roofing materials included slate, metal, wood shingles, clay tile, asbestos-cement tile, and composition materials. Today, dimensional composition shingles are common. Slate and clay tile roofs are secured with metal fasteners, which may deteriorate over time and need to be replaced. These roofs can be damaged by unskilled repair attempts; consult with a qualified roofing company that specializes in these products in historic applications.

Eaves may be boxed with soffits, or open with exposed rafter tails. They may be wide or narrow, and may be ornamented with brackets or braces. All of these character-defining details are stylistically distinctive.

While slate, metal, and tile roofing materials should be preserved, composition shingles are designed to have a limited service life. When replacing roofing materials, that new material should be similar in size, shape, and texture with what was used historically, if that is known. If documentation is not available, examples from similar buildings may be considered. A Certificate of Appropriateness is not required for re-roofing with in-kind materials, as long as there is no change to the structure, shape, or pitch of the roof.

If you have or are seeking windstorm insurance, the roofing contractor may need to use impact-resistant shingles, install them in a certain way, and possibly install strapping to secure the roof deck to the trusses, in order for your roof to receive windstorm certification by a qualified inspector. Please consult your insurance agent for more information.

Please Note:

A certificate of appropriateness is not required for ordinary maintenance and repair, or for re-roofing with in-kind materials with no change to the structure, shape, or pitch of the roof.

Re-roofing includes replacing shingles and/or underlayment/ decking. Repairing or reinforcing existing roof joists or rafters as needed to meet windstorm certification requirements, or adding hurricane straps, also does not require a COA.

See: DIVISION 4. - CERTIFICATES OF APPROPRIATENESS
Sec. 33-237. - Exemptions.

A front gabled roof

A hipped roof

A hip-on-gable roof

Please Note:

Roof pitch, or steepness, is described as "X-over-12" where X is the number of inches the slope rises vertically for every 12 inches that it runs horizontally.

Do not cut back a roof eave so it is flush with the wall.

Preserve the original eave depth and design. While the eave depth and design are intact, the building is still in need of some maintenance to protect these features.

4.50 Preserve the original form and details of a historic roof.

- Maintain the perceived ridge line, eave line, and orientation of the roof, as seen from the street.
- Maintain the size, shape, and pitch of the historic roof (and dormers, where present).
- Do not alter the pitch of a historic roof.

4.51 Preserve the original eave depth and design.

- Maintain traditional overhangs; these contribute to the building's historic character.
- Do not cut back soffits or exposed roof rafters.

4.52 Repair, rather than replace, historic roofing materials and details, if possible.

- Re-attach loose shingles or other materials.
- Fix any roof leaks or damage immediately.
- When roof materials such as glazed clay tile or slate are in need of repair, consult with a qualified roofing company that specializes in these materials on historic buildings.
- Patch and replace only those areas that are damaged, rather than replacing the entire roof.
- Do not attempt to repair an asbestos-cement shingle roof yourself. Walking on asbestos-cement shingles can cause cracking and other damage. Contact a qualified contractor that specializes in slate or tile roofs.

4.53 Apply new roof materials that convey a scale and texture similar to historic materials.

- Use materials that appear similar in texture, pattern, and finish to the original roof material.
- An asphalt or asphalt-fiberglass composition shingle is appropriate for most styles and periods, unless specialty roofing materials (such as slate or clay tile) are present. Either three-tab or architectural (dimensional) shingles may be used. Windstorm-certified, impact-resistant shingles are permitted.
- If new roof decking is needed, consider using a material with a reflective coating on the underside for better energy efficiency.
- A new metal roof is not allowed.
- A clay tile or slate roof is only appropriate where documentation indicates that it was used historically.

Dormers

A dormer is a small structure that projects from (sticks out of) the roof and has its own roof, window(s), and walls. Dormers were often used, historically, to house a window so that light could enter an attic space. In some cases, dormers were used to create headroom in upper floors and finished attics, creating additional livable space. Dormers may be found singly or in pairs; sometimes their roofs are the same style (gabled, hipped, etc.)or a shed is provided. In all cases, the roof dormer retains a low profile and does not overwhelm the scale of the building. Traditionally, dormers can be found on some bungalows, but they are not a common feature in Woodland Heights.

Dormers are subordinate in scale and character to the primary roof. Where they are already present, historic dormers should be preserved. New dormers, if desired, should be compatible with the character of the historic building and subordinate to the primary roof.

4.54 Preserve and maintain a historic dormer.

- Maintain the original size and shape of a dormer.
- Original dormers which are located on a front-facing roof should be preserved.
- For additional information about the parts of a dormer, refer to the guidelines for preserving and maintaining roofs, windows, and walls.

4.55 Repair, rather than replace, deteriorated or damaged elements of a dormer.

- See the guidelines for repairing roofs, windows, and wall materials.

4.56 If repair is not possible, replace only those elements that are beyond repair.

- See the guidelines for repairing roofs, windows, and wall materials.

This dormer is out of scale with the historic building and therefore inappropriate. It is located too close to the roof ridge and is too wide for the surface.

4.57 Design a new dormer to be compatible with the historic structure.

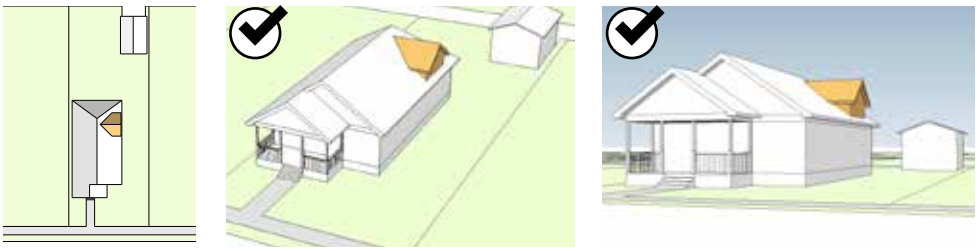
- Dormers must be functional — to create additional living space or allow light to enter an attic space — not merely decorative.
- The style of a new dormer should be in keeping with the style of the house.
- Locate a new single dormer in a location that is toward the rear of the house and on the side of the roof that is as close to the middle of the lot as possible. Do not locate a new dormer on a front-facing roof.
- If two dormers are desired on the same side of the roof, they may be arranged with a historically appropriate spacing between them and do not necessarily need to be located toward the rear of the building.
- If two dormers are desired and they will be on opposite sides of the roof, they should not extend to or cover the ridge of the roof, and they must be located in the rear half of the roof.
- Use a simple design that can be distinguished from, but is compatible with, any historic dormers.
- Do not cover the ridge of the roof with a new dormer.
- Do not extend the dormer over the eave of the roof; set it back from the eave.
- A dormer must be inset from the first-floor side wall below it.
- The dormer roof should maintain a low profile.

Appropriate and Inappropriate Dormer Designs

These images illustrate how the design guidelines for adding a dormer would apply to a series of alternatives.

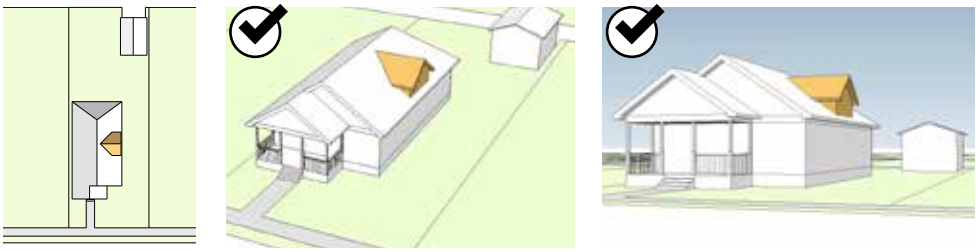
Single Gable Dormer at Rear of Roof

- Ridge line maintained
- Eave line maintained
- Dormer in historic proportions



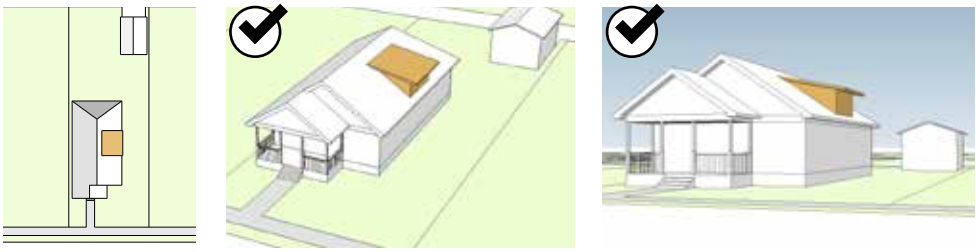
Single Gable Dormer at Mid-Point of Roof

- Ridge line maintained
- Eave line maintained
- Dormer in historic proportions



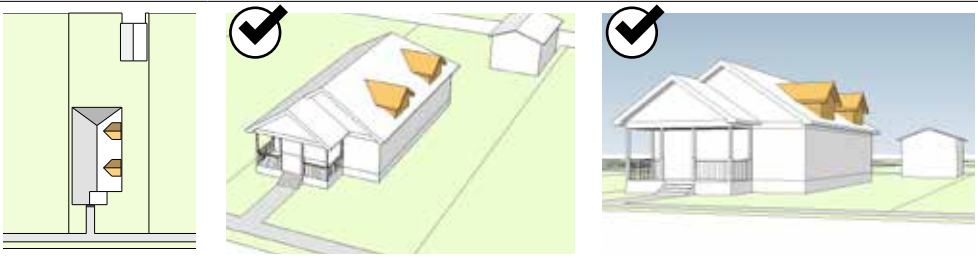
Single Shed Dormer at Mid-Point of Roof

- Ridge line maintained
- Eave line maintained
- Dormer in historic proportions



Two Gable Dormers, Traditional Spacing

- Ridge line maintained
- Eave line maintained
- Dormer in historic proportions



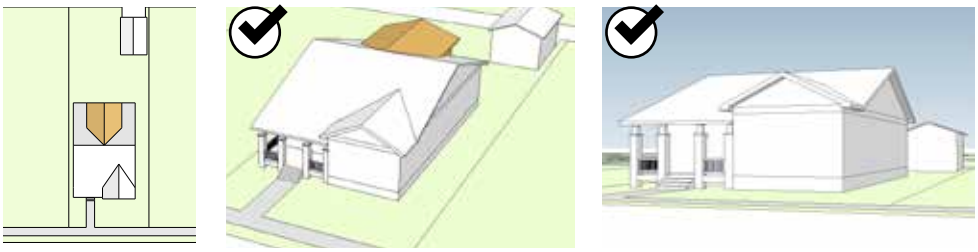
Two Gable Dormers, Aligned at Rear of Roof

- Ridge line maintained
- Eave line maintained
- Dormer in historic proportions

Appropriate and Inappropriate Dormer Designs (cont.)

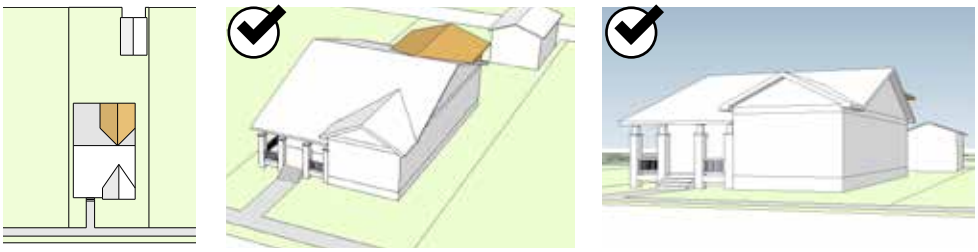
Single Gable Dormer at Rear of Side-Gable Roof (centered)

- Dormer aligns with historic ridge line
- Eave line maintained
- Dormer in historic proportions
- Dormer hidden from street view



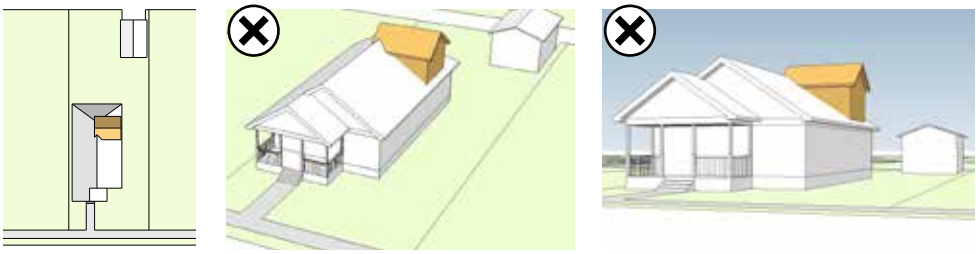
Single Gable Dormer at the Rear of Side-Gable Roof (moved to one side)

- Dormer aligns with historic ridge line
- Eave line maintained
- Dormer in historic proportions
- Dormer minimally visible from street view



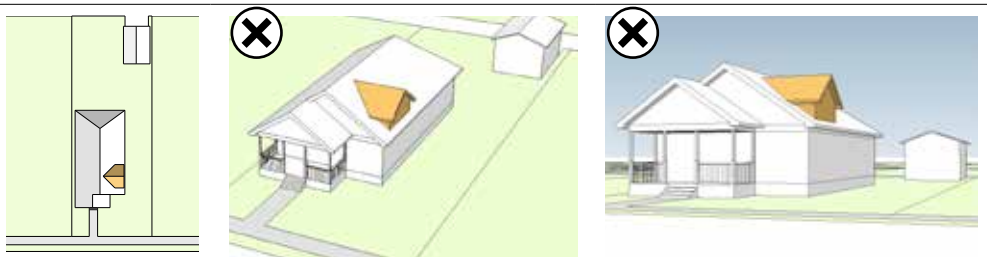
Tall Gable Dormer at Rear of Roof

- Dormer extends past ridge line
- Eave line not maintained
- Dormer is out of proportion



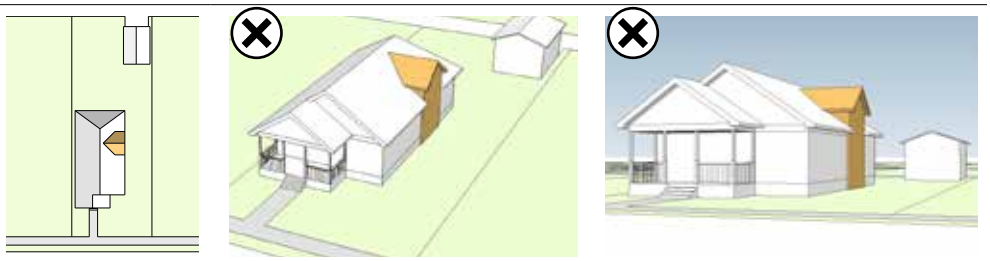
Single Gable Dormer at Front of Roof

- Dormer is not in a subordinate location



Single Gable Dormer at Mid-Point of Roof Extending Out to the Side

- Dormer extends past the historic sidewall
- Eave line not maintained



Chimneys

Chimneys appear on many historic buildings. In addition to being functional, chimneys are distinctive features which accent rooflines. They should be preserved when feasible.

In Houston, exterior chimneys historically were located on any side of a building. Interior chimneys are also found in historic buildings.

Common chimney problems include blockages from creosote and other materials, cracks or other damage to the chimney flue, cracks or deteriorated mortar in the brickwork, and issues with the chimney cap or crown, which protects the top of the chimney opening from weather and pests.

4.58 Preserve a historic chimney.

- Do not cover a historic brick chimney with any other material.
- For more information about cleaning, maintaining, and preserving historic masonry, see page **4-7** and page **4-8**.

4.59 Repair a historic chimney that has deteriorated.

- Consult with a qualified chimney professional to regularly inspect and repair a chimney, as needed. A mason can help with brick, mortar, or stucco damage.

4.60 Construct a new chimney to be in character with the style of the house.

- Brick or stucco are appropriate materials. Stone is not allowed.
- Do not cover a chimney with siding or leave a metal chimney pipe exposed.
- If there is already a historic chimney, locate any new chimney in a less visible location.

A typical brick chimney

Maintain a historic chimney and its detailing.

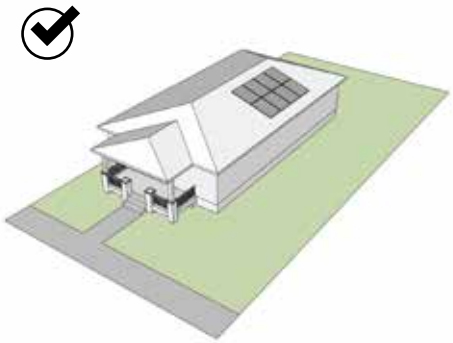
Please Note:

For information about installing solar panels on the roofs of historic buildings, please visit https://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm.

Roof Equipment

Equipment such as antennas, skylights, satellite dishes, and solar panels may be installed on a roof. A Certificate of Appropriateness is required before these items can be installed on the front half of a roof, but the Planning Director can approve that administratively. No Certificate of Appropriateness is needed in order to install roof equipment on the rear half of the roof.

Solar panels should be designed, sized, and located to minimize their effect on the character of a historic building.



Locate roof equipment to the side of the roof, below the ridge line, and set it back from the front wall.

4.61 Locate and size roof equipment to minimize its effect on the character of a historic building.

- Locate roof equipment to the side of the roof, below the ridge line, and set it back from the front wall. Do not locate a skylight so that it spans the ridge of the roof.
- Do not locate equipment on front-facing roof slopes.
- Skylights must be low-profile or flush with the roof. Bubble skylights are inappropriate.
- Size the solar panels to remain subordinate to the roof.
- Mount solar panels flush with the roof slope.
- Ensure that any solar panels, exposed hardware, frames, etc., have a matte finish, and blend with the roof color (to the extent feasible).
- If possible, locate solar panels toward the rear of the roof.

4.62 Do not damage character-defining features when installing roof equipment.

- Protect exterior woodwork, masonry, and trim details.
- Minimize the amount of historic roof material that is to be removed when installing a skylight.
- Avoid obscuring character-defining features such as ornamental details and decorative shingle designs.
- Locate solar panels so that the ridge line and edges of the roof remain visible.
- Locate solar panels so that the roof form and materials remain prominent. A substantial amount of the roof surface should remain visible.
- Use the least invasive method to attach solar panels to a roof.
- Do not damage the structural integrity of the roof when installing solar panels.
- Technologies change over time. Install solar panels so that they can be removed and the original character of the roof can be restored.

SECTION 5: DESIGN GUIDELINES FOR ADDITIONS TO CONTRIBUTING BUILDINGS AND NONCONTRIBUTING BUILDINGS

Historic buildings change over time, sometimes with the addition of an extra room or rooms to add space or functionality. An addition to a contributing structure must be compatible with that structure and with other contributing buildings in the context area. It also must preserve the integrity of the existing structure. An earlier addition may be considered historic and, therefore, worthy of preservation, if it retains its historical and architectural integrity.

This section includes design guidelines for new *additions* to contributing and noncontributing structures. For alterations to previous additions, see Section 4.

Some additions that meet very specific criteria can be approved by the Planning Director; those are sometimes referred to as Mandatory Approvals (or "shall approve") and are included in Section 1.

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INTRODUCTION

The Woodland Heights Historic District contains both contributing and noncontributing structures. Contributing buildings, which are used to determine compatibility for alterations to existing buildings, as well as additions and new construction, are mostly one-story single-family residential buildings, but also include a few two story buildings.

The district also contains some noncontributing buildings of various sizes, some of which are quite large. Many of these were constructed before protections for the historic district were established through the historic preservation ordinance.

Some buildings have been expanded through additions. The presence of an addition does not necessarily affect a building's contributing status, but an addition that greatly encroaches on a historic building or that has resulted in the removal of substantial historic material may cause a building to be reclassified as noncontributing at some point in the future, if the district inventory is updated. Such a reclassification may result in the loss of eligibility for the Historic Site Tax Exemption program.

Each COA application is considered based on its own merits, the unique conditions of the property in question, and the ordinance criteria and design guidelines in place at the time of application. Because the City's historic preservation ordinance has evolved over time, some additions to contributing buildings which were previously approved by the HAHC might not be approved today.

Even if the same addition were proposed for similar properties within the historic district, differences in the existing contributing structures and the context areas for those various locations could result in different decisions regarding compatibility.

Note: The numbers provided in this section reflect best practices in historic preservation and opinions expressed in community input from 2017.

WHEN HISTORIC MATERIALS ARE PRESENT

To determine whether an addition has achieved historic significance, first identify when it was built. Note that construction dates on tax appraisal records are often inaccurate before 1960.

A side porch or a bedroom wing addition may have taken on historic significance and, thus, merit preservation.

5.1 Preserve an addition that has achieved historic significance.

- Buildings evolve over time, and an addition that was made during the period of focus (such as a side porch or a bedroom wing) may be worthy of preservation.
- If the addition was built within the period of focus, determine whether it is compatible with the original building and whether the addition retains integrity. If all of these conditions are true, the addition may be considered to have achieved significance in its own right. (See Section 2 for more information about these concepts.)
- More recent additions, particularly if not sensitively designed, may detract from the building's historic character and can be removed with an approved COA.

5.2 Minimize the cumulative effects of multiple additions.

- A series of multiple changes to a building can have a negative impact on integrity and, as a result, contributing status. Therefore, all proposed changes must be considered as part of a whole. A project that might be found appropriate, if the building has not already been altered, could be considered inappropriate as a series of changes chip away at character-defining features and the overall integrity of a building.

The walls of this appropriate two-story rear addition are inset from the historic building, so that the original rear corners remain visible. The side wall addition is small and preserves the original eave line. Also, the hip roof on the addition reduces its scale and makes it more compatible with the historic building.

This is a compatible rear addition even though it is slightly taller than the historic building. It is compatible because it is offset, separated by a hyphen and uses compatible materials.

5.3 Minimize the removal of historic building material.

- The construction of an addition necessarily requires removing some existing building material, such as part of a side or rear wall, or part of a roof. However, the historic preservation ordinance requires the project to preserve as much of the historic building material and character-defining features as possible.
- Avoid substantial alterations that would remove or destroy large amounts of historic material.
- A building's integrity is based on both exterior features and its underlying structure, which must remain stable during and after the construction activity; this includes interior and exterior shiplap that has a structural function. Do not remove shiplap without first consulting with the Historic Preservation Office staff.
- Consider connecting an addition to the original building with an appropriately sized hyphen. Historically, additions were connected to existing buildings with a hyphen, or connecting section. Hyphens have been used in the United States since the 1700s, when Georgian mansions were expanded by building a Federal house behind them, with a relatively small connector. The walls of a hyphen are set in from the walls of the original house and the addition, and the hyphen's roof may be lower than the roofs of the buildings it connects. This approach is preferred, because it minimizes the loss of historic building material and also enables the future removal of the addition, without significantly impacting the original building.

Consider connecting an addition to the original building with an appropriately sized hyphen. The walls of a hyphen are set in from the walls of the original house and the addition, and the hyphen's roof may be lower than the roofs of the buildings it connects.

5.4 Do not destroy historic material that could make a building contributing if inappropriate alterations were reversed.

- Some buildings are classified as noncontributing because of inappropriate alterations that have substantially compromised their integrity. If those changes can be reversed, it is possible for a noncontributing building to be reclassified. Although **no one is required to restore a building,** please be aware of the reason for a noncontributing classification before undertaking additional projects that could make it impossible to reverse previous alterations.

This one-story addition to the side of a historic building is subordinate in scale, but the offset wall obscures the original rear corner in a highly visible location.

5.5 Do not remove or cover key character-defining features, including the basic form of the existing building.

- This can be accomplished by preserving the roof line and the corners of the building, as well as by keeping the addition away from the front of the building, where the most important character-defining features are likely to be located.
- Locate the addition at the rear of the existing building.
- Preserve the corners of the existing building by insetting the side walls of the addition or using a hyphen to connect the building and the addition.
- Do not extend the existing side walls straight back into the addition, which would destroy the corners. A visible seam or trim board usually is not sufficient to differentiate an addition from the existing building.
- A one-story rear addition that is appropriately scaled and proportioned may be offset so that the addition is inset from one side wall and extends past the other side wall.
- Preserve the shape of the roof.
- Preserve any historic porches.

5.6 Design a rooftop addition to maintain the ridge and eave lines of the historic structure.

- A small rooftop addition may be permitted on a one-story building in order to create additional living space in the attic. In some cases, this can be combined with a small addition to the rear or side of the existing building, if the mass of the addition remains visually subordinate to the historic structure. See examples of appropriate and inappropriate additions starting on page **5-19**.
- Locate a rooftop addition in the rear portion of the building.
- Inset the corners of a rooftop addition so that a substantial amount of the roof form and structure remains intact.
- Preserve a substantial portion of the historic ridge line of the roof, especially toward the front of the building.

Setbacks:

New structures and additions must be located at a minimum distance from the front and side property lines. Those distances, also known as setbacks, are measured from the property line to the closest wall, porch, or exterior feature.

DESIGN CONSIDERATIONS

The following pages provide guidance for the design of appropriate additions to contributing and noncontributing buildings. In some cases, guidelines apply to both types of buildings. **Where a design guideline is specific to either contributing or noncontributing resources, that is clearly stated.**

Open Space, Lot Coverage and Setbacks

Open space is the amount of horizontal ground surface on a parcel that is either landscaped, or paved for a drive or walkway. There are instances when lot coverage and setback guidelines are provided to help to maintain open space on a property to preserve the neighborhood setting.

In Woodland Heights tree-lined streets and landscaped yards are key features of the neighborhood setting.

Advantages of retaining open space on a site:

- Helps preserve side and rear yards
- Reduces privacy impacts by discouraging larger structures from extending substantially into the rear yard
- Can reduce pressure to remove mature trees
- Can retain permeable surfaces
- Allows air to circulate through the site and built environment

5.7 Locate an addition to minimize its visual impact on traditional open space patterns.

- The traditional setbacks are approximately:
  - Front: 15'-20'
  - Side: 4' on lots ≤50' wide; this allows space for a drive on the opposite side of the lot. The side yard on wider lots is generally around 4', but sometimes the building is centered resulting in somewhat equal side yards
  - Rear: ranged from 30' to 40'.
- Traditionally lot coverage varies on different sized lots and ranges from 20% to 35%. A compatible addition typically increases the total lot coverage to no more than:
  - 42% on a small lot (<6000 SF.),
  - 40% on medium lot (<7000 SF.),
  - 38% on a large lot (≥7000 SF.)
- Avoid excessive loss of existing rear and side yard open space with a large addition.

Locate an addition to minimize its visual impact on traditional open space patterns.

Building Size and Compatibility

Because contributing structures are the most important buildings in the historic district, they must remain prominent. That means that an addition should be visually subordinate, or secondary, to the original contributing building. This can be achieved by limiting the addition's size, complexity of its design, and locating it far enough from the street to be visually subordinate to the traditional size of the original house.

Additions to noncontributing structures also should be compatible with the scale and proportion of the contributing buildings in the context area. This applies to the building overall, as well as to individual building elements.

5.8 Avoid complex building forms or roof shapes in the addition.

For Additions to Contributing Buildings

5.9 Keep an addition visually subordinate to the historic building.

- Locate the addition where it will not be highly visible from the public right-of-way.
- Typically a one-story historic building is between 1000 SF. and 1500 SF. A compatible addition should not increase the total square footage of the building(s) on a:
  - small lot (<6000 SF.) to more than 2200 SF.
  - medium lot (<7000 SF.) to more than 2500 SF.
  - large lot (≥7000 SF.) to more than 2800 SF.

  Note: The larger square footages consider some two-story building components to the rear (attached and detached).

Keep an addition visually subordinate to the historic building. This can be achieved by locating it to the rear of the building, keeping it simple in design, providing similar plate heights, ensuring the side wall lengths and front wall width is subordinate to the historic building, and providing a front sloping roof form on the addition, for example.

5.10 Manage the addition's size, scale, and proportions (relationships between building elements).

- A rear addition may be one story or two stories tall. Plate heights should be similar to those of the existing building.
- The finished-floor height of an addition should match the finished-floor height of the existing building.
- Eave heights for an addition should be the same or lower than the existing building when the addition is attached directly to the existing building. When the existing building and addition are separated by a connector, the eave height may be 12–18 inches taller, as long as the addition remains visually subordinate.
- Plate heights of an addition should match those of the existing building; in general, second-floor plate height should be less than first-floor plate height.
- Maintain the historic heights, widths, and proportions of building elements and architectural details (including doors and windows).
- Use traditional proportions of solid walls to voids (windows, doors, and porches).

Please Note:

The entire planned project should be presented in the Certificate of Appropriateness application(s). Applicants who hold back "future phases" of a project in order to gain approval for initial work may find that subsequent proposals will not be approved, if the cumulative effect of all of the changes is too great and, collectively, diminishes the integrity of the building.

For Additions to Noncontributing Buildings

5.11 Design an appropriately sized addition.

- Design the addition with overall height, porch eave height, main roof eave height, and ceiling (plate) heights that are consistent with the existing noncontributing structure. Additions to noncontributing structures also should be compatible with the scale and proportion of the contributing buildings in the context area.
- Typically a one-story historic building is between 1000 SF. and 1500 SF. A compatible addition should not increase the total square footage of the building(s) on a:
  - small lot (<6000 SF.) to more than 2200 SF.
  - medium lot (<7000 SF.) to more than 2500 SF.
  - large lot (≥7000 SF.) to more than 2800 SF.

  Note: The larger square footages consider some two-story building components to the rear (attached and detached).

Differentiation

An addition to a contributing building must be differentiated from the existing building such that a person looking at the property will be able to tell where the historic building starts and the addition begins.

5.12 Differentiate an addition from the contributing building.

- Some options for achieving appropriate differentiation are provided below; this is not an exhaustive list. Which of these might be appropriate, as well as how many may need to be used, will depend on the scope of the specific project. These apply to both residential and commercial/institutional properties.
  - The size, profile, type, color, or orientation of materials may be different. For example, a building which is clad in wood siding may have an addition clad in cementitious fiber siding.
  - Roof shape may be different; for example, consider a hipped roof on the addition to a house with a gabled roof.
  - Roof height or pitch may be lower than the existing building.
  - Eave height of the addition may be slightly higher or lower than the existing building.
  - Eave style may be different; for example, consider using boxed eaves on an addition to a house with open rafter tails; the eave depth (overhang) may be different.
  - Windows in an addition may have a simpler lite pattern than the windows in the existing building.
  - A trim board alone used to cover the seam between an addition and the existing building may be sufficient only on modest, one-story additions.

5.13 For an addition to a noncontributing building, choose materials that are compatible with the existing building and other contributing buildings in the context area.

- The materials used in an addition may match or be compatible with the existing noncontributing building; matching is not required. The goal should be to avoid making a noncontributing building even more out of character with the historic district than it already is.
- If the existing noncontributing structure is in a style incompatible with the district, and the owner wants to change the entire structure to a more compatible style, that is appropriate.

- If the materials for the addition to a noncontributing building are different:
  - Alternative materials, such as smooth (not textured) cementitious fiber siding, may be used when they appear compatible with traditional materials (such as wood siding) used on the existing building and contributing buildings in the context area. Choose a material that is similar in size, texture, and finish, particularly if the addition is taller or wider than the existing building.
- Avoid materials that fail to match the look of traditional building elements, such as window sills that do not project from the wall, or imitation keystones above windows or doors.
- Avoid over-scaled materials, such as extra-large bricks.

The roof of the addition may be slightly different from the roof of the existing building.

5.14 The roof of the addition may be slightly different from the roof of the existing building.

- When the addition will be attached directly to the existing building (with no hyphen), a slight change in roof height may be appropriate, to distinguish old from new.
- When an addition will be separated with a connector of sufficient length, a small difference in eave height (12–18 inches) may be appropriate.
- The ridge length of a two-story addition should appear subordinate to the historic building.
- The pitch of the roof on the addition should be less than or equal to that of the historic building.
- Whether the existing house has a gabled roof or a hipped roof, a hipped roof on an addition often can help to minimize its perceived size.
- Use roofing materials that match the original building when the addition will be differentiated in other ways. A subtle change in style or color is also appropriate.

The use of cementitious siding and a contemporary detail in the gable are ways in which to differentiate an addition to a historic building.

5.15 Architectural details can be contemporary on an addition.

- An addition should look as if it were built in its own time, rather than like a historic replica. When using contemporary architectural details, ensure that they are appropriately sized (similar to the existing building). New interpretations of traditional detailing are encouraged.

The two contributing structures above remain prominent. The new modest two-story detached additions are visually subordinate, to the original contributing buildings, since they are located to the rear of the historic building. Also, the larger detached building in the bottom photo is appropriate since the lot size is larger, and so it doesn't impact open space as much as it would on a smaller lot.

A small addition located to the side of the building is appropriate, if it is set back significantly from the front wall plane.

Location of the Addition

Additions to contributing and noncontributing buildings should be limited to locations where they will not overwhelm the existing building. While there is more flexibility with noncontributing buildings, an addition should not make the existing building even more noncontributing, which could adversely affect the context area as well as the historic district as a whole. For more information, see "Prioritizing Character-Defining Features by Location," on page 2-7.

5.16 Select a less visible location for parts of the addition where more flexibility in design is desired.

- Consider locating special design elements on rear walls, side walls toward the rear of the addition, and portions of the addition which are obscured from view by the existing building. Keep in mind, however, that an addition should be compatible, overall, with the existing building and other contributing buildings in the context area.

5.17 Locate a rooftop addition in the rear portion of the house.

- In addition to the COH "Shall Approves," a combination rooftop-rear addition should be set back substantially, such that the historic roof remains predominant.

5.18 A small addition may be added to a side wall.

- When a bit of extra space is needed to accommodate a slightly larger bathroom, laundry room, staircase, bay window, etc., a small addition can be added to a side wall.
- A small side addition may be located at or behind the midpoint of the historic side wall to which it is attached.
- Locate the small addition away from the corner of the building, in order to preserve the original building form.
- Only one small addition of this type should be added per wall.
- Use the same or similar material for wall cladding as the side wall to which the small addition is attached, and trim the joints appropriately.
- Cover the small addition with a pent, gabled, or hipped roof covered with the same or similar material as the main roof of the house.
- The eaves of this addition may be the same as or lower than the existing eaves.

5.19 A modest porte cochére may be added to a side wall.

- A modest sized porte cochére may be located at or behind the midpoint of the historic side wall to which it is attached.
- Locate the porte cochére away from the corner of the building, in order to preserve the original building form.
- Use the same or similar materials for the trim work, supports and roof, as the historic porch.
- Cover a porte cochére with a gabled, or hipped roof.
- The eave line of the porte cochére should be the same or similar to the one-story eave line of the porch or building.
- The porte cochére should never be enclosed on any sides.

Wall Cladding

The structural wall system of a modern building or a new addition is covered with some form of cladding for both functional and decorative purposes. Wall cladding protects the interior of a building from weather and gives a building much of its character. Wood siding was the primary material used historically and much of it remains in place today. Typical wall materials used today include siding, brick veneer, and stucco.

Siding

Siding is often identified by its *profile*, or the shape of the cut end of a board. Some particularly distinctive shapes are clapboard, beveled, rabbeted bevel (aka Dolly Varden), Dutch lap, drop, and shiplap siding. The 117 and 105 profiles are particularly common designs in many of Houston's historic districts. The size of the *reveal* (the portion of the siding board that is visible) and the finish of the siding, whether smooth or textured, also contribute to the overall visual impact of siding.

5.20 If siding is desired, select a product with a traditional profile.

- An addition to a wood sided building may be clad in wood siding, such as douglas fir or cypress.
- An addition to a brick, or stucco building may be clad in wood siding, such as douglas fir or cypress.
- Decorative shingles may be installed in limited areas, such as within gables.
- Imitation woodgrain texture is inappropriate.
- Alternative materials

Please Note:

Stone veneer and paneled siding (such as T-111, cementitious paneling, or imitation stone or brick paneling) are not appropriate for additions in the Woodland Heights Historic District.

If siding is desired, select a product with a traditional profile.

Historically, brick was often used as an accent material for porch columns and chimneys. The continued use of brick as an accent material in an addition would also be appropriate. It should be used in a similar manner.

Masonry

Some of the houses in the Woodland Heights Historic District were constructed of brick; this is an appropriate primary cladding material for most additions to those buildings.

5.21 If masonry is desired, select a product that is compatible with the existing building.

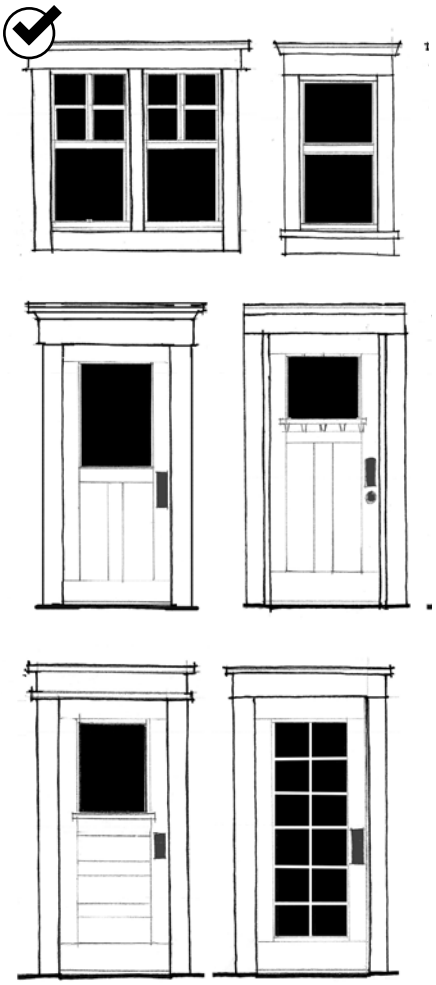
- An addition to an existing brick building may be clad with brick of the same or a different color or size, and the brick may be laid in a different bond pattern in order to distinguish new from old.
- Stained brick on a new addition may be appropriate if the masonry and mortar colors have a similar contrast as the traditional masonry. Painted masonry is inappropriate.
- A brick addition is not appropriate for a building clad in siding.
- An addition to an existing stucco building may be plastered with Portland cement-based stucco. Exterior insulation and finish system (EIFS, also known as "synthetic stucco") is not an appropriate application.
- Stone is an inappropriate wall material for an addition.
- The following materials are appropriate:
  - Brick
  - Brick veneer
  - Authentic stucco

Windows and Doors

Since windows and doors are key character-defining features of a historic building, it is important to choose window and door designs for an addition that will be complementary and compatible. Compatibility can be achieved through similar scale and proportions, design of individual units, and placement of windows in relation to one another. Greater flexibility in design and arrangement can be considered in less visible locations, such as toward the rear of the addition.

5.22 Select windows and doors that are compatible with those in the existing building and other contributing buildings in the context area.

- Maintain a similar proportion (solid-to-void ratio) between window/door openings and solid wall surfaces on a new wall that will be visible from the street.
- Select windows and doors that are similar in scale and proportion to those on the existing building.
- Arrange windows and doors to be similar to the existing building. For example, if a historic house has paired windows, consider pairing windows on the addition as well.
- Windows on the addition may match the general lite pattern of windows on the existing house, or may be more simple, but should not be more complex. For example, if the existing windows are two-over-two, the addition windows could be two-over-two, two-over-one, or one-over-one.
- Historically, decorative windows were sometimes used in front-facing locations. However, the presence of decorative windows on a historic building does not justify the use of decorative windows on the addition.
- Doors on the addition may match the design of doors on the existing building or may be more simple in design, but should not be more complex. For example, if the existing front entrance includes a door with transom and sidelights, an addition to that building might include a door with a similar design, but no sidelights or transom.
- Windows should be recessed and inset, with a traditional profile. Flush, fin-mounted windows are not appropriate.
- Window and door openings must be finished with trim that is similar in size and finish to the trim found on the existing building. New trim may have a different profile.



Use doors and windows with proportions and materials that are compatible with the context area in locations that will be highly visible from the street.

Consider using new interpretations of windows, doors, and other features that are compatible with the scale proportions and design of historic buildings.

NOTE:

Finished-floor height standards may change if new data becomes available. For example, if FEMA flood hazard maps, when updated, indicate that buildings in these historic districts are at risk of flooding, the maximum finished-floor height will be revisited at that time using applicable technical data. Please contact Historic Preservation Office staff with any questions.

Porches

A new porch may be added in a location where it will not affect the integrity of the historic building, such as at the rear or toward the rear on a side wall. A new porch by itself is not considered an addition unless it is enclosed with windows and walls, like a sunroom.

A new porch can also be included as part of a larger addition, particularly when the porch helps to reduce the perceived mass and scale of the addition.

5.23 Design a new porch to be compatible with the existing building.

- Keep the scale, proportion, and character of the new porch compatible with the historic structure. New interpretations of traditional designs are appropriate; for example, a new porch on a Craftsman bungalow might incorporate full-height square porch columns instead of partial-height columns set on masonry bases.
- Match the finished floor height of the new porch to the existing building.
- The eave height of a new porch can match the eave height of an existing front porch or be lower.
- Use materials that are similar in scale, proportion, texture, and finish to an existing front porch.

Foundations

An addition may be built on a pier-and-beam, concrete perimeter wall, or slab-on-grade foundation, as long as it is detailed to look like pier-and-beam.

5.24 Design a new foundation to be compatible with the existing building.

- The finished-floor height of the addition should match that of the existing house.
- Piers may be poured concrete or concrete masonry units (CMU).
- Piers may be clad in brick for a traditional appearance.
- Use traditional or contemporary designs for skirting or screening an addition's foundation, but install the screening within a frame located between piers; see example on page **4-26** and page **4-27**.

Roofs

Although -- for simplicity's sake -- many of the examples of additions shown on the pages at the end of this section have gabled roofs, the following types of roofs are also appropriate for additions:

- Gabled (front-gabled, side-gabled, cross-gabled)
- Hipped
- Hip-on-gable
- Gable-on-hip

A front gabled roof

5.25 Design the roof of an addition to be compatible with the existing building.

- Roof pitch should be the same or less than that of the existing building.
- Asphalt or composition shingles are allowed in either three-tab or architectural (dimensional) styles.
- A metal roof is not appropriate on an addition.

A hipped roof

Dormers

A dormer is a small structure that projects from (sticks out of) the roof and has its own roof, window(s), and walls. Dormers were often used, historically, to house a window so that light and/or air could enter an attic space. In some cases, dormers are used to create headroom in upper floors and finished attics, creating additional livable space. Traditionally, dormers in Woodland Heights faced the street and their roofs are mostly the same style (gabled or hipped). They also retain a low profile and do not overwhelm the scale of the building. Low-profile, front-facing dormers are a common feature on bungalows in Woodland Heights.

A hip-on-gable roof

5.26 Design a dormer to be subordinate in scale and character to the primary roof.

- A dormer may be incorporated into a one or one-and-a-half story building addition. See appropriate configurations on page **4-33** and page **4-34**.
- Locate a dormer to avoid impacting privacy for abutting neighbors.

Chimneys

Chimneys appear on many historic buildings in Woodland Heights. In addition to being functional, chimneys are distinctive features which accent rooflines. For more information about chimneys, please see page **4-35**.

5.27 A chimney in an addition should appear similar to those seen historically:

- The chimney should be built of or clad in brick.
- Bare metal chimney pipes and chimneys clad in siding are not appropriate.
- A chimney may be located on a side or rear wall or interior of the building. Chimneys are not allowed on front walls.

Other Items

The following may be used on a residential or commercial addition as part of its construction. They must be included in the COA for the addition. If any of these are to be installed later, that project will require a separate COA.

- Solar panels
- Satellite dishes or antennae
- Low-profile skylights
- Burglar bars on windows and doors, and other security devices
- Accessibility ramps or lifts
- Signs

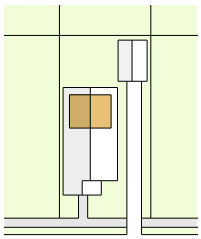
For more information about these items, please see Section 4.

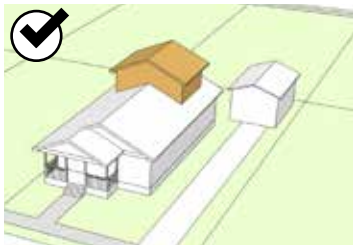
Appropriate and Inappropriate Rooftop Addition Alternatives

These images illustrate how the design guidelines for adding a rooftop addition would apply to a series of alternatives.

1. Addition Set Back Substantially with Tall Walls Inset from Historic Walls

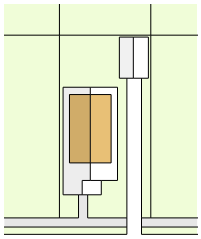
- Proportionally the length of the addition is subordinate to the length of the side wall
- Roof pitch matches historic building
- Eave line is maintained
- Maintains all corners of historic structure





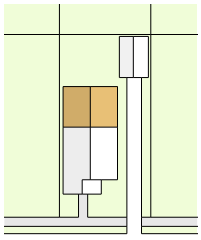
2. Addition Set Back Minimally with Tall Walls Inset from Historic Walls*

- Proportionally the length of the addition dominates the historic building.
- A substantial portion of the historic roof material is removed.



3. Addition Set Back Substantially with Tall Walls Aligned with Historic Walls**

- Proportionally the height of the addition at the eave is too tall and dominates the historic building.
- Eave line is somewhat maintained



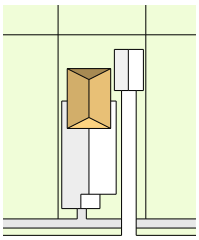
** Note: The guidelines related to this topic reflect best practices in historic preservation and opinions expressed in previous community input from 2017.*
***Note: The city's preservation ordinance stipulates that this option shall be approved under specific conditions, although it is not recommended as a best practice.*

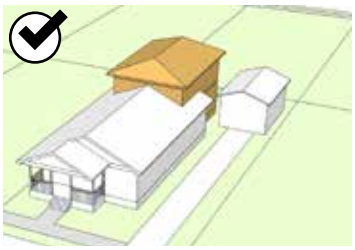
Appropriate and inappropriate Addition Combinations

These images illustrate how the design guidelines for adding a combination of rear and rooftop additions would apply to a series of alternatives.

1. Combination of Rooftop Addition and Moderate Two-Story Rear Addition*

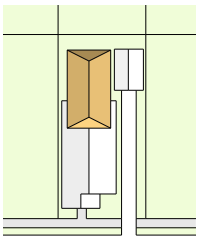
- Proportionally the wall length of the combined rooftop and two-story addition is subordinate to the historic building
- Maintains all corners of historic structure
- Addition has minimal impact on rear yard open space

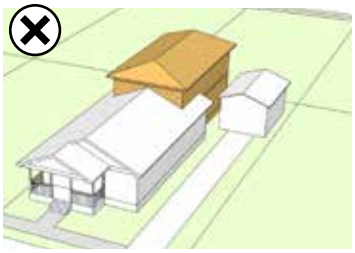




2. Combination of Rooftop Addition and Long Two-Story Rear Addition*

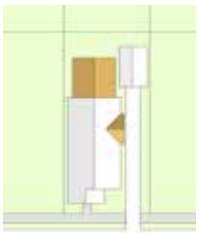
- Proportionally the wall length of the combined rooftop and two-story addition dominates the historic building,
- Addition substantially impacts the rear yard open space.

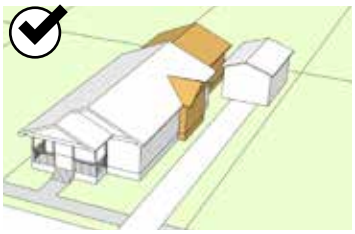




3. Combination of One-Story Side Addition and Moderate One-Story Rear Addition

- Proportionally the wall length of the combined one-story rear and side addition is subordinate to the historic building.
- Side addition is substantially set back from the front wall plane
- Rear addition has moderate impact on rear yard open space
- Maintains all corners of historic structure





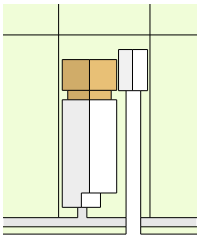
** Note: The guidelines related to this topic reflect best practices in historic preservation and opinions expressed in previous community input from 2017.*

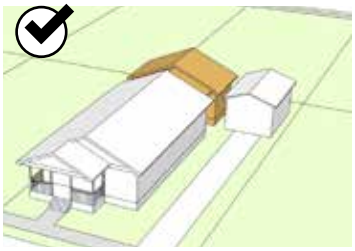
Appropriate and inappropriate Rear Addition Alternatives

These images illustrate how the design guidelines for adding a rear addition would apply to a series of alternatives.

1. One-Story Addition with Hyphen and Walls Aligned with Historic Walls

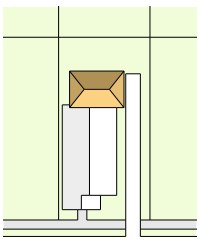
- Proportionally the wall length of the of the addition is subordinate to the historic building
- Roof pitch matches historic building
- Maintains all corners of historic structure
- Addition has moderate impact on rear yard open space

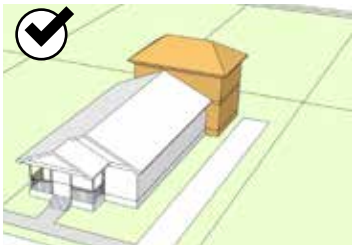




2. Two-Story Addition Inset from One Historic Wall and Offset from the other Historic Wall

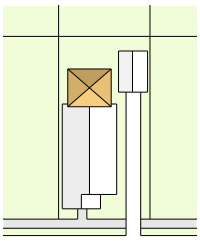
- Proportionally the side wall length of the of the addition is subordinate to the historic building
- Maintains the majority of historic structure corners
- Addition has minimal impact on rear yard open space

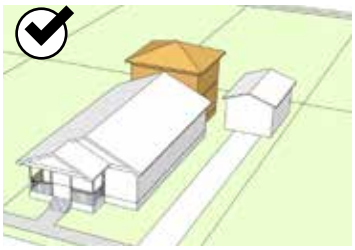




3. Two-Story Addition Inset from Historic Walls

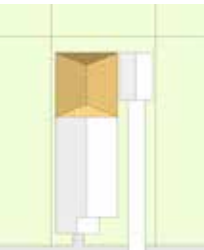
- Proportionally the wall length of the of the addition is subordinate to the historic building
- Maintains all corners of historic structure
- Addition has minimal impact on rear yard open space

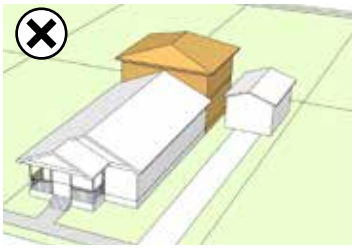




4. Two-Story Addition with Walls Aligned with Historic Walls*

- Proportionally the wall length of the two-story addition dominates the historic building
- Does not maintain corners of historic structure
- Addition has some impact on rear yard open space





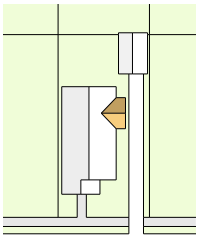
** Note: The guidelines related to this topic reflect best practices in historic preservation and opinions expressed in previous community input from 2017.*

Appropriate and inappropriate Side Addition Alternatives

These images illustrate how the design guidelines for adding a side addition would apply to a series of alternatives.

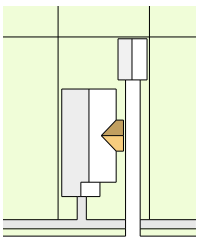
1. One-Story, Moderate Size Addition at Rear of Side Wall

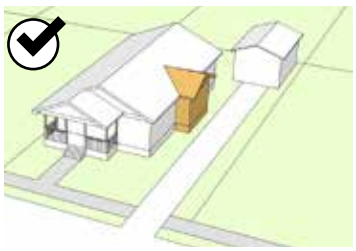
- Addition is set back substantially from the front wall plane
- Proportionally the front wall and side wall of the addition is subordinate to the historic building.
- Eave line aligns



2. One-Story, Moderate Size Addition at Front of Side Wall

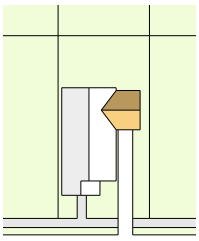
- Addition is set back somewhat from the front wall plane
- Proportionally the front wall and side wall of the addition is subordinate to the historic building.
- Eave line aligns

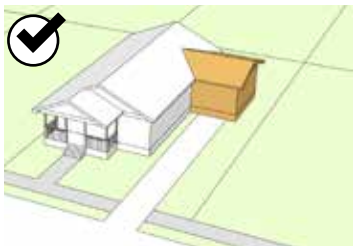




3. One-Story, Large Size Garage Addition at Rear of Side Wall

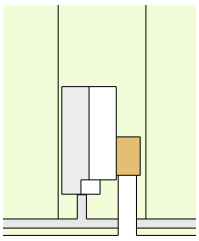
- Addition is set back substantially from the front wall plane
- Proportionally the front wall and side wall of the addition is somewhat subordinate to the historic building.
- Eave line aligns





4. Attached Carport Addition at Front of Side Wall*

- Addition is too close to the front wall plane



** Note: The guidelines related to this topic reflect best practices in historic preservation and opinions expressed in previous community input from 2017.*

SECTION 6: DESIGN GUIDELINES FOR NEW CONSTRUCTION

Historic districts can change over time and still retain the qualities that make the area historically, culturally, and architecturally significant. One way we accomplish this is by designing new buildings to be compatible with the historic context. For the purposes of this document, new construction means an entirely new building or structure, rather than an addition. The construction of any new building or structure within a historic district requires a Certificate of Appropriateness.

Compatibility does not require a new building to mimic historic properties; in fact, the City encourages contemporary design within its historic districts. When a new building is constructed, its design should relate to historic buildings in the area through mass, form, scale, proportion, siting, and materials, but not directly imitate historic styles. Instead, a new building should be "of its own time."

A new building can relate to historic buildings in the area by being similar in:

- The way contributing buildings (and their front doors) are oriented to the street
- The basic forms and materials of nearby contributing buildings
- The height of contributing buildings' foundations, porches, eaves, and walls
- The arrangement of windows and doors on the fronts of contributing buildings

These basic design elements are more important than the details of individual architectural styles. As a result, new buildings can be compatible with the historic district even when they are clearly of contemporary design and construction.

This section includes design guidelines for new infill construction.

In This Section

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Design Considerations **6-3**
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- Building Orientation 6-4
- Building Size and Compatibility 6-5
- Differentiation 6-8
- Wall Cladding 6-9
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- Garages 6-15
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INTRODUCTION

The Woodland Heights Historic District contains both contributing and noncontributing structures. Contributing buildings, which are used to determine compatibility for alterations to existing buildings, as well as additions and new construction, are mostly one-story single-family residential buildings, but also include a few two-story buildings.

The district also contains some noncontributing buildings of various sizes, some of which are quite large. Many of these were constructed before protections for the historic district were established through the historic preservation ordinance.

Each COA application is considered based on its own merits, the unique conditions of the property in question, and the ordinance criteria and design guidelines in place at the time of application. Because the City's historic preservation ordinance has evolved over time, some new buildings which were previously approved by the HAHC might not be approved today.

Even if the same project was proposed for a property within the historic district, differences in the existing contributing structures and the context area for this location could result in a different decision regarding compatibility.

Note: The numbers provided in this section reflect best practices in historic preservation and opinions expressed in community input from 2017.

DESIGN CONSIDERATIONS

This section provides design guidelines for new construction. These require interpretation to ensure that the proposed project is compatible with the contributing structures in the context area.

Open Space, Lot Coverage and Setbacks

Open space is the amount of horizontal ground surface on a parcel that is either landscaped, or paved for a drive or walkway. There are instances when lot coverage and setback guidelines are provided to help to maintain open space on a property to preserve the neighborhood setting.

Advantages of retaining open space on a site:

- Helps preserve side and rear yards
- Reduces privacy impacts by discouraging larger structures from extending substantially into the rear yard
- Can reduce pressure to remove mature trees
- Can retain permeable surfaces
- Allows air to circulate through the site and built environment

6.1 Locate a new building to minimize its visual impact on traditional open space patterns.

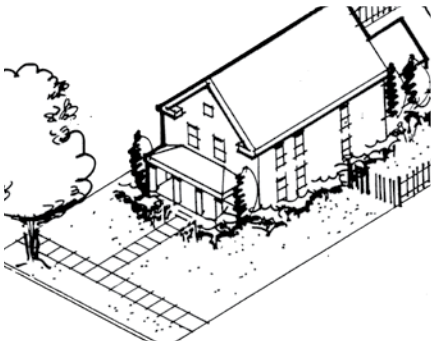
- Reflect the typical open space pattern at the front, sides and rear of the structure to retain the harmony of the setting. Typical setbacks are:
  - Front: 15'
  - Side: 4' (one side-allowing a drive on the opposite side)
  - Rear: 15'(one-story) - 20'(two-story)
- Traditionally lot coverage varies on different sized lots and ranges from 20% to 35%. For a compatible new building, the total lot coverage should be no more than:
  - 42% on a small lot (<6000 SF.)
  - 40% on a medium lot (<7000 SF.)
  - 38% on a large lot (≥7000 SF.)
- Avoid excessive loss of existing open space with a large building.

Lot Coverage:

Lot coverage is a measure of the percentage of a lot's surface that is covered by buildings, expressed as a percentage (such as 40%). Lot coverage is calculated by dividing the total area of the building footprint by the total area of the lot and multiplying by 100. The primary building footprint is measured at the outside of exterior walls.

Setbacks:

New structures and additions must be located at a minimum distance from the front and side property lines. Those distances, also known as setbacks, are measured from the property line to the closest wall, porch, or exterior feature.



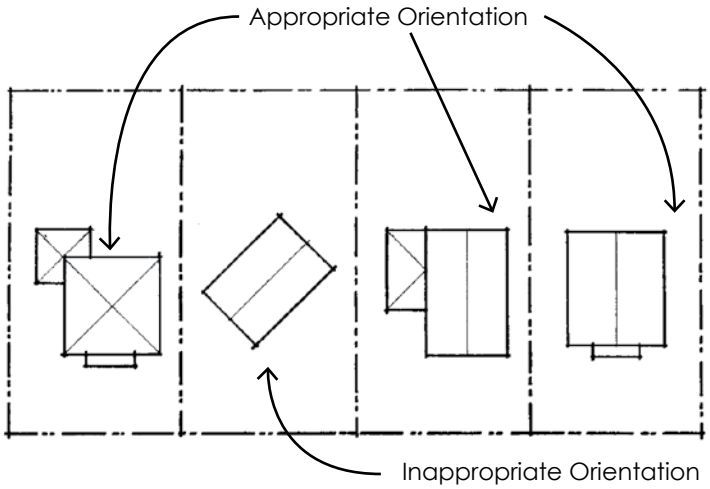
Orient the face of a building to the street.

Building Orientation

The way in which buildings address the street is an important characteristic of the streetscape. Most buildings in the Woodland Heights Historic District face the street, with very few exceptions. In most cases, front doors also face the street, although some houses have inset porches with side-facing doors that open onto the front-facing porch. Commercial buildings also face the street.

6.2 Design a new building with a primary entry door that faces the street, rather than a side property line.

- Site a building with its front wall parallel to the street.



A new building should be oriented to be compatible with contributing buildings in the context area.

Building Size and Compatibility

Because contributing structures are the most important buildings in the historic district, they must remain prominent. That means that a new building should be visually subordinate, or secondary, to its contributing neighbors. New construction must be compatible with the massing (architectural form), scale and proportion of contributing buildings in the context area. This applies to the building overall, as well as to individual building elements.

6.3 Use simple rectangular building forms.

6.4 Design a new building to be compatible in size and form.

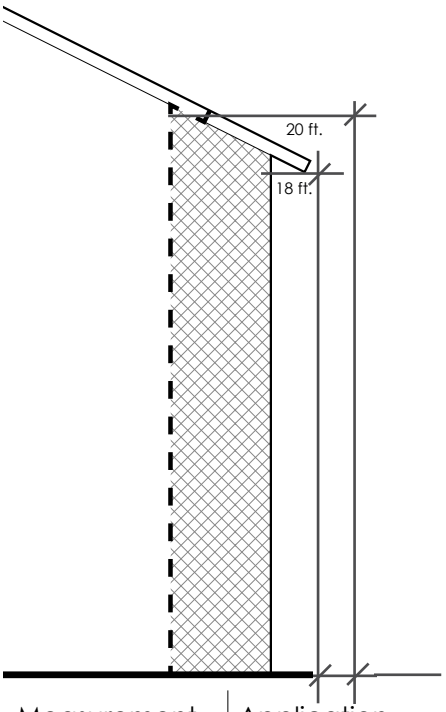
- If most contributing structures in the context area are fairly simple in design, the new building should similarly be fairly modest.
- Typically a one-story historic building is between 1000 SF. and 1500 SF. A compatible new building should not exceed:
  - 2200 SF. on a small lot (<6000 SF.)
  - 2500 SF. on a medium lot (<7000 SF.)
  - 2800 SF. on a large lot (≥7000 SF.)

  Note: The larger square footages consider some two-story building components to the rear (attached and detached).

6.5 Design a new building to be compatible in height with contributing buildings in the context area.

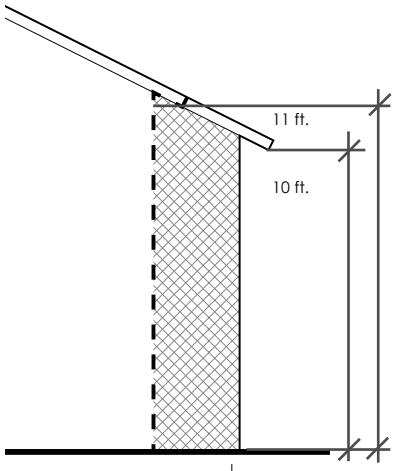
- A new building should have a one-story component and a porch in front.
- Use a roof eave, foundation, and wall (plate) heights that are consistent with contributing buildings in the context area.
- Use header heights for doors and windows that are similar to contributing buildings in the context area.
- First-floor finished-floor height should not exceed 30 inches above natural grade unless the finished-floor height of contributing buildings in the context area is greater.

APPROPRIATE PRIMARY BUILDING 2-STORY EAVE HEIGHT RANGE



Measurement	Application
Range from 18-20 ft.	Typical 2-story eave heights

APPROPRIATE PRIMARY BUILDING 1-STORY EAVE HEIGHT RANGE



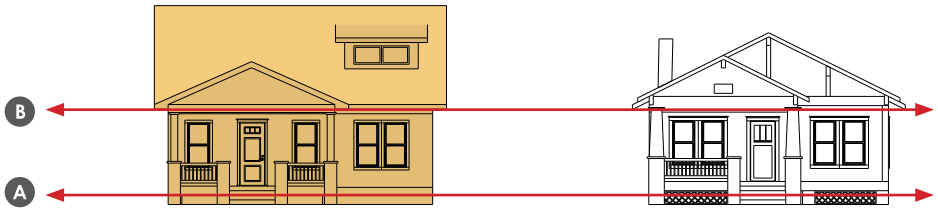
Measurement	Application
Range from 10-11 ft.	Typical 1-story eave heights

Design the building with primary building roof eave heights that are consistent with contributing buildings in the context area.

NOTE:

Finished-floor height standards may change if new data becomes available. For example, if FEMA flood hazard maps, when updated, indicate that buildings in these historic districts are at risk of flooding, the maximum finished-floor height will be revisited at that time using applicable technical data. Please contact Historic Preservation Office staff with any questions.

NEW BUILDING **HISTORIC BUILDING**

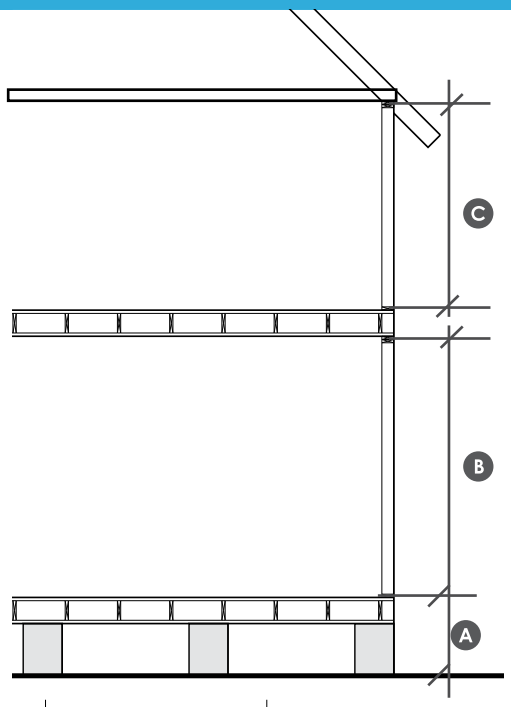


Use roof eave and foundation heights that are consistent with contributing buildings in the context area.

A Foundation height aligned

B Porch eave height aligned

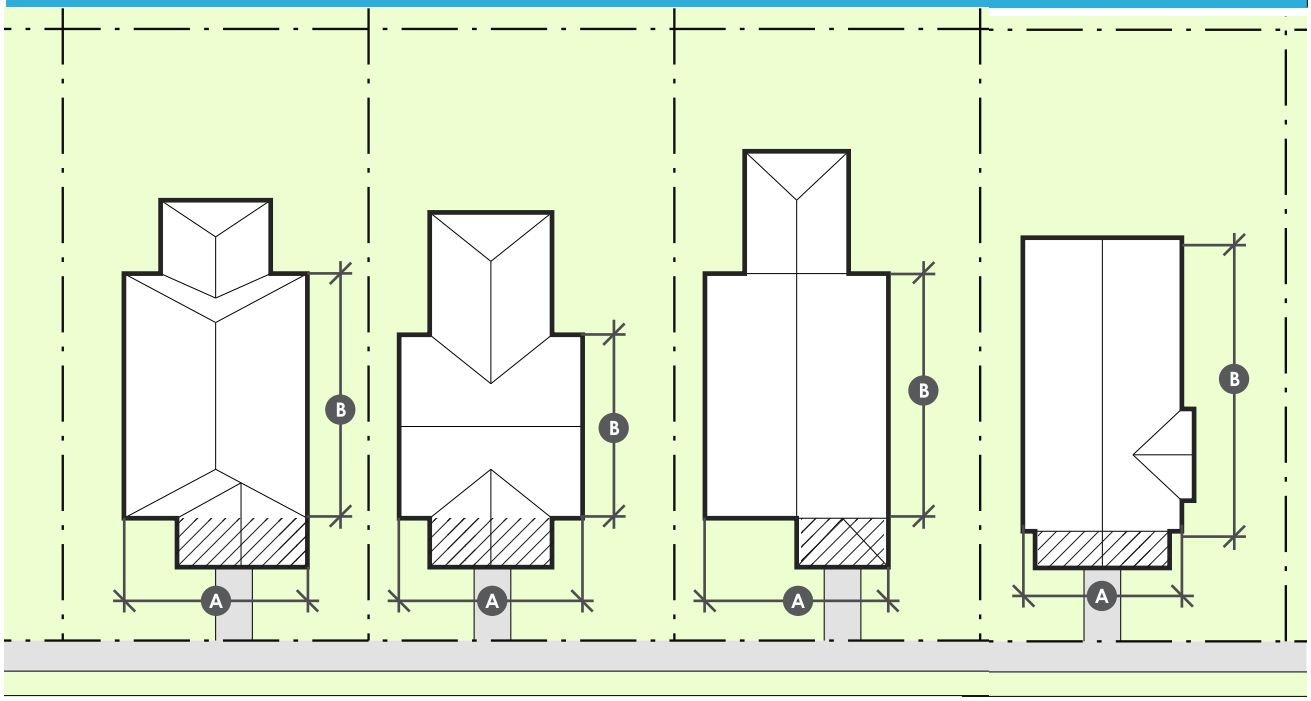
APPROPRIATE PRIMARY BUILDING WALL PLATE HEIGHT



Key	Measurement	Application
A	24 IN. - 30 IN.	Typical finished floor height (as measured at the front of the structure)
B	8 FT. - 9 ft.	Typical first floor plate height
C	8 ft.	Typical second floor plate height

Design a new building with wall (plate) heights that are consistent with contributing buildings in the context area. Where new buildings include two-stories, the wall plate height of the upper story should be similar to the existing first floor wall plate height or lower.

TYPICAL EXISTING FRONT WALL WIDTHS AND SIDE WALL LENGTHS FOR FRONT BUILDING VOLUMES



Design the front building volume to be consistent with contributing buildings in the context area. The illustration above shows front wall widths and side wall lengths of typical contributing buildings in the district.

Key	Measurement	Application
A	26-30 FT.	Typical one-story front wall width
B	40-50 FT.	Typical one-story side wall length before an inset

6.6 Design a new building to be compatible in width and length with contributing buildings in the context area.

- Design the front building wall width to be similar to contributing buildings in the context area. One-story buildings are typically 26 to 30 FT. wide.
- Design a side wall length to be similar to contributing buildings in the context area. A typical side wall is 40 FT. long; a few are longer, sometimes up to 50 FT. If the wall is longer, an inset should be provided for the remainder of the wall length. A height change sometimes occurs at this transition as well.

6.7 Design a new building to be compatible in its use of solid to void ratio with contributing buildings in the context area.

- Use traditional proportions of solid walls to voids (windows, doors, and porches).

An appropriate new-construction window

Use new interpretations of porch columns, railings, windows, and doors to distinguish new construction from older buildings.

Differentiation

A new building should be differentiated from the contributing buildings in the context, such that, a person looking at the property will be able to tell that it is new. It should also be compatible with the contributing buildings in the context.

6.8 Design a new building to reflect compatible, contemporary trends in architecture.

- Designs should be "differentiated but compatible." Attempts to design new "historic" buildings often fail because of inaccurate scale, proportions, and detailing. In addition, designing in a historic style confuses history and the understanding of the district.
- Use materials that are similar in dimensions, profile, and finish to traditional materials.
- Do not use materials that only approximate the look of traditional building elements, such as faux window sills that are flush with the wall.
- Use new interpretations of porch columns, railings, windows, and doors to distinguish new construction from older buildings.
- Use contemporary designs for skirting or screening a foundation, but install the screening in a traditional manner.
- Use simple roof forms of moderate pitch.
- No specific architectural styles are required. Traditional architectural styles are inappropriate.

Use new interpretations of porch columns, railings, windows, and doors to distinguish new construction from older buildings.

Wall Cladding

The structural wall system of a modern building is covered with some form of cladding for both functional and decorative purposes. Wall cladding protects the interior of a building from weather and gives a building much of its character. Wood siding was the primary material used historically and much of it remains in place today. Typical wall materials used today include siding, brick veneer, and stucco.

Siding

Siding is often identified by its *profile*, or the shape of the cut end of a board. Traditionally, some particularly distinctive shapes are clapboard, beveled, rabbeted bevel (aka Dolly Varden), Dutch lap, drop, and shiplap siding. The 117 and 105 profiles are particularly common designs in many of Houston's historic districts. The size of the *reveal* (the portion of the siding board that is visible) and the finish of the siding, whether smooth or textured, also contribute to the overall visual impact of siding. New siding should be similar, but different than historic siding.

6.9 If siding is desired, select a product with a size and profile that is similar to that of traditional siding.

- The following siding materials are appropriate:
  - Horizontal wood siding, such as douglas fir or cypress
  - Cementitious fiber (fiber cement) siding, including that with a larger profile or size than traditional wood (although always the smooth version, not imitation wood grain)
- Vinyl siding (not recommended)
- An imitation woodgrain textured product is inappropriate.
- Decorative shingles with contemporary patterns may be installed in limited areas, such as within gables.

This example of new infill with contemporary design is compatible because the siding size and profile is similar to that of traditional siding.

Historically, brick was often used as an accent material for porch columns and chimneys. The continued use of brick as an accent material in new construction would also be appropriate. It should be used in a similar manner.

If masonry is to be used, select a product that appears similar in scale, texture, and finish to that seen historically.

Masonry

There are a number of buildings in the Woodland Heights Historic District that were constructed in brick or stucco. These are appropriate primary building materials for most new buildings. Brick may also be used for minor building elements, such as chimneys, porch columns, and foundation piers.

6.10 If masonry is to be used, select a product that appears similar in scale, texture, and finish to that seen historically.

- The following materials are appropriate:
  - Brick
  - Brick veneer
  - Authentic stucco
- Exterior insulation and finish system (EIFS) is an inappropriate wall material.
- Stone is an inappropriate wall material.
- Rusticated concrete masonry units (CMU) are only appropriate for porch columns and foundation piers.
- Stained brick on ne construction may be appropriate if the masonry and mortar colors have a similar contrast as the traditional masonry. Painted masonry is inappropriate.

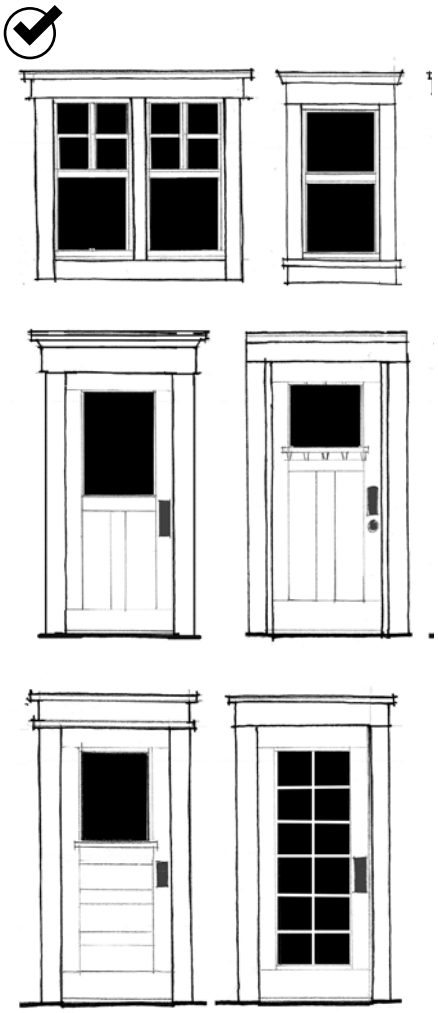
Windows and Doors

Since windows and doors are key character-defining features of a historic building, it is important to choose window and door designs for an addition that will be complementary and compatible. Compatibility can be achieved through similar scale and proportions, design of individual units, and placement of windows in relation to one another. Greater flexibility in design and arrangement can be considered in less visible locations, such as toward the rear of the addition.

6.11 Select windows and doors that are compatible with contributing buildings in the context area.

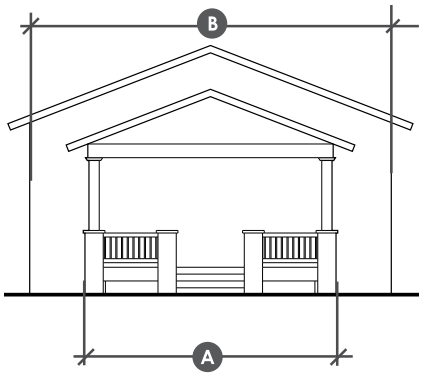
- Consider using new interpretations of windows, doors, and other features.
- Maintain a similar solid-to-void ratio between window/door openings and solid wall surfaces on walls that will be visible from the street, as compared to existing contributing buildings.
- Select windows and doors that are similar in scale and proportion to those in the context area. Other sizes and shapes are also acceptable.
- Decorative windows were used primarily for front rooms in historic houses.
- Windows should be recessed and inset, with a traditional profile. Flush, fin-mounted windows are not allowed.
- Window and door openings should be finished with trim.

Consider using new interpretations of windows, doors, and other features that are compatible with the scale proportions and design of historic buildings.



Use doors and windows with proportions and materials that are compatible with the context area in locations that will be highly visible from the street.

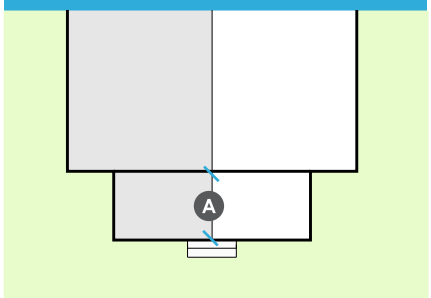
APPROPRIATE FRONT WALL TO PORCH WIDTH



Typical percentage of front wall width that is covered by porch

Key	Measurement
A	50% and greater
B	House Width at Front Wall

APPROPRIATE FRONT PORCH DEPTH



Typical depth of front porch.

Key	Measurement
A	6 FT. - 8 FT.

Porches

New residential buildings should have a front porch. Side or rear porches are also permitted in addition to a front porch.

6.12 Design a new porch to be compatible with the contributing buildings in the context area.

- Porch heights greater than one-story are inappropriate.
- Keep the scale, proportion, and character of the new porch compatible with contributing buildings in the context area. New interpretations of traditional designs are appropriate; for example, a new porch might incorporate full-height square-tapered porch columns instead of partial-height columns set on masonry bases.
- The eave height of a new porch should be similar to the porch eave heights of the contributing buildings in the context area. They are typically lower than the main roof of the building, unless the main roof extends over the porch. Porch eave heights in Bungalow buildings typically range from 9 FT. to 11 FT.
- Design a new residential building with a one-story front porch that is *at least half as wide* as the front wall of the house. A porch that is inset the entire width is also appropriate on a one-story house.
- A new two-story house should only have a one-story porch.
- A typical front porch is at least 6 feet deep; an 8-foot depth is recommended to accommodate porch columns while retaining usable space. Porch depth is often measured from the front of the porch deck at the center of the steps, along a line perpendicular to the front edge of the porch deck, to the closest front wall of the house.
- Use materials that are similar in scale, proportion, texture, and finish to existing front porches.

This column is out of scale with the porch.

Design a porch to be compatible with the context area.

Foundations

A new building may be built on a pier-and-beam, concrete perimeter wall, or slab-on-grade foundation. Slab-on-grade is allowed by the City, as long as it is detailed to look like pier-on-beam construction.

In the event that there is a conflict between the design guidelines and the building code, the more restrictive measure shall prevail.

6.13 Design a new foundation to be compatible with the existing context.

- Piers may be poured concrete or concrete masonry units (CMU).
- Piers may be clad in brick for a traditional appearance.
- Use traditional or contemporary designs for skirting or screening an addition's foundation, but install the screening within a frame located between piers.
- If conditions on a specific lot would require a different finished-floor height in order to meet requirements of the Building Code, please provide that information in the Certificate of Appropriateness application.

Roofs

The following primary roof types are allowed for new construction:

- Gabled (front gabled, side gabled, cross gabled)
- Hipped
- Hip-on-gable
- Gable-on-hip

6.14 Design the roof of a new building to be compatible with contributing buildings in the context area.

- Asphalt or composition shingles are allowed in either three-tab or architectural (dimensional) styles.
- Metal roofs are not allowed on new residential or commercial buildings.
- Flat roofs (less than 3-over-12 pitch) are not allowed on residential buildings.

Dormers

A dormer is a small structure that projects from (sticks out of) the roof and has its own roof, window(s), and walls. Dormers were often used, historically, to house a window so that light could enter an attic space. In some cases, dormers were used to create headroom in upper floors and finished attics, creating additional livable space. Dormers may be found singly or in pairs; sometimes their roofs are the same style (gabled, hipped, etc.)or a shed is provided. In all cases, the roof dormer retains a low profile and does not overwhelm the scale of the building. Traditionally, dormers can be found on some bungalows, but they are not a common feature in Woodland Heights.

6.15 Design a dormer to be subordinate in scale and character to the primary roof.

- Dormers may be incorporated into one and one-and-a-half story buildings. See appropriate configurations on page **4-33** and page **4-34**.
- For a two-story building, dormers may only be located on a rear-facing roof.

Chimneys

Chimneys appear on many historic buildings in Woodland Heights. In addition to being functional, chimneys are distinctive features which accent rooflines. For more information about chimneys, please see page **4-35**.

6.16 Chimneys may be used in new construction under the following conditions:

- The chimney must be built of or clad in brick.
- Bare metal chimney pipes or chimneys clad in siding are not appropriate.
- A chimney may be located on a side or rear wall or interior of the building. Chimneys are not appropriate on front walls.
- Chimneys should be built from the ground up.

Garages

Garages and accessory buildings are historically subordinate in scale and character to the primary building and are typically located to the rear and to the drive side of the lot. Garages are primarily used for storage and parking. While these buildings in the rear generally have little impact on the character of the street, they do have an impact on the character of the neighborhood context especially on these small lots.

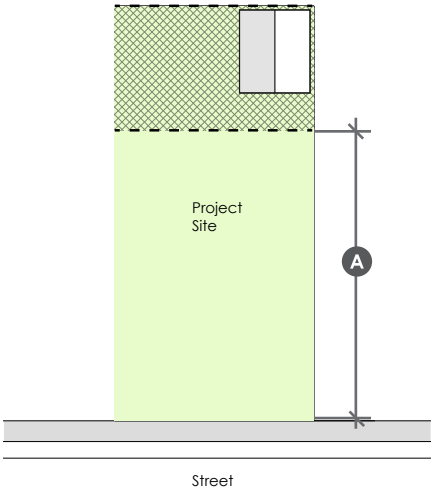
6.17 Locate a garage and accessory building to reinforce the historic context.

- Locate a new garage similar to the range of location in the context area. In most cases this is near the rear property line and it is accessed directly by a side drive.
- On a corner lot, set back a new garage from the side street to minimize impacts to the historic streetscape.

6.18 Design a garage and accessory building to be subordinate to the primary structure.

- Design the building to be smaller in size (footprint and height) than the primary structure.
- Use materials that are visually compatible with those of the primary structure.

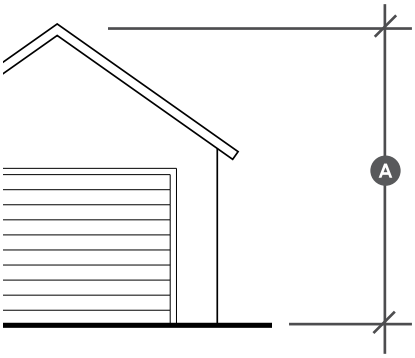
APPROPRIATE GARAGE SETBACK



Typical front property setback.

Key	Measurement
A	60 Ft. or more

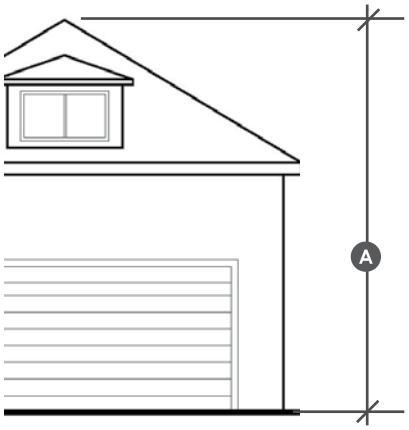
APPROPRIATE 1-STORY GARAGE RIDGE HEIGHT



Typical 1-story garage ridge height range

Key	Measurement
A	14 -16 ft.

APPROPRIATE 1.5-STORY GARAGE RIDGE HEIGHT



Typical 1-1/2-story garage ridge height range

Key	Measurement
A	18 ft.

Detached Garage Ridge Height

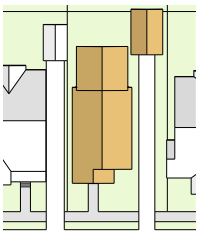
Ridge height is the distance from grade to the top of point of the roof (the "ridge"). These measurements apply to both one and one-and-a-half story detached garages.

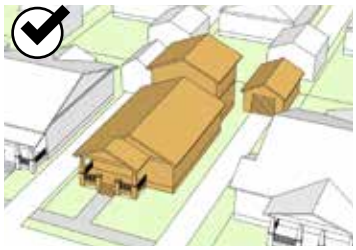
Appropriate New Construction Examples

These images illustrate how the design guidelines for new construction would apply to a series of alternatives.

1. New One and Two-Story Combination

- Front and side yard open space is compatible with typical historic lots
- Rear yard open space is somewhat compatible with typical historic lots



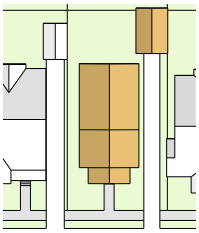


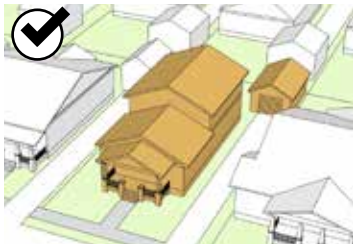
- Rear two-story volume is subordinate to one-story volume
- Roof pitch is similar to typical historic buildings

- One-story porch is similar in proportion to typical one-story historic buildings
- Front one-story volume is similar in proportion to typical one-story historic buildings

2. New One and Two-Story Combination

- Front and side yard open space is compatible with typical historic lots
- Rear yard open space is compatible with typical historic lots



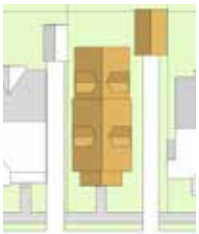


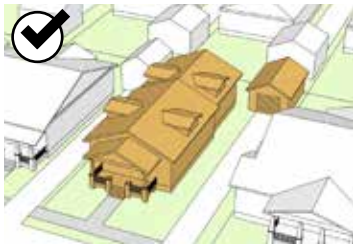
- Rear two-story volume is somewhat subordinate to one-story volume
- Roof pitch is compatible with typical historic buildings

- One-story porch is similar in proportion to typical one-story historic buildings
- Front one-story volume is somewhat similar in proportion to typical one-story historic buildings

3. New One-Story

- Front and side yard open space is compatible with typical historic lots
- Rear yard open space is somewhat compatible with typical historic lots



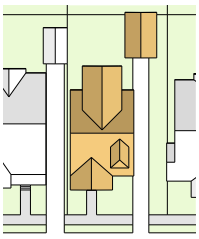


- Rear two-story volume is subordinate to one-story volume
- Roof pitch is similar to typical historic buildings

- One-story porch is similar in proportion to typical one-story historic buildings
- Front one-story volume is similar in proportion to typical one-story historic buildings

4. New One-and-a-Half Story Combination

- Front, side and rear yard open space is compatible with typical historic lots

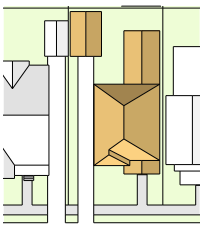


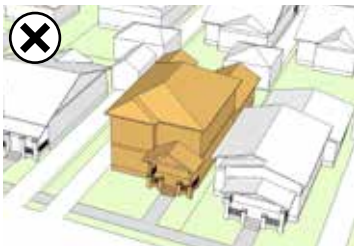
- Roof pitch is similar to typical historic buildings and slopes toward the street

- One-story porch is similar in proportion to typical one-story historic buildings
- Front volume with attic is similar in proportion to typical one-story historic buildings

5. New Two-Story*

- Rear yard open space is incompatible with historic lots.





- Building volume is incompatible with the neighboring historic buildings

- Front building volume is incompatible with the neighboring historic buildings

** Note: The guidelines related to this topic reflect best practices in historic preservation and opinions expressed in previous community input from 2017.*

Other Items

The following may be used on a residential or commercial building as part of its construction. They must be included in the initial COA. If any of these are to be installed later, that project will require a separate COA.

- Solar panels
- Satellite dishes or antennae
- Low-profile skylights
- Burglar bars on windows and doors, and other security devices
- Accessibility ramps or lifts
- Signs

For more information about these items, please see Section 4.

SECTION 7: ADDITIONAL RESOURCES

FOR MORE INFORMATION

A wide variety of resources are available to assist property owners and design professionals as they plan building projects in historic districts. The following is not an exhaustive list but the resources provided in this section are a good place to start. The Houston Office of Preservation can assist you in finding additional information.

City of Houston

Complete information about the City of Houston's historic preservation programs and design review process are available online at www.houstontx.gov/planning/HistoricPres/.

Texas Historical Commission

State-specific information about the National Register of Historic Places and preservation programs, including the Texas Historic Preservation Tax Credit program, is available at www.thc.texas.gov.

National Park Service

Publications from the National Park Service include Preservation Briefs, which include technical information about the repair and maintenance of historic building materials and systems. Hard copies are available to order; electronic versions can be accessed online at www.nps.gov/tps/how-to-preserve/briefs.htm.

NPS also publishes The Secretary of the Interior's Standards for the Treatment of Historic Properties, available online at www.nps.gov/tps/standards.htm.

In this section

For More Information **7-1**

Good Practices **7-2**
- Fences and Walls 7-3
- Sidewalks and Walkways 7-4
- Driveways and Parking Areas 7-4
- Exterior Lighting 7-5
- Building Systems Equipment 7-5
- Painting and Exterior Colors 7-6
- Hurricane Shutters 7-7

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GOOD PRACTICES

In addition to the architectural features described in Section 4, other design elements contribute to a neighborhood's overall visual appeal. These include fences and walks, walkways, driveways and parking areas, exterior lighting, building systems equipment, and paint colors.

Changes to these design elements generally do not require a Certificate of Appropriateness or building permit; the exceptions are noted in the pages that follow.

The Good Practices contained in this chapter are intended to provide useful information while planning projects that include these design elements.

Fences and Walls

Fences and walls should not create a visual barrier between a historic house and the street. Fences in the Woodland Heights Historic District are often powder-coated cast metal with decorative finials. These fences have slender posts and balusters. They are commonly finished in a matte black or dark gray color and stand 36–42 inches high. (A fence more than 8 feet tall requires a building permit.)

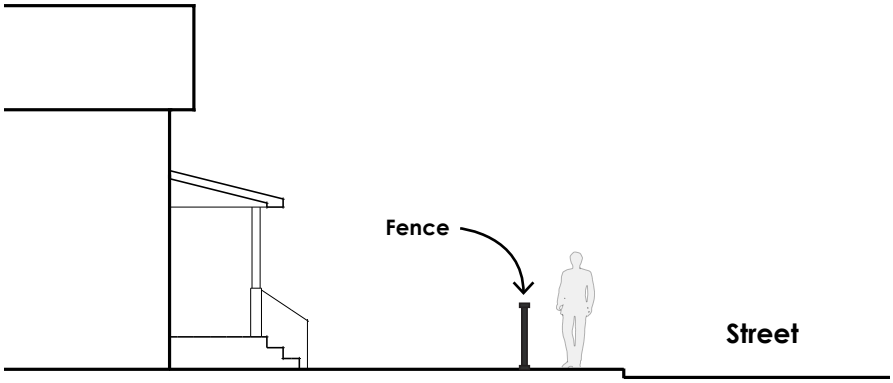
Wooden picket fences, where present, should be regularly maintained and painted.

Solid wood fences or masonry walls are often used along side and rear property lines to provide privacy for the back yard.

Good Practices

- Maintain historic fences.
- Install metal or wooden picket fences consistent with those found in the neighborhood. If using composite or synthetic materials, choose a durable alternative that looks like wood or metal.
- Use wooden privacy fences or masonry walls to screen the back yard, rather than in front of the house. The finished side of the fence should face the public right-of-way.
- Avoid chain-link and wire fences, vinyl or PVC fence materials, and concrete block walls.
- Avoid using brick columns in place of fence posts.

Front Yard Fence Height



A fence height of 36–42 inches is appropriate.

Wooden picket fences should be regularly maintained and painted.

Maintain historic fences.

Install metal fences consistent with those found in the neighborhood.

Reminder: changes to design elements identified in the Good Practices section of these design guidelines do not require a Certificate of Appropriateness, except where noted.

Maintain historic sidewalks and walkways.

Maintain paved and unpaved driveways beside the house.

Use appropriate fencing to screen a parking area from the street.

Sidewalks and Walkways

Woodland Heights is a walkable neighborhood with public sidewalks along all streets. Paths or walkways connect front entrances to sidewalks and driveways. These walkways are often made of poured concrete.

The name of the sidewalk contractor, the street number, an owner's name, or other information may be stamped into the concrete.

Good Practices

- Maintain historic sidewalks and walkways.
- Preserve pillar-style street name signs.
- Preserve names and numbers stamped into concrete, where present.
- When constructing new sidewalks or walkways, follow City Code requirements; obtain building permits.
- Use traditional materials, such as poured concrete, masonry pavers, or flagstone.
- Use permeable surfaces when possible to mitigate standing water; however, avoid loose gravel or dirt paths.
- Avoid asphalt paving.

Driveways and Parking Areas

Driveways in the Woodland Heights Historic District, where present, are usually located next to the house. Parking areas other than the driveway are located behind the house.

Driveways and parking areas are generally paved with poured concrete. In some cases, driveways may be paved in two strips to create wheel tracks, with grass growing between the paving.

Good Practices

- Maintain paved and unpaved driveways beside the house.
- Maintain paved and unpaved parking areas behind the house.
- Unpaved driveways or parking areas may be paved with poured concrete, if desired.
- Avoid creating parking pads in front of the house.
- Avoid asphalt driveways and parking areas.
- Use alley access if/when available.

Reminder: changes to design elements identified in the Good Practices section of these design guidelines do not require a Certificate of Appropriateness, except where noted.

Exterior Lighting

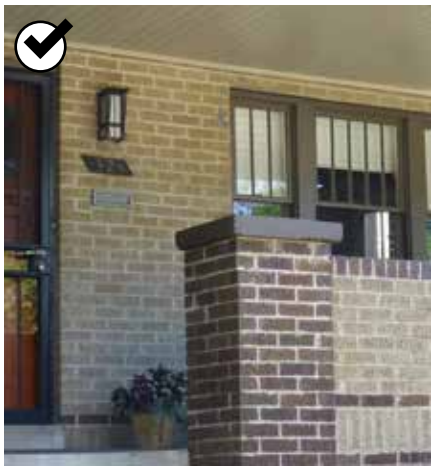
Lights are generally located above and/or next to entry doors. These should be appropriately sized and compatible with the overall style of the house.

Additional security lights are often located on garages, accessory buildings, and rear entrances. Lights should be appropriately sized for their purpose.

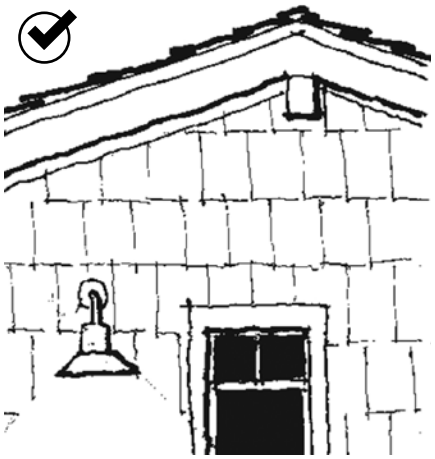
Lights in all locations may be motion-activated.

Good Practices

- Where possible, maintain historic light fixtures.
- New or replacement wall sconces may be mounted on either or both sides of the front door.
- Flush-mounted or pendant-style lights may be installed to light porches or stoops.
- Utility lights may be installed over or next to rear entry doors or garage doors, or on accessory buildings; where possible, these should not be visible from the right-of-way.
- Where possible, use hoods over light bulbs to direct light downward, which minimizes light pollution.
- Avoid industrial or commercial light fixtures of a size, design, or strength that is inconsistent with residential use.
- If lighting a commercial parking area next to a residence, ensure that the light fixture locations, directions, etc. meet City Code.



Flush-mounted or pendant-style lights may be installed over porches or stoops.



Where possible, use hoods over light bulbs to direct light downward, which minimizes light pollution.

Building Systems Equipment

Air conditioning units, rain barrels, water heaters, and similar equipment may be installed outside the house in Houston.

Good Practices

- If building systems equipment is located outside, it should be placed toward the rear of the house or in a location where it will not be visible from the public right-of-way. Fences, hedges, and other landscaping features may be used to screen these items from view.

Reminder: changes to design elements identified in the Good Practices section of these design guidelines do not require a Certificate of Appropriateness, except where noted.

Painting and Exterior Colors

Historically, wood surfaces on the exterior of a building were painted to protect them from weathering. Concrete and stucco surfaces sometimes were painted, too.

When choosing a paint color for the exterior of a historic home, a traditional color palette is appropriate. Look for colors that are harmonious with the rest of the neighborhood. In many historic districts in Houston, neutral, pastel, and muted colors are most common.

Over time, layers of paint can become so thick (around 1/16") that the paint itself begins to fail, often at the original bond between the paint and the surface of wood. Although paint should be reapplied every 5–8 years to maintain its protective qualities, unnecessary painting should be avoided.

Be aware that paints or sealers advertised as water-repellent, waterproof, or maintenance-free can damage historic houses by trapping moisture inside the walls. These products should not be applied to historic building materials.

Good Practices

- Maintain painted surfaces. Avoid repainting unless it is necessary.
- Test for lead paint before scraping or sanding.
- Scrape or sand loose paint before recoating, using the most gentle means possible. Avoid sandblasting or other methods that involve the high pressure application of abrasive materials.
- When repainting, choose a paint color that is harmonious with the rest of the neighborhood.
- Painting unpainted brick is not permitted without a Certificate of Appropriateness, as doing so can cause damage by trapping moisture inside the brick. The color and texture of masonry are also character-defining features which would be covered by paint.
- Previously painted masonry and all non-masonry surfaces can be painted without a Certificate of Appropriateness.

Reminder: changes to design elements identified in the Good Practices section of these design guidelines do not require a Certificate of Appropriateness, except where noted.

Hurricane Shutters

Houston is at risk of hurricanes and tropical storms for about five months out of the year. When possible, it is less damaging to use hurricane shutters (rather than plywood) to protect a historic building from windstorms.

Good Practices

- Consider using impact-resistant window glass or window films that are transparent and not visible from the street.
- When it is necessary to install hurricane shutters on a historic building, try to avoid damaging historic materials, such as siding and trim.
- Use stainless steel hardware with plastic endcaps to prevent corrosion and minimize the visual impact of wall-mounted anchors.

When it is necessary to install hurricane shutters on a historic building, try to avoid damaging historic materials such as siding and trim.

Use stainless-steel hardware with plastic endcaps to prevent corrosion and minimize the visual impact of wall-mounted anchors like those shown in this photo.

Reminder: changes to design elements identified in the Good Practices section of these design guidelines do not require a Certificate of Appropriateness, except where noted.

GLOSSARY

This glossary includes terms used in the design guidelines. The City of Houston's historic preservation ordinance also includes a list of terms and definitions, and some of those are provided here for your convenience. Terms and definitions which appear in both places are marked with an asterisk (*). This glossary is intended to supplement, not replace, the definitions provided in the ordinance.

Accessory building or structure – a secondary building or structure, such as a shed or gazebo, which contains no living space and the use of which is associated with the principal building on a property.

Alteration – "any change to the exterior of a building, structure, object or site. Alteration shall include, but is not limited to, replacing historic material; changing to a different kind, type or size of roofing or siding materials or foundation; changing, eliminating, or adding exterior doors, door frames, windows, window frames, shutters, railings, columns, beams, walls, porches, steps, porte-cocheres, balconies, signs attached to the exterior of a building, or ornamentation; or the dismantling, moving or removing of any exterior feature. Alteration includes expanding an existing structure or the construction of an addition to an existing structure. Alteration includes the painting of unpainted masonry surfaces. Alteration does not include ordinary maintenance and repair, or the addition or replacement of fences that are not otherwise regulated by this article." *

Awning – an overhang or covering placed on the exterior of a building, often above the upper edge of an opening or window, that provides shade, filters light, or provides shelter from weather.

Balloon framing – A system of framing where all vertical structural elements of the exterior bearing walls and partitions consist of single studs which extend the full height of the frame, from the top of the sole-plate to the roof plate; all floor joists are fastened by nails to studs. Queen Anne and Victorian-era buildings often were built with balloon framing.

Baluster – a vertical shaft or post, the form of which may be square, lathe-turned, or molded; used to support the handrail of a porch or staircase. Also known as a *spindle*.

Beam – a horizontal structural element that transfers the load of a building to a foundation, a supporting column or wall.

Bracket – a building element (often a piece of wood) used to support or strengthen an overhanging element, such as the eave of a roof; also, a decorative element that appears to be, but does not function as, a structurally supporting member.

Building mass – see *Massing*.

Building scale – see *Scale*.

Building setback – see *Setback*.

Capital – the uppermost component of a column or pilaster, sometimes based on ancient Greek or Roman examples; designs may be intricate or plain.

Casing – the decorative molding around an opening such as a window or door.

Certificate of Appropriateness – "current and valid permit issued by the HAHC or the director, as applicable, authorizing the issuance of a building permit for construction, alteration, rehabilitation, restoration, relocation or demolition required by this article." *

Character-defining Features – visible, physical features of a building including the overall shape of the building, the materials with which it was built, evidence of craftsmanship in design and construction, decorative details, and elements of the site.

Cladding – the material used to cover the exterior surface of a wall.

Clapboard – a narrow, horizontally laid board with one edge thinner than the other, attached to an exterior surface so that the wide edge of each board overlaps the thin edge of the board just below it.

Column – a building element made of a load-bearing base which supports a vertical shaft, topped with a capital. A column may be freestanding, but it is more often used to structurally support a horizontal beam.

Compatible – having qualities that preserve the character of a historic district or resource.

Conditioned space – space within a building which is heated or cooled.

Context – often defined by similar site features, building age, and design characteristics within an area. These include:

- Building age
- Building alignment along the street (setback)
- The amount of open space on the property
- Building size and height
- Building massing
- Building materials
- Solid-to-void ratio (the number of window openings to wall area)
- Alignment of building features such as: porches, windows eaves, and foundation, for example

Context Area – "the blockface and opposing blockface within the district where the proposed activity is located. Context area may include a different geographic area if the commission finds that unusual and compelling circumstances exist or if the context area is described differently in design guidelines." *

Contributing Structure – "a building, structure, object or site that reinforces, or that has conditions, which, if reversed, would reinforce, the cultural, architectural or historical significance of the historic district in which it is located, and that is identified as contributing upon the designation of the historic district in which it is located. The term also includes any structure that was identified as 'potentially contributing' in any historic district." *

Cornice – the molded projection placed at the edge of the top of wall, entablature, or roof, thereby finishing or crowning the structure.

Cross gable – a roof shape that features two sets of gables, one set facing the front and back of the house and the other facing the sides, which cross to form a right angle.

Demolition – an act or process that destroys in whole or in part any building, structure, object, or site.

Designation – the formal recognition by the city council of a building, structure, object, site or district as historically, architecturally, culturally, or archaeologically significant to the city, state, nation, or region.

Dormer – a building element that projects from a sloping roof surface, often inset with a window or vent, to provide light and ventilation to a room or attic space.

Double-hung window – a window having two panels (sashes), each of which is framed to hold one or more panes of glass, and both of which can be moved up and down.

Eave – the overhanging lower edge of a roof.

Eave height – the vertical distance from the ground to eave, as measured from existing natural grade relative to a fixed point in the right-of-way, such as the crown of the street or a manhole cover.

Elevation – one vertical side of a building or structure.

Exterior feature – an architectural element located on the outside of a building.

Facade - a face of a building, usually referring to the main entry side of the structure.

Fascia – a band of molding or trim board that runs horizontally along the uppermost edge of a wall, just below the eave.

Foundation - the base supporting a building or structure, which transfers loads to the ground.

Fretwork – a decorative design cut out of a solid piece of material or carved in low relief on a solid background; may be a geometric, grid, lattice, or intertwined pattern.

Gable – the generally triangular portion of a wall between the two sloped edges of a roof.

Gable-on-hip – a roof structure in which a steeply sloped gable roof rests upon and extends from the top central surface of a hipped roof.

Glazing – a transparent pane which is set into a window sash or a door; often set into a groove within the frame and secured with triangular glazing points, putty, or a molding.

HAHC – the Houston Archaeological and Historical Commission.

Handrail/guardrail – a rail attached to a surface or supporting structure, designed to be grasped for added stability.

Header (brick) – a brick laid within a wall so that the short end is exposed and the wide side is parallel to the ground.

Hip-on-gable – a roof structure in which the peak of a gable roof, instead of rising to a point, is clipped short and appears to turn downward. Also known as a clipped gable or jerkinhead.

Hipped roof – a roof form in which all sides slope down from a central peak or ridge and the sides also meet at ridges.

In-kind – of the same type, design, and material.

Integrity – the quality of retaining building characteristics associated with historical, cultural, or architectural significance; see additional information in Section 2.

Inventory – a list of historic resources that have been identified and evaluated as meeting specified criteria of significance.

Jamb – a vertical piece or surface that forms the side of an opening, such as a window, door, or vault.

Joist – a structural member laid horizontally in a series from wall to wall or beam to beam, to support the weight of a floor, ceiling, or roof.

Latticework – a decorative panel made of thin strips of material in a criss-crossed pattern.

Lintel – a horizontal beam that carries the load above an opening, such as a window or door.

Lite (or light) – a piece or section of glass, set within a frame in a window or door. A single window unit may have multiple lites.

Lot coverage – a measure of the amount of a lot's surface that is covered by the primary building, expressed as a percentage (such as 43%). Lot coverage is calculated by dividing the total area of the primary building footprint by the total area of the lot, where building footprints are measured at the outside of exterior walls (Woodland Heights measures differently than Houston Heights.)

Louvers – horizontal slats or fins, sometimes movable, which are set into an opening at a slant to admit light and air but keep out rain.

Mass (massing) – a combination of building volume (height x width x depth) and the arrangement of shapes/forms that make up the building. Each dimension also contributes individually to the overall visual effect of the building.

Molding – a decorative strip of material placed atop a surface for ornamental or finishing purposes.

Muntin – a thin vertical strip of wood or metal used to separate and hold in place the panes of glass within a window sash.

New (infill) construction – "a free-standing building or structure proposed to be constructed within a historic district designated by city council, whether that building or structure is on the location of a vacant lot or a lot with another structure on it." *

Noncontributing structure – "a building, structure, object or site that does not reinforce the cultural, architectural, or historical significance of the historic district in which it is located, and is identified as noncontributing upon the designation of the historic district in which it is located." *

Ornament – a building element that is decorative rather than structural; may be used to conceal structural elements, indicate the function of a part of the building, or express a particular style or type of design.

Panel – a flat or raised surface, usually set into a frame.

Pier – a vertical structural element, constructed of masonry units, that supports a horizontal structural element (beam) laid across its upper ends.

Pier-and-beam – a simple type of construction system, composed of vertical structural members that support a horizontal structural member.

Pilaster – a shallow, often rectangular decorative element applied to the vertical surface of a wall, to create the look of a column without providing structural support.

Plane – a flat surface.

Plate glass – a flat sheet of glass, such as may be inserted into a window or door.

Plate height – "the distance from the subfloor of a building to the top of the framed wall." *

Platform framing – A system of framing in which the studs are only one story high; the floor joists for each story rest on the top plates of the story below or on the soleplate of the first story; the bearing walls and partitions rest on the subfloor of each story, i.e., rest on the rough floor that serves as the base for the finish floor. Also called western framing.

Porch – a raised, usually unenclosed platform attached to one or more sides of a building and used primarily as a sitting area, outdoor living space, or covered access to a doorway.

Porte-cochère – a covered structure attached to a building, through which a vehicle can pass, which allows passengers to exit vehicles and enter the building under cover and out of the weather.

Post – a wooden vertical structural element that supports a horizontal structural element (beam) laid across its upper ends.

Post-and-beam – a simple type of construction system, composed of vertical structural members that support a horizontal structural member.

Pyramidal roof – a type of hipped roof with a square base and four sides that meet at a central peak.

Preservation – the act or process of applying measures to sustain the existing form, integrity, and material of a building or structure and the existing form and vegetation cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

Public right-of-way – an area, at grade level, dedicated to the public for the passage of people or goods.

Quoins – blocks, usually masonry or stone, but sometimes of wood, at the corner of a wall; may be structural or simply decorative; often laid so that they appear to wrap around the corner with alternating short and long sides.

Rafter – a structural member that rests on the top of a wall or other supporting surface and rises at a slope to the ridge or peak of the roof; a series of rafters supports the roof deck and eaves.

Rafter tail – the exposed end of a rafter, which may extend to or beyond the edge of the roof eave.

Reconstruction – the act of recreating vanished or non-surviving portions of a property for interpretive purposes.

Rehabilitation – the act or process of returning a building, structure, object, or site to a state of utility that makes possible an efficient contemporary use while preserving those portions or exterior features that are historically, architecturally, and culturally significant.

Relocation – any change in the location of a building, structure, or object.

Restoration – the act or process of accurately recovering the form and details of a building, structure, object or site and its setting as it appeared at a particular period of time by means of the removal of later work, or by the replacement of missing earlier work or both.

Ridge board – the horizontal beam at the central apex of a roof, to which the upper ends of the rafters are attached.

Ridge height – the vertical distance from the ground to the highest point on a building's roof, as measured from existing natural grade relative to a fixed point in the right-of-way, such as the crown of the street or a manhole cover. The "overall height" of a building is based on ridge height and does not include architectural features such as chimneys or decorative roof features such as crests or finials.

Roof pitch – "the slope of a roof surface expressed in inches of vertical rise per twelve inches of horizontal distance." *

Scale – the relationship between two or more objects, such as the size of windows, doors, and porches in relation to people ("human scale"), or the size of a new building as compared to its neighbors.

Setback – the distance from the property line to the front or side walls, porches, and exterior features of a building or structure.

Shingle – a standardized piece of roofing or wall material, used in overlapping courses to provide a weatherproof covering; may be cut into shapes (e.g., square, fish-scale, octagon, staggered, diamond, cove) to form patterns.

Shiplap – Wooden siding rabbeted so that the edge of one board overlaps the one next to it in a flush joint.

Significance – a historic resource — a building, structure, object, site, or district — may be considered important for a variety of reasons. If the resource meets certain criteria established by local, state, or federal laws, it may be considered *significant*. Usually, these criteria include the quality of architecture, whether the resource is associated with important people or events, or if it might be an important archaeological site.

Sill – the horizontal structural member at the base of a wall or a window or door opening, to which vertical members (such as studs or posts) are attached.

Slab – a flat concrete plate, often reinforced with steel rebar, that forms the floor of a building.

Soffit – the underside of a construction element, such as a roof eave.

Step – part of a stairway, consisting of a tread (the horizontal piece upon which one steps) and a riser (the vertical piece between steps).

Stoop – a small landing or platform, often accessed with steps, which leads to an entrance of a building.

Structure – "that which is built or constructed, an edifice or building of any kind, or any piece or work artificially built up or composed of parts joined together in some definite manner." *

Stucco – an exterior wall coating usually made of lime, Portland cement, sand, water, and other materials that add strength and flexibility; applied in a thin layer and frequently applied over a mesh that helps the stucco bond to the wall material.

Transom – the horizontal crossbar over a door or window (also known as a lintel); also, a window or group of windows above a door, window, or storefront which rests upon and may be hinged to the transom bar

Trim – material used to decorate or frame a building façade or an opening, such as a door or window.

Truss – a structural system made of straight members arranged into triangular units; typically used to support a roof, because a truss can carry heavier loads and span greater distances than a simple beam.

Veneer – a thin slice of material, usually of wood, brick, stone, or other masonry, used to cover a surface.

Verge board – an ornamental board attached to the projecting edge of a gable roof; also known as a *barge board*.

Wall offset – a change in the plane of a wall, where a portion of a wall is set farther in or out relative to the rest of the wall; may be horizontal or vertical.

Weep hole – an opening built into an exterior masonry wall, which allows water to pass from inside a wall system to the outside.