

February 1, 2010 - Edited

Prospect Park Design Guidelines

Part 1 – Guidelines Objectives

Scope:

The historic residential neighborhood of Prospect Park is composed of an eclectic assemblage of residential structures designed and built over a period 125 years and executed in an exceedingly diverse range of styles and scale which continue their use for residential living. These structures are positioned within a topography of great variation, on lots of irregular shape and size, served by a series of winding streets and avenues. The intent of these guidelines will be to protect historic resources, preserve and reinforce the character-defining elements of existing structures while encouraging creative and imaginative work that's respectful of its context and will enrich the vitality of the neighborhood.

In addition to guiding work that may occur on existing structures within the district, it is the objective of these guidelines to protect and enhance those elements of the public realm that contribute to the district's character and sense of place. Natural features, such as topography, vegetation, water resources should be protected and enhanced. Infrastructure, such as street patterns, lighting, signage, utility poles and equipment housing and other public space elements, should be considered subject to the criteria and protection of these guidelines and should be designed and positioned so as not to diminish the scale and cohesive fabric of the district.

The guidelines embrace the principles of sustainable and accessible design and encourage their thoughtful incorporation into both new and existing structures.

It is the objective of these guidelines to encourage and facilitate the design and construction of rehabilitations, remodeling and additions that honor the scale and character of existing structure and are respectful of their neighbors and broader context. They should be durably constructed in a manner consistent with evolving sustainability and energy use criteria.

Basis for Guidelines:

The Prospect Park Historic District Design Guidelines reflect the principles outlined in *The Secretary of the Interior's Standards for Rehabilitation*. These standards are promulgated by the Federal Department of the Interior, who is the ultimate authority on historic preservation matters. It is important to note that the Secretary of the Interior Standards do not prohibit change to every part of a historically designated building, rather it serves as a general guide to instruct how exterior changes within public view may be carried out in a manner appropriate to the building's historic character. The *Standards* can be applied to projects of nearly every description, including historic buildings and structures, related landscape features and new construction.

- As noted above, the guidelines do not affect house interiors. Exteriors of houses that are in public view from the sidewalk or street are subject to the guidelines, and exterior elements not readily visible, such as the rear elevations of houses, are generally not affected.
- In general, the Secretary of the Interior's Standards for Rehabilitation notes the distinguishing original qualities or character of a building, structure, or site and its environment shall be preserved. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- Deteriorated architectural features should be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence where possible.
- All buildings, structures, and sites shall be recognized as products of their own time. Changes which may have taken place in the course of time, in case by case examples, are evidence of the history and development of a building, structure, site and historic district. These changes may have acquired significance in their own right, and this significance may be recognized and respected. It is important that thoughtfully designed changes and additions to existing structures be recognized as a continuation of a historical pattern that will contribute to the vitality of the district and its ongoing development.
- Contemporary design for alterations and additions to existing properties may be acceptable when such alterations and additions are compatible with the scale and architectural design of the property and neighborhood.

How Guidelines Apply to Prospect Park

The Prospect Park Historic District Design Guidelines provide a framework for evaluating proposed alterations requiring a building permit to existing buildings and new construction within the district. Guidelines should be consulted before planning exterior maintenance tasks such as cleaning and roofing, as well as major rehabilitation and adaptive reuse projects. These guidelines recognize that change is an inevitable and necessary occurrence to every house in Prospect Park over time.

Who must use the design guidelines?

Homeowners within the proposed historic district (see map) applying for a building permit for exterior work on the house or garage shall apply for historic review. In almost all cases, experience informs us that homeowners typically intend to do remodeling work which is appropriate to the architecture of the house. The review most often becomes an uncomplicated process, resulting in approval by the neighborhood review group and HPC

staff or, in the case of major work, HPC commission review resulting in approval of the building permit.

By consulting the historic guidelines before engaging in planning the project, the homeowner can determine which elements of remodeling will be appropriate. The purpose of the guidelines is to maintain the features that the house offers, and avoid work that is inconsistent.

Work for which a building permit* is **not required** are:

- Interior remodeling work of any kind
- Landscaping, except for retaining walls or other constructed elements that have an extended/permanent life.
- Temporary or seasonal structures, such as vestibules, canopies for decks, etc.

* see Appendix 3 for more detail

Application Process:

PERRIA Review

In order to facilitate the interpretation of and adherence to these guidelines, PPERRIA has established a Historic District Design Review Committee to assist individual property owners in the application of these principles/guidelines to specific projects they are considering. This service is intended to eliminate confusion, answer questions and streamline the process for property owners to achieve their objective and reinforce the historic district.

The committee will help interpret the guidelines for the HPC and will work with HPC staff to develop appropriate processes that can aid HPC in their reviews.

The PPERRIA review would normally be the first step in any Historic District property owner's planning for new construction, maintenance, or renovation projects. Prospect Park Homeowners outside the historic district but within the neighborhood boundaries are encouraged to refer to the guidelines before planning improvements, but it is not mandatory. The goal is to reinforce the cohesiveness the neighborhood already has.

For more information about the Prospect Park Historic District, contact_____

City of Minneapolis Process

Design review is conducted by the Minneapolis Heritage Preservation Commission (HPC) and staff for all proposed alterations requiring a building permit. Demolition and moving are also reviewed. HPC or staff approval is required before beginning any proposed exterior work. Final review of plans for all exterior alterations, new construction, demolition, and moving are reviewed by the Minneapolis Heritage Preservation Commission (HPC) and Planning Department staff.

The HPC and Planning Department staff shall evaluate each project for consistency with these design guidelines, but consideration is given to special situations. These include but are

not limited to building condition, rehabilitation feasibility, building orientation, and exceptional design proposals. Following approval, a Certificate of Appropriateness or a Certificate of No Change authorizing the work will be issued. **How does a property owner use the guidelines?**

Property owners and their architects and/or contractors should carefully review the guidelines before proceeding with a project or applying for a building permit to determine if the plans are consistent with the design guidelines. Staff are available to review the plans with applicants at all stages of a project. Once plans are complete, the applicant shall make an application for a building permit (Department of Inspections _____.) The process triggers Heritage Preservation Commission staff review, who may issue a **Certificate of No Change** or **Certificate of Appropriateness**.

How long does it take to get a Certificate of No Change or Certificate of Appropriateness?

Applicants should allow ample time for staff review and assistance. Staff will review the proposed work and determine if the work will require a **Certificate of No Change** or a **Certificate of Appropriateness**.

A **Certificate of No Change** may be issued by staff for minor alterations with low impact on the historic appearance of the property. Examples include roofing, window repair, in-kind window replacement, masonry and wood repairs, chimney reconstruction and exterior cleaning. A **Certificate of No Change** may be approved within several business days once the application is complete.

A **Certificate of Appropriateness** is required for major alterations including new construction, additions and demolition. Approval generally takes one and a half months and requires review by the HPC at its regular monthly public hearing.

After receiving the signed copy of the approved **Certificate of No Change** or **Certificate of Appropriateness**, the applicant may take the approved application and stamped plans to the Inspections Department to receive a permit, if required. (Alterations must also comply with all other applicable regulations, including zoning and building code requirements.)

Part 2 – Rehabilitation Guidelines

Design Criteria:

What is allowed under these guidelines:

Maintenance and upgrades to the property that are visible in the public domain and do not alter the architectural integrity of the property should be considered as No Change.

Any changes to the property that may alter the architectural integrity of the property from the public domain shall be reviewed for appropriateness based on these guidelines.

What is not allowed under these guidelines:

Maintenance, remodeling and rebuilding that does not respect the architectural integrity and/or character-defining elements of the property or the neighborhood shall not be allowed.

Review for appropriateness shall be based on the following General and Specific Guidelines:

General Guidelines

1. Appropriate design and remodeling:

The greatly varied interpretation of many architectural styles may allow interpretive design responses that can be compatible with individual architectural features in many cases.

Remodeling should not attempt to render an earlier history the house or building never had.

2. Contemporary architectural design:

Modifications and additions to a house or building should typically follow the structure's existing architectural style, but contemporary design may be acceptable, even encouraged, if the design is sympathetic to existing architectural style.

3. Facade design, elevations in public view.

Window and doorway openings, ornamentation, siding and roof profiles, if linked to the house or building's architectural style, should be retained and repaired in accordance with the architectural style.

Existing bays at front facades and elevations in public view should be retain its architectural design. New bays may be built in public view if the bay design respects the architectural style and scale of the property.

4. Materials and Features Added Since Original Construction:

Added materials and features may be retained if the remodeling work does not affect the area where they are located. Remodeling work affecting added materials and features may retain those elements if they can be judged to have become part of the history of the house or building.

5. New Construction: Replacement Structure and Additions:

Architectural design for new residential structures **shall** be strongly encouraged to explore new ideas in architectural design, with the intention that new houses exemplify current architecture that in time will serve as historical roles.

Height, width, and depth of new construction should be designed in scale and orientation of nearby existing structures. Relation of size to adjacent structures may have some differentiation if the design would be considered meritorious, and if the scale would not detract from the streetscape.

Specific Guidelines:

1. Roof design.

The original roof design shall be maintained, but the insertion of dormers may be allowed, depending on the roof design and the location of the proposed dormers. New dormers should fit the house or building's architectural style and its individual composition.

Solar panels and other energy-saving devices should be considered as preservation elements (conserving energy is the most basic form of preservation in the larger public realm), and should be permitted while avoiding major conflicts with the house or building's architectural design.

Second story addition roofs should complement the main roof pitch of a two story house. A one story addition to a two story house should have a slightly less roof pitch than the main roof. An addition to a one story house should complement the main roof pitch of a house.

2. Exterior Doors and Windows:

Existing exterior doors and windows shall be repaired to the extent possible. They need not achieve 'like-new' condition.

New windows need not match existing in sash profiles or design, but should be compatible. Sash with muntin panels should be replaced per original muntin pattern.

New Doors need not match existing unless the existing door has a design integral the house. New combination doors **shall** be wood or fiberglass, with profiles similar to

original or what original combination doors may be assumed to have been.

3. Porches, Canopies, Entries

The most distinctive components of houses and buildings most often are porches, canopies and main entries. Besides their service of providing people with physical transition from outdoors to indoors, they can offer an architectural greeting to passersby and exhibit the house or building's personality.

Original/existing porches should remain open except for extenuating circumstances. Architectural details such as columns, moldings, cornice projections should be retained on open porches.

If no porch exists, a new porch may be constructed if its design complements the architecture of the house.

New vestibules may be added to front facades if the size, scale are appropriate to the façade.

Architectural details of front façade canopies, entries, entrance doorways should be retained and their repair should respect the architecture of the house or building.

4. Front steps, Access Ramps:

Original front steps and railings should be retained in original material and design. If existing front steps have been replaced subsequent to original construction, the existing steps may remain if not affected by new work elsewhere on the structure.

Access ramps should respect the architecture of the house or building, and should be design and constructed to accommodate future disassembly.

Replacement of existing front steps should be built to respect the overall architectural character of the house but need not have original style details.

5. Chimneys:

Chimneys that project from the roof away from the façade shall be considered a minor architectural element, and should be encouraged to remain and be repaired as conditions warrant. Original architectural details of these chimneys should be encouraged to be retained, but may be allowed to be removed if conditions can justify removal. Chimneys that are engaged into the façade or side walls should typically be considered major architectural elements and their treatment should respect the architecture of the house or building.

6. Garages

The varying topography of Prospect Park has resulted over the years in garages built

at the front property line of a steep upward sloping site, These garages have become an appropriate response to these unique conditions. Also, hillside construction requires their design to be straightforward without relation to the architecture of the houses up and beyond.

New garages in similar sloped locations should be designed for particular topographical conditions without regard to the architecture of principal structures on the property.

7. Additions:

The height, width, and depth of additions should respect the scale, orientation and architectural design of the existing structure and of adjacent and nearby structures.

8. Landscape Elements

No restrictions on plantings. Hard surface elements such as walkways, retaining walls, etc. shall be reviewed per above design considerations.

Materials

The reviews of applications subject to these guidelines shall be guided by the following:

1. **Existing materials**

If existing materials are original, they should be retained to the extent reasonably possible. It should be recognized that most houses have exterior materials installed subsequent to original construction. Conditions of repair will vary according to types of elements in various locations on the exterior of a house. Surface cracks and blemishes typically can be repaired with caulking and wood-compatible putty. It should be expected that repaired wood siding and trim need not achieve 'like-new' condition. Acceptable surface finish may be judged as to minor blemishes not readily visible from 6 or more feet away.

2. **New replacement materials**

if existing materials are beyond repair, replacements should be compatible, but need not exactly match existing materials. New replacement materials should be compatible in type, dimension, thickness and surface profiles. New additions to existing houses should meet the same requirements.

3. **Wood:**

Where exterior wood is deteriorated beyond repair and new material is necessary, certain composite materials: fiber-reinforced cementitious siding and trim, synthetic fiber-epoxy trim, etc. can be substituted for wood. Surface finish shall be smooth-faced – no imitation grain patterns accepted.

New wood siding and trim **should** match the directionality and dimensions of the original siding. *Alternative patterns may be acceptable if complementary to the house's architecture.* Details such as corner pilasters, sunbursts, etc. should be repaired per item a above.

If wood doors and windows need to be replaced, wood is preferred.

4. Stucco:

Stucco is a traditional exterior covering material that typically requires minimal maintenance. Stucco can be easily repaired. If stucco is in good condition or if it is the original material, it should be maintained. However, if the original material was clapboard, restoration to this material is encouraged (but not demanded).

5. Brick.

Every attempt shall be made to retain existing or original brick and repair as necessary. Deteriorated brick **shall** be replaced with new brick that is compatible in terms of brick size, texture, and color as well as the existing type of material

Repointing, or brick joint repair, shall be performed by experienced masons. New mortar shall closely resemble existing mortar in color, texture, joint size and profile. New mortar shall be equal to, or slightly less than the psi, or pounds per square inch, of existing mortar.

Cleaning of brick and stone shall be performed with medium spray and soft detergents. No sandblasting shall be permitted, as it can cause long-term damage.

6. Stone.

Where stone exists it should be retained, but in additions or auxiliary buildings alternate materials will be considered that would provide a harmonious appearance, especially in terms of color. Repointing stone: see above brick repointing note.

7. Workmanship:

It should be expected that rehabilitation need not achieve 'like-new' condition. Acceptable surface finish may be judged as to minor blemishes not readily visible from 6 or more feet away.

Part 3 – Appendices

1. Definitions

Historic District – An area determined to possess a sizable amount of properties within a specified boundary that contain a quality of architectural style features that represent the area’s development in light of national historic patterns.

Contributing Property – a property whose structures and/or natural features are important in defining the historic character of the district.

Character Defining – Parts of a house or building that can be identified as major features creating its architectural identity.

Remodeling – a general term describing building construction work for maintenance of the building, providing the owner’s objectives for improvement. The scope of the work can range from very small to overall construction.

Historic / Architectural Style – the design features of a house or building that are shared in common with other buildings built within a particular period of time which represent that era’s cultural values

The following terms have a more specific definition:

Reconstruction – The reconstruction to original design any feature integral to defining the historic character of the house that is either missing or in a severely deteriorated condition.

Rehabilitate – The general repair or maintenance of any feature not important in defining the historic character of the house.

Restore – The restoration to the original state of any feature that is highly important to defining the historic character of the house.

Addition – Construction of a new section attached to the house or building

New construction – Construction of an entire structure

Demolition – The term typically refers to destruction or removal of a structure in its entirety. The term can also describe a situation of limited scope: removal of specified parts of a structure for replacement with new components.

Compatible – Revision of an architectural feature by repair or replacement that provides a similar, but not necessarily identical design profile.

2. Secretary of Interior Guidelines for Rehabilitation

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

3. Building Permits

The following list of the common items and remodeling projects that require a permit:

Reroofing

Residing

Retaining walls over 4 feet in height

Replacement of doors/windows

Decks (Exception: decks not more than 30" above adjacent grade built away from the dwelling, and does not provide direct access to the dwelling, and is not attached to any other structure that is providing access to the dwelling)

Stairs – exterior/interior

Skylights

Brick/stone facades, repair or replacement

Garages

Additions

Sheds/greenhouses/utility buildings/screened porches over 120 square feet

Swimming pools 24 inches deep and over 150 square feet in area

Demolition of buildings including garages over 1,000 square feet in floor area

Fences over six feet high