NORFOLK & WESTERN RAILROAD HISTORIC OVERLAY

DESIGN GUIDELINES

City of Norfolk, Virginia

Norfolk Architectural Review Board

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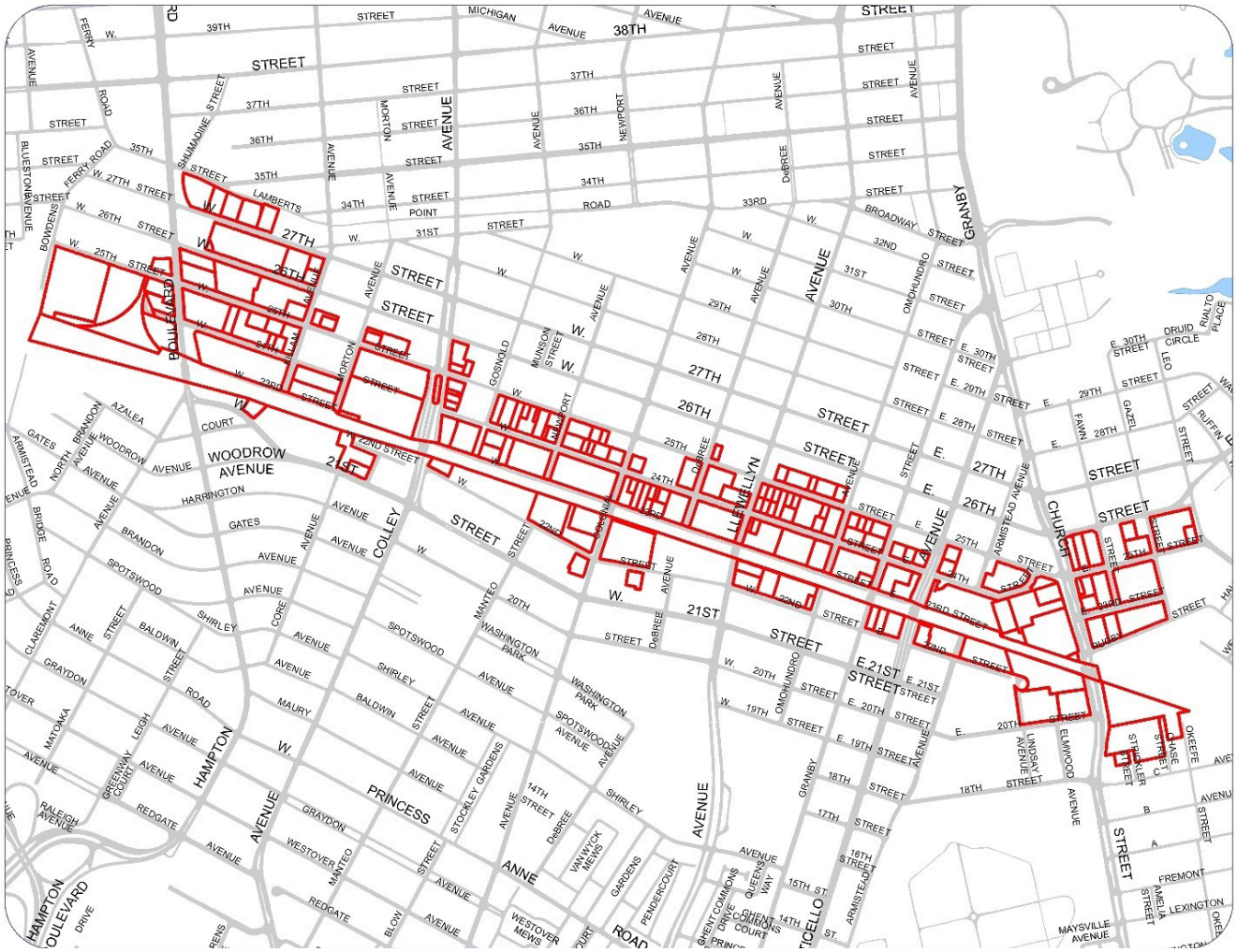
Cover image from Sargeant Memorial Collection, RR Strike 1946

TABLE OF CONTENTS

Introduction



Map of the Norfolk & Western Railroad Historic Overlay District

EXPLANATION OF THE HISTORIC OVERLAY DISTRICT

The purpose of the Norfolk & Western Historic Overlay (HO – N&W) district is to protect buildings and sites located along the historic Norfolk & Western railway and within the boundaries of either the Norfolk & Western Railroad (DHR No.: 122-5799) or the Williamston-Woodland (DHR No.: 122-5795) historic districts, as listed on the State and National Register of Historic Places by the Virginia Department of Historic Resources and the National Park Service. The intent of the HO – N&W district is to promote the historic development pattern of the light industrial building stock, and allow for flexibility in reuse due to the changing requirements for operators of industrial businesses.

Properties eligible to be rezoned to this overlay district are those already included in either the Norfolk & Western Railroad or the Williamston-Woodword historic districts. Property owners within the boundaries of this map area may "opt-in" to the locally designated historic overlay by making an application for a zoning change. To be included in the overlay district, a map amendment must be approved.

These design guidelines are intended to promote a vibrant mixed-use environment which will accommodate the current and changing use patterns, preserve and protect buildings and sites, and ensure new construction and renovations are harmonious with the industrial character.

Property owners are advised to familiarize themselves with the process of obtaining approval of a Certificate of Appropriateness which is outlined in section 2.4.10 of the Norfolk *Zoning Ordinance*.

The Norfolk & Western Rail Road Historic Overlay Guidelines are based upon the Secretary of the Interior's Standards for Rehabilitation, which were issued by the United States Department of the Interior. These nationally recognized standards address all types of historic buildings, landscape work, infill construction or related new construction. They were developed to determine the appropriateness of proposed project work on historic properties. They also inform the long-term preservation of a property's significance through the preservation of historic materials and features. They are also the used to determine if the proposed project work is consistent with the character of a structure or district, and thus may be certified for Historic Preservation Tax Credits.

Design Guidelines

The Norfolk & Western Railroad Historic District is a flat, light industrial area. The buildings are generally one-to-two story, with a few three-to five-story examples, and most are in the Commercial style from the late nineteenth to the mid-twentieth century. There are also a few notable buildings with strong Art Deco and/or Moderne design elements. This district overlaps parts of the Park Place and Williamston Woodland State/National historic districts. This is a historic district allows for individual properties to opt into the local historic zoning. If a property owner, decides to become part of the local zoning, the property would be designated in the *Norfolk & Western Rail Road Historic Overlay* (H-NW) district see Norfolk Zoning Ordinance *3.9.8 HO: Historic Overlay*.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Norfolk & Western Rail Road Historic Overlay Guidelines are based upon the Secretary of the Interior's Standards for Rehabilitation, which were issued by the United States Department of the Interior. These national standards address all types of historic buildings, landscape work, and infill construction.

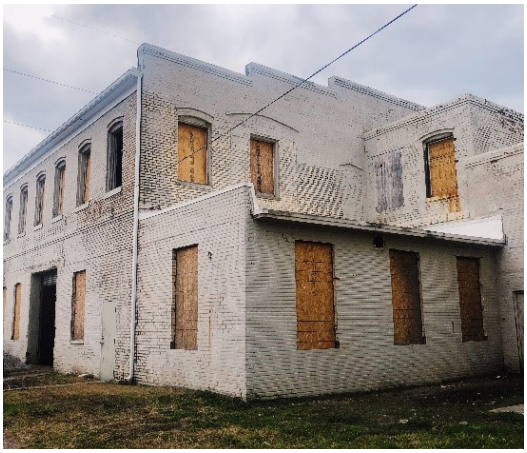
The National Park Service (NPS) issues technical preservation publications, called *Preservation Briefs*, that provide guidance on *preserving, rehabilitating, restoring* and *reconstruction* of historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful for recommending methods and approaches for rehabilitating historic buildings that are consistent with their historic character. All the Briefs are available on the NPS website: https://www.nps.gov/tps/how-to-preserve/briefs.htm

There are four approaches for the treatment of historic properties: *Preservation* focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. *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. *Restoration* depicts a property at a particular period of time in its history, while removing evidence of other periods. *Reconstruction* re-creates vanished or non-surviving portions of a property for interpretive purposes. For more information on the treatment of historic properties see the NPS website: https://www.nps.gov/tps/standards/four-treatments.htm

The *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* is intended to assist the long-term preservation of a property's significance through the preservation of historic materials and features, related building's site and environment including landscaping, to be consistent with the historic character and district.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. the removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



ARCHITECTURAL STYLES IN THE OVERLAY

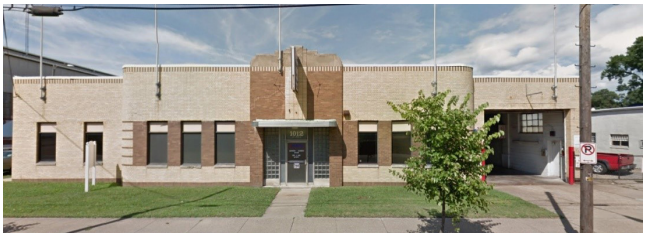
a. LATE 19TH AND 20TH CENTURY REVIVALS / Colonial Revival

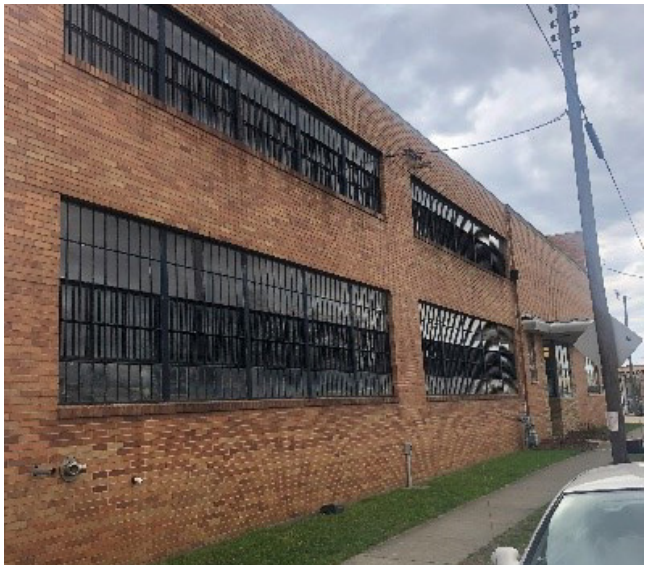
b. LATE 19TH AND EARLY 20TH CENTURY AMERICAN MOVEMENTS / Vernacular Commercial Style

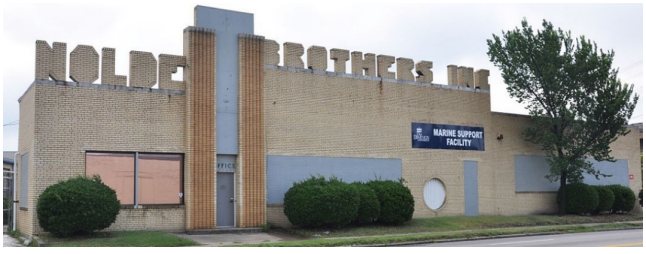
c. MODERN MOVEMENT / Art Deco

d. MODERN MOVEMENT / International Style

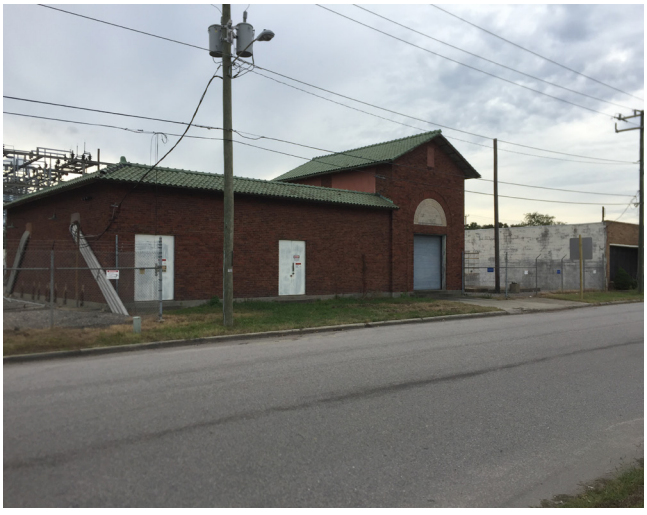
e. MODERN MOVEMENT / Moderne







www.RoadsideArchitecture.com



Design Guidelines

CHAPTER 2: CHANGES TO EXISTING BUILDING EXTERIOR

- Substitute Materials
- Roofs
- Exterior Walls
- Fenestration
- Loading Docks

Because they are not static, buildings may require changes over time. These guidelines on how to go about making changes to existing building exteriors within the Norfolk & Western Historic Overlay district are based on the nationally accepted standards outlined in the Secretary of the Interior's Standards for Rehabilitation, specifically standards #1-7 and #9 (see Chapter 1).

Rehabilitation is defined as the "process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving the portions and features of the property which are significant to its historic architectural and cultural values."

When properties, and by extension their associated buildings, are added into the overlay, a change in use often follows. Because of this change, exterior modifications and changes might be made to reflect the new use of the property or building. These changes to a historic building's exterior must be carefully considered by the owner and the Architectural Review Board (ARB) as they may disrupt the historic continuity of the subject property, any adjacent properties, and the overlay.

The standards for rehabilitation are centered on the basic premise that it is best to identify, retain and preserve the historic character of a building. Therefore, retention and repair of original features and materials is always the preferred treatment for historic buildings, particularly for those elements of the building determined to be historically significant.

Where original elements may be too damaged to repair, making replacement necessary, the new feature shall match the old in design, color, texture, and other visible qualities, and material. In these instances, the owner must be able to demonstrate that that element, in its current condition, is beyond repair and the ARB must agree that the element may be replaced. Because alterations and removal of historic elements can greatly affect the architectural integrity of a building, all changes must be carefully considered by both the owner and ARB to not detract from the overall historical context, form and massing of the overlay.

EXTERIOR WALLS

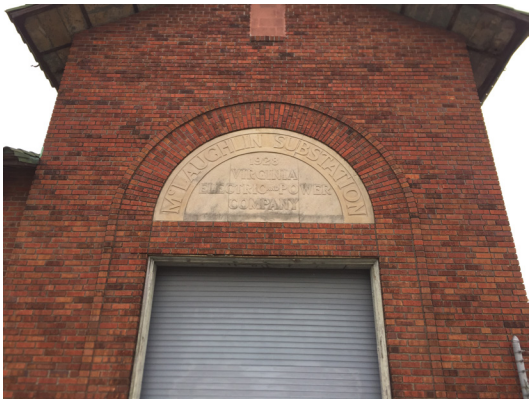
Brick and concrete masonry unit (CMU) predominant for the exterior walls. The masonry is often painted, and in some cases, is parged. There are buildings that have wood siding and instances where wood siding has been covered in asbestos, metal or vinyl.

Masonry

Many structures within the district have masonry as an exterior material. Brick masonry details may be quite ornamental especially at door and window openings and tops of walls.

1. Preserve and retain the historic masonry material and detailing to the greatest extent possible.
2. Repair masonry where necessary by removing damaged areas and patching them with materials similar in texture, composition and strength.
   a. Masonry materials should match the original in size, color and texture. Match bonding patterns and width and profile of mortar joint.
3. Repointing should be done with a mortar matching the original in texture, composition and strength. Executive of mortar joints in width, style and profile should match the existing. Caulk or Portland cement are not appropriate for use on historic masonry walls, unless these were the original mortar material used. See National Park Service, Preservation Brief #2.
4. Cleaning: The gentlest means possible should be used when cleaning or attempting to remove paint from masonry structures. Sandblasting or the use of other corrosive products should never be permitted on historic masonry.
5. It is inappropriate to alter or remove significant masonry elements from a historic building. Doing so would diminish the architectural significance of the building.
6. It is not appropriate to introduce, recreating or alter masonry features that would create a false historical appearance. Sufficient historical documentation, such as photographs or physical evidence, is required to introduce, recreate or alter such features.
7. Match infill materials to replicate the adjacent historic material as closely as possible.
8. Covering or concealing historic masonry is not recommended as the historic material is a defining feature of buildings within the overlay and the overlay.
9. Previously unpainted masonry should remain unpainted.
   a. Some masonry structures may have had historic paint detail in areas such as corner bricks, along mortar joints, or even washes across the whole building.

Masonry Details

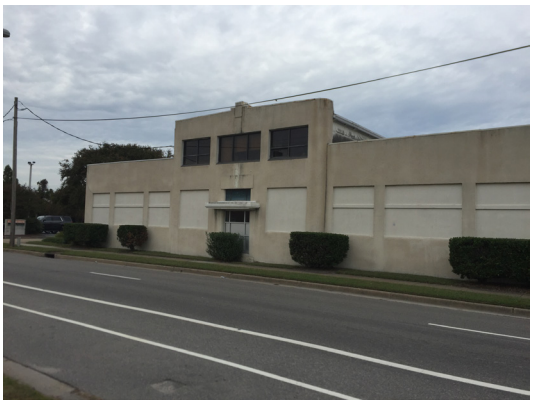


Masonry Details

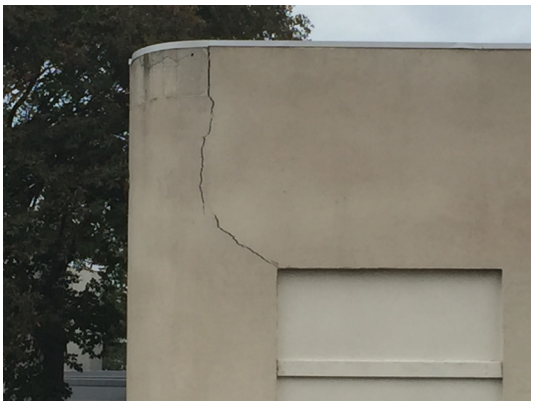
b. Retain historic paint details in the greatest extend possible. Reinstate/replicate missing paint details where their omission compromises the overall character and integrity of the façade.

10. Applying waterproof, water-repellent, or non-original historical coatings (such as stucco) to masonry as a substitute for repointing and masonry repairs.

11. Vines and other vegetation have the potential to damage the masonry walls over time. Care should be taken when removing vegetation as to not damage mortar joints or masonry materials. Sever the plant completely by cutting it at ground level then carefully remove its tendrils from the structure.
    a. Areas near building foundations should be clear of plants to avoid intrusion from invasive root systems.



Example of a stucco cladd building



Typical stucco failure

Stucco

There are several resources in the district with stucco as an exterior finish. It is a versatile and relatively low cost treatment, however it is susceptible to water damage and cracking. Traditional stucco is a mix of cement, sand, lime and water, applied in coats directly over masonry or applied to lath. Parging is not the same as stucco as it is generally a single coat.

The following are the guidelines for stucco:

- Retain, repair and preserve historic stucco finishes to the greatest extend possible. Repair and limited replacement is recommended in lieu of wholesale loss and replacement.
- Stucco for repair and replacement shall duplicate the historic stucco in thickness, texture and tooling.
- Stucco mixes for patching and repair should be compatible with he historic stucco in terms of sand/lime/cement ratios. Existing or original stucco should not be replaced with a stronger, more modern material, such as portland cement.
- Stucco or parging is not a substitute for repointing or masonry repairs.
- Caulking is not a recommended treatment for repairing cracks.
- Exterior insulation and finish system (EIFS) is not recommended to replace stucco.

Wood Siding

Wood siding can be easily shaped by sawing, planing and carving. Wood is readily available and easily milled to match original siding. Examples of wood siding in the District include _____.

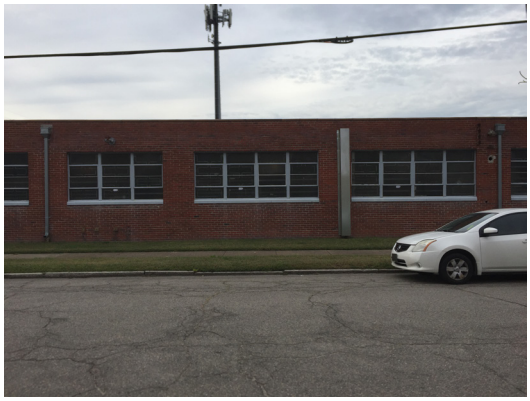
The following are the guidelines for wood siding:

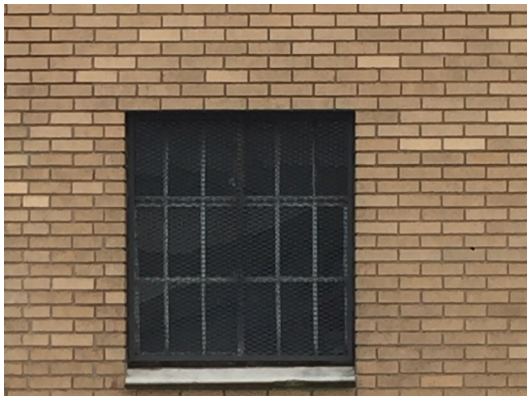
- Retain, repair and preserve wood siding to the greatest extend possible.

EXTERIOR WALLS

- Implementing an integrated pest management plan to identify appropriate preventative measures to guard against insect damage is recommended.
- Paint, stain or seal wood appropriately to protect it from rot and decay.
- Replacement of wood siding shall match the existing in style, size, thickness, face exposure and finish/paint/stain.
- On a secondary elevation where wholesale replacement of wood siding is necessary, cementitious may be considered with the following considerations:
  a. Cementitious siding should match the existing wood in dimension, width, reveal and style.
  b. A smooth surface and not an imitation or raised gain surface.
- Cementitious siding closely resembles wood siding, but it should not be installed against wood siding.

Examples of windows and window patterns in the district





Windows

The window materials range from wood and steel paned, to aluminum, glass block and some vinyl. Spacing on the buildings range from symmetrical to asymmetrical depending on the building.

Patterns of fenestration also vary from large industrial panels to ribbon windows and even punched openings in masonry.

The following are the guidelines for windows:

- Historic windows should be retained and repaired to the greatest extent possible.
- Windows should be retained and preserved along with their original materials. Functional and decorative features of a window or trim, which contribute to the character of a building shall also be retained and preserved.
    a. These may include, but are not limited to:
        i. Pivot windows, awning windows, casement windows, double- and single-hung sash windows, picture windows, clerestory windows, glass block lights or other styles which have precedent within the overlay.
- There should be a continuation and preservation of the position, number, size, proportion and arrangement of window openings in a structure wall. Windows should not be altered or added to the structure wall unless changes are based on documentation or physical evidence of the original design.
    a. Window openings that have been covered or filled in should be restored and replaced to preserve the original rhythm of the buildings fenestration, or of the overlay.
    b. Window openings that have been altered should be restored and repaired to preserve the original rhythm of the buildings fenestration, or of the overlay.
    c. Further, it is recommended that window openings not be added, removed, reduced in size or enlarged in size window unless the alteration is based on documentation or physical evidence of the original design or the alteration is integral to the new use of the building.
    d. Designing and installing additional windows, due to a programmatic change, on rear or other non-character defining elevations should be compatible with the overall design of the building, but not replicate the fenestration pattern and detailing of a character defining elevation. Alignment and same proportion with the existing fenestration is encouraged.
    e. It is not recommended to install new windows that are incompatible with the building's historic appearance or obscure, damage or destroy character defining features.

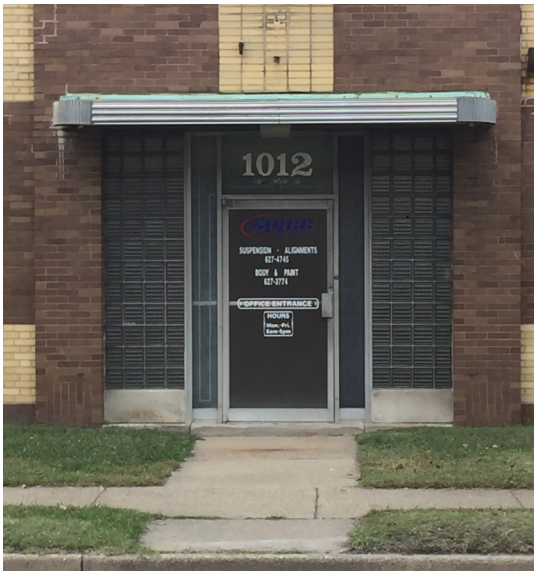
FENESTRATION

- Replacement of a completely deteriorated or missing window with a new window should be based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new window must be compatible in design, location, size, pattern, pane configuration, panel configuration, architectural trim, detail,muntin profile and style with the structure and the overlay. The same materials, or like materials, should be utilized when replacement occurs.
- If wholesale replacement of a window is necessary, it is recommended to use in kind replacements, like wood to wood. The following substitutions may be considered:
  a. Aluminum may be a good replacement for steel if the profiles and sight-lines can be replicated.
  b. Wood clad for wood units if the profiles, style and simulated divided lites (SDL) match the existing windows.
  c. Vinyl replacement windows are not appropriate.
- If a door opening needs to be infilled, the infill material should be set back into the openings and not flush with the outside wall.

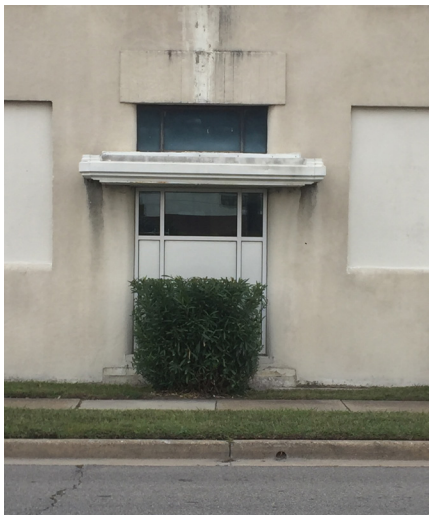
Doors

There are many door styles depending upon the use of the building. Loading doors have both a rolling "fire" door style or exterior metal roll-ups. Where the pedestrian doors are often flush metal, or three-quarter glass wood doors.

- Historic doors should be retained and preserved whenever possible, along with their original materials and functional and decorative features which contribute to the character of a building.
- There should be continuation and preservation of the position, number, size, proportion and arrangement of doors in a structure wall. Doors should not be altered or added unless changes are based on documentation or physical evidence of the original design.
  a. Door openings that have been covered, filled in, or altered may be restored and repaired or replaced to preserve the original rhythm of the buildings fenestration, or of the overlays.
  b, It is not recommended to remove, reduce or enlarge door openings unless the work is based on documentation or physical evidence of the original design.
- Repairs should match the original in design, dimension, detail and material.



Entrance



Entrance (abandoned)

- Replacement of a completely missing or deteriorated door with a new door should be based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new design must be compatible in design, location, size, pattern, architectural trim, detail and style with the structure and the overlay. The same material used in the original door should be utilized during replacement.
- The recommended treatment is to retain historic loading doors. If they are not considered for active use, it is recommended for the doors to either be fixed in a open or closed position.
    a. The use of glass storefront systems may be used to replicate and overhead door. These can either be fixed or have pedestrian doors incorporated into the opening.
- Designing and installing additional entrances, due to programmatic change, on rear or other non-character defining elevations should be compatible with the overall design of the building. Attempts to maintain the alignment and proportions with the existing fenestration is encouraged.
- It is not recommended to install secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage or destroy character-defining features.

Fire Shutters and Fire Doors

Metal clad window shutters and metal clad rolling fire doors can be observed throughout the district and are a characteristic feature of warehouses. Retaining fire shutters and doors is encouraged.

The following are the guidelines for fire shutters and fire doors.

- Retain and repair fire doors and shutters to the greatest extent possible. Operation may be optional.
- Reinstating missing doors and shutters is not required, however leaving hardware in place to indicate they were there is encouraged.
- Construction of new doors and shutters shall match existing in fabrication, style, operations, materials and hardware where no shutters exist and it is desired to retain them. The design shall be based on photographic documentation, or original construction drawings.
- If a historic window opening should require infill, due to new programmatic functions, the use of a "closed" fire shutter detail may be incorporated.

ROOFS

Roofs

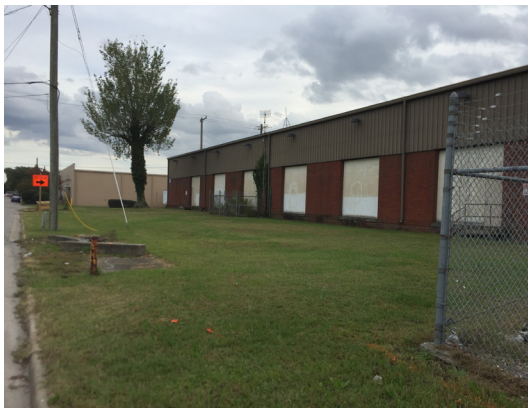
The massing and shape of a building is one of its character defining features, therefor the roof of a building and its related features are important to its overall visual character. With few exceptions, there is a consistency of flat roofs throughout the Norfolk & Western Overlay District. This uniformity not only defines the individual buildings but adds to the visual cohesiveness of the district. Roof features, though rarely found within this overlay, can be dormers, cresting and chimneys which all contribute to the historic and architectural significance. Typical materials are rolled and membrane roofing, metal and asphalt. Parapet copings are typically terra cotta or metal.

The following are guidelines for repair or replacement of roofs:

- Preserve and retain the roof shape, slope, and overhang as well as elements such as chimneys, parapets, supporting cornices, coping, and skylights or any other element deemed architecturally significant.
- Roofing materials that are historic and contribute to the building should be retained and repaired unless it is determined by the owner and approved by the ARB that wholesale replacement is a more appropriate option.
    a. Replacement of visible roofing materials should be in kind.
    b. Retain existing skylights, monitors and clerestory windows.
    c. Replacement of the original roofing materials with different materials should include detailed documentation of the of the original roof materials condition and any attempts to maintain the existing visible roof materials. If new materials are approved they should replicate the original materials in shape, size and pattern.
- Skylights may be added, and when done they should not be visible from the public right-of-way. Skylights shall not compromise the roof structure during or after their installation.
- Retain and repair gutter, downspout and scupper systems. If this is not possible they should be replaced in kind. New systems to be added should minimally impact the architectural features of the building, both physically and aesthetically.
    a. Gutters and downspouts should be pre-finished or painted to match trim or blend with siding.
- Satellite dishes should be placed to the rear or on the roof plane least visible from the public right-of-way.
- Mechanical equipment, including vents and hoods, should be installed behind parapets to have minimal visibility from the public right-of-way.
    a. If roof-mounted equipment is visible from the public right-of-way, it should be screened with materials that appear integral to the building.
- Do not introduce, recreate or alter architectural or ornamental features that would create a false historical appearance. Sufficient historical documentation such as photographs or physical evidence is required to introduce, recreate or alter such features.

Loading Docks

The Norfolk & Western Historic Overlay district, and adjacent properties, feature loading docks which are highly connected to the industrial characteristic of the overlay. The loading dock is an integral feature of structures and thusly they should be preserved and protected during any rehabilitation or reuse. While their functionality may not be continued, the space they provide can still be taken advantage of and can be a valuable feature within the overlay. Loading docks may be reproposed as ADA entrances, outdoor amenity areas, or made to be the main entrance of a structure. These spaces should be pedestrian-friendly and seek to create a unique environment that smoothly connects the outside space to the interior.



Loading Doors

The following are the guidelines for loading docks:

- Loading docks, along with any canopies associated with them should be retained and preserved as they contribute to the character of a building.
  a. Maintaining the historic location and form of a loading dock is recommended.
- Removing or enclosing a historic loading dock is discouraged.
- If railings are added, they should be simple vertical and horizontal members that reflect the industrial character of the building and the overlay.
- Original loading dock doors, which were typically overhead, sliding or roll-up, should be retained when feasible.
- If maintenance or repair is required, original materials should be used.

SUBSTITUTE MATERIALS

Substitute Materials

The Norfolk & Western Rail Road Historic Overlay district has a wide variety of materials. The buildings were built for specific utilitarian uses and as such the material selection was selected for low maintenance and durability. Much of the existing materials are readily available or repairable.

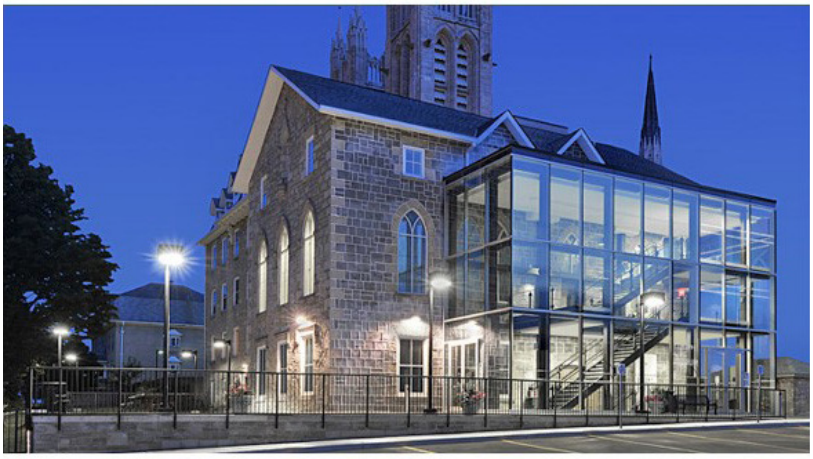
The use of substitute materials is discouraged on primary elevations as they can alter the appearance of a historic structure and diminish its significance and context. Retention of existing historical material should be the goal for any exterior changes to a building within the overlay.

Design Guidelines

Historic overlays are in a state of continuous evolution in order to address the challenges and aspirations of the greater City or region in which they are located. The intent of the HO – N&W district is to promote the historic development pattern of the district's light industrial building stock, and allow for flexibility in reuse due to the changing requirements for operators of industrial businesses. As a result of this, new infill construction or additions to existing historic buildings may be proposed. The City of Norfolk, in accordance with its General Plan, strives to protect Norfolk's historic resources through regulation on new construction and additions: In general, new construction and additions should complement and enhance the Norfolk & Western Historic Overlay district. Further, the preservation or addition of accessory structures and outdoor spaces must be carefully considered as they have a large impact on the appearance and context of the overlay and its industrial aesthetic.

The guidelines for the Norfolk & Western Historic Overlay district which involve new construction and additions are adapted from the nationally accepted Secretary of the Interior's Standards for Rehabilitation, issued by the United States Department of the Interior, and specifically relate back to Standard #9 and #10, (see Introduction). These standards state new constructions and additions shall be differentiated from the old, and still be compatible, to protect the integrity of the property.

Style is one indicator of differentiation; Means of differentiation may include materials, mechanical systems, construction methods, style of building and signage. This is not intended to stifle the construction of more aesthetically contemporary infill and additions: Contemporary styles may be permissible within the overlay and are subject to the ARB's review. The ARB is not limited in scope to previous approvals and thus design review is taken on a case-by-case basis.



Example of an addition to a historic structure

New Construction of Primary Buildings

The Norfolk & Western Historic Overlay district features a variety of building styles that epitomize its historic role as a light industrial area serviced by the rail line. Thusly, it is important to analyze, reference and review the immediate surrounding area, as well as the entirety of the overlay, when planning a new building. This context should inform the design, placement of the building on the site, and treatment of the site for landscaping, walkways, fences, and other features. New construction should not detract from the historic resources within the overlay or disrupt the overall context of the overlay.

Because of the nature of this overlay, property owners may find it useful to reference section 3.9.8.E(2) of the Norfolk Zoning Ordinance during the process of planning infill construction. It is always advisable to consult with the Planning Department staff before proceeding with project plans in the Norfolk & Western Historic Overlay district as new construction must also meet current zoning and code requirements.

The following are guidelines for new construction:

- The placement and orientation of a new building on a vacant lot should be consistent with the setbacks and spacing of surrounding properties to maintain the established historical relationship with the street. The base development standards as well as the intensity and dimensional standards of the underlying zoning overlay will apply to all properties located within the overlay boundaries, except where expressly exempt through the Development Certificate waiver process, outlined in section 2.4.9 of the Zoning Ordinance, where appropriate to ensure compatible design.
- Retain landscaping that is in keeping with the surrounding area. Within the overlay, the industrial property sites are defined by their relationship between differing buildings or their relationship between the ground plane, the limited open space, and the sites associated building or structure.
- New construction should not overwhelm existing historic structures or streetscapes and should be designed with features that reinforce the human scale of this overlay. Most buildings within the overlay are one-story to two-story warehouse structures that often feature larger openings such as bay doors or industrial window openings. However, base zoning dictates that a building may be up to 65 ft. in height. Allowing a structure of this height will have to be heavily considered as it may detract and disrupt the historic fabric and characteristics of the overlay but may be more appropriate when located directly along the Norfolk & Western rail line and W. 23rd Street right-of-way where a few notable examples are found. The taller mass should be at the rear of the site, set back from the front of the building. This maintains the 1 to 2-story frontage as seen in the image above.

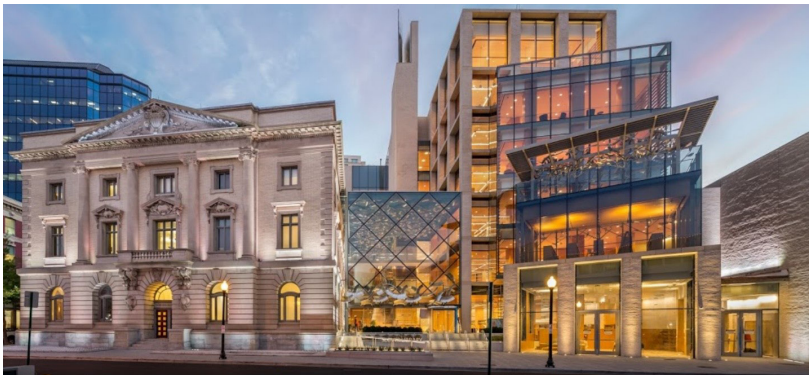
- While there is some flexibility in terms of innovative building design, it is recommended that new buildings be compatible with, but not copy, existing structures by featuring:
    a. A simple massing of low and rectangular forms that emphasize width and not height.
    b. A flat roof which is a predominate feature of buildings within the overlay.
    c. The massing and the fenestration is important to the design of a new building.
    d. Fenestration that matches the rhythm and aesthetic of the overlay, often large industrial doors and windows are typical of the buildings found in the overlay, however, more atypical designs can be seen in the overlay's few Art Deco and Moderne buildings.
        1. Appropriate window styles may include:
            i. Pivot windows, awning windows, casement windows, sash windows, picture windows, clerestory windows, glass block lights or other styles which have precedent within the overlay.
        2. Window materials may vary in new construction, but the established aesthetic of the overlay should be maintained. This can include emulating divided lights by means of simulated divided lights (SDL) and muntins.
    e. Continuity of exterior materials found within the overlay, chiefly brick, stone, CMU, stucco and examples of wood and corrugated metal.
    f. New buildings should be identified through signage or other interpretative means to relate them to the context of the district's historic significance.
- It is important that new construction be distinguishable from contributing buildings so that they may maintain their historic integrity within the overlay. New construction should not be mistaken as historic.
- During construction significant site features should be protected and ground disturbance should be minimized from heavy construction equipment.

Additions

Historically, additions in this district were driven by the programmatic need for a defined use related to the existing primary use at that time. As the use of a building changes, additions may become a necessity. Additional space, when added to a historically significant building, must be done in a manner that is both compatible with and deferential to the original building. Additions do not need to attempt to seamlessly continue the original building and may be distinguishable in this way. Both design and choice of materials may be utilized to accomplish this.

It is important to analyze, reference and review the building that is being added on to. This context should inform the design and placement of the addition. Additions should not detract from the historic resources within the overlay. More so, any additions to historic buildings must comply with the established zoning and code requirements. The following are guidelines for additions to contributing buildings within the historic overlay:

- The preferable location of an addition should be on a secondary elevation, one that is least seen from the public right-of-way.
- The addition should not overwhelm the primary building or the site: Additions should be limited in size and footprint. If additional stories are desired, they must be carefully considered and highly distinguishable in non-residential applications.
    a. While not a requirement, it should be noted that, traditionally additions grow off the original industrial structures in a manner that follow its roofline and massing. This creates a continuation of the original building.
- If additional stories are being added, they should be setback from the façade elevation of the primary building and the properties established lot-line.
- Additions should be compatible with the main building without recreating it. Similar materials and detailing, complimentary rooflines, and fenestration patterns can produce a compatible but differential appearance. It is recommended that these additions be compatible with existing buildings by featuring:
    a. A simple massing of low and rectangular forms that emphasize width and not height.
        1. Façade composition should be compatible with the existing building and alignment of the roof, cornice lines, windowsills and headers, etc., as much as possible.
    b. A roof which is a compatible with the primary structure.
    c. The architectural style of the building it is attached to or featuring details that reference and highlight the original and/or evolved building(s) style.
        1. Additionally, a contemporary architectural style that is visually compatible with the precedent of the overlay may be permissible.

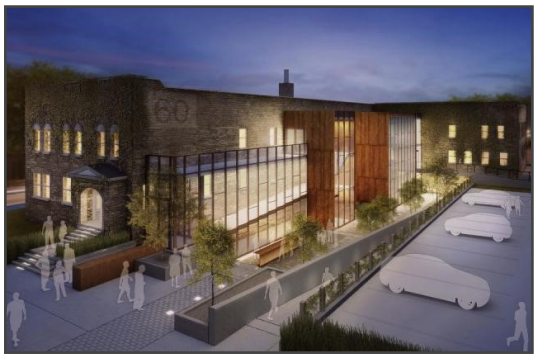


Example of an addition to a historic structure

d. Maintaining the pattern and proportion with the existing fenestration is encouraged. The fenestration should match the rhythm and aesthetic of the primary building it is associated with. It is permissible that window materials may vary in new additions but the established patterns or designs of the original building should be maintained or echoed. This can include emulating divided lights by means of simulated mullions and muntins.

e. Continuity of exterior materials found within the overlay, chiefly brick, stone, stucco, metal and CMU buildings.

- The additions in this district were added in a utilitarian and organic way and creative connections would be considered. A hyphen, or connector, which can link distinct building segments, may be used to visually distinguish the addition from the historic building.
  a. This visually links the addition to the historic building without impairing the original aesthetic and rhythm of the building.
  b. A design recommendation would be to utilize glass materials when constructing the hyphen or connector so that the original exterior walls of the primary building may still be observed.
- Historic features, as well as unique or significant design elements, should not be removed from their original location on a historic building to install a new addition. Additions should be self-supporting and constructed with methods which minimize the effect on the historic building.



Example of an addition to a historic building

- Additions should be designed in such a way that, if they are removed in the future, they will not cause damage or significant alteration to the historic building.
- An addition should be clearly differentiated from the historic building and be compatible in terms of mass, materials, and relationship to voids.
- Features should not be applied in such a way that would create a false historical appearance, such as imitating a historic style or period of architecture in new additions. More so, salvaged materials should not be applied in the same manner to avoid creating a false historical appearance.
- During construction significant site features should be protected and ground disturbance should be minimized from heavy construction equipment.

Accessory Structures

Maintenance of accessory structures, including roof repairs and repainting, are necessary to maintain the life of these structures. New accessory structures should be constructed in such a way that minimally impacts the site and the overlay. Because many accessory structures were sometimes built as diminutives of primary buildings, or they incorporated their materials and design details, new construction of accessory structures should follow this historic precedent. New accessory structures must meet zoning and code requirements. The following are guidelines for accessory structures:

- Retain and preserve existing accessory structures, and their features and materials that are contributing to the overlay. COA's for demolition are issued only with careful consideration from the ARB.
- Select the placement and orientation of a new structure to be toward the rear of a property and away from the public right-of-way.
- Limit the size and footprint of the new accessory structure. They should not dominate the historic building in size or height.
- Do not remove historic features of the primary building or site when constructing a new accessory structure.
- The design of the accessory structure should be compatible in style to the primary building and surrounding overlay by using similar features such as rooftop, cladding, fenestration, and architectural details. This should be done in such a way that is not more ornamental than the primary building, nor should it distract from the primary building.
- During construction significant site features should be protected and ground disturbance should be minimized from heavy construction equipment.

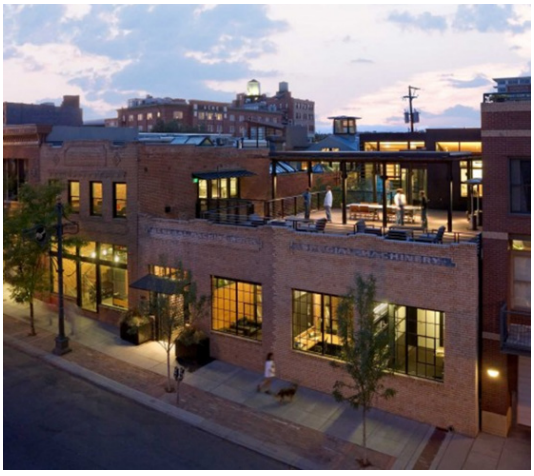
Patios/Outdoor Spaces

Patios may become desirable additions to properties within the Norfolk & Western Historic Overlay district and will require careful consideration from the ARB. Because the historical precedent in this overlay does not account for such spaces, patios must be designed as to not disrupt the historic integrity of the overlay or primary building of which they are associated and must meet zoning requirements.

The following are guidelines for patios:

- Patios are generally appropriate because of their minimal visual impact on the aesthetic of the overlay.
- The addition of decks and porches at the ground level is discouraged.
- Repurposing loading docks for recreational use, is recommended.
- The location of the patio or outdoor space should occupy existing "yards" to preserve the character of the open space throughout the district.
- The size and proportion of the constructed patio should be compatible to the size and proportion of the building lot and yard as to never overwhelm or alter the character of the site.
- During construction significant site features should be protected and ground disturbance should be minimized from heavy construction equipment.

Rooftop Terraces



Rooftop terraces may become desirable additions to properties within the Norfolk & Western Historic Overlay district and will require careful consideration from the ARB. Rooftop terraces must be designed as to not disrupt the historic integrity of the overlay or primary building on which they are associated. A rooftop terrace must meet zoning requirements and should not be easily read from the public right-of-way. The following are guidelines for rooftop terraces:

- Rooftop terraces should take advantage of the common flat roofs found within the overlay. Many flat roofs feature high parapets which would serve to screen the added rooftop terrace from the public right-of-way without requiring additional construction or adaptation.
- If the building does not feature a suitably high parapet, additions to the roof must be made to allow for a rooftop terrace:
    a. It is recommended that, in the event there is no parapet, or the parapet is not high enough, the rooftop terrace space should be setback from the edge of the building. Conceptual sightline drawings are required to assess the visibility of the rooftop furnishings.
    b. Rooftop deck rails should be minimally intrusive like glass panels, simple tubular rails or cable rails that clearly define and enclose the space.

- Additional structures associated with the rooftop terrace, such as canopies or enclosed spaces, must be added in a such way that limits their visibility from the public right-of-way.
    a. This may be achieved through placing additional structures towards the least visible elevation of the building or by constructing these additions with glass materials
- It is recommended that access to rooftop amenities should be with internal stairs and or an elevator. The addition of the stair/elevator tower is recommended to the rear of the building or the least noticeable location from the ground.

Design Guidelines

CHAPTER 4: RESILIENCY AND SUSTAINABILITY

- Stormwater and Runoff Mitigation
- Photovoltaic/Solar Panels
- Cool/Green Roofs
- Indigenous Plan

Historic preservation is often referred to as "the ultimate recycling," because by its very nature it promotes the retention and reuse of existing materials. The aim of this chapter is to highlight sustainable options that would benefit the Norfolk & Wester Historic Overlay. However, employing sustainable, more environmentally beneficial strategies must be done so with the utmost care as to not detract from the industrial characteristic of the overlay.

Resiliency and sustainability are important concerns within the overlay, adjacent properties and the City as storm-runoff and water management continues to be a major issue that should be addressed, especially in circumstances of preservation. Because the overwhelming number of properties within the overlay and adjacent areas are mainly impermeable surfaces, it is advised that developers and property owners implement features to help with water management. These features may involve the use of permeable surfaces or water collection whenever possible without detracting from the historical context.

Other resiliency and sustainability features may include solar panels, green roofs or clerestory/ skylights. The developer or property owner is advised to be creative with the implementation of sustainable features. Within the overlay it is important, however, that any sustainability features do not detract from the historic characteristic of sites or structures: These features should be hidden from the public right-of-way as best as possible.

These guidelines on how to include sustainable features into the Norfolk & Western Historic Overlay district are adapted from the nationally accepted Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings, issued by the United States Department of the Interior.

Stormwater and Run-off Mitigation

Increased flooding frequency is a city-wide concern. The N&W Historic Overlay District lies in an area of the city that has been identified as highly impervious (<60%) and the stormwater pipes lack capacity. Rainwater infiltration is a high priority focus for this area. Therefore, strategies to soak water into the ground should be taken into account.

Developers and property owners should first analyze whether ecologically friendly water management can be used successfully and will benefit a historic building without compromising its character or the character of the site or the overlay. All installations of ecologically friendly water management should be done in a such in a manner that does not damage historic material or negatively impact the building's historic character.

- Swales, bioswales and rain gardens are appropriate measures that can be implemented to combat stormwater and run-off.
    a. When utilizing bioswales and rain gardens, only the use of native shrubs, native perennials, and /or native flowers is permitted.
    b. Because bioswales and rain gardens could damage the historic integrity of the overlay they should be placed in areas of the site where they are least visible from the public right-of-way.

- Rain barrels and other means of water collection can help mitigate stormwater but should be located at areas of the property which are minimally visible from the public right-of-way.
    a. Rain barrels and other water collection systems should appear strictly utilitarian in design to reflect the industrial characteristics of the overlay.

Photovoltaic / Solar Panels

Developers and property owners should first analyze whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the overlay. All installations of a solar device should be done in a such in a manner that does not damage historic roofing material or negatively impact the building's historic character. Any installation should be removable without damaging the building or property site.

- Photovoltaic panels and other types of solar paneling should be roof-mounted and shielded from, or placed out of view from, the public right-of-way.
    a. Installation on the rear roof, behind parapet, or on a non-visible roof surfaces is recommended. Solar panels should be set back from the roofline and have a low profile.
        1. Install solar roof panels horizontally -- flat or parallel to the roof -- to reduce visibility
    b. Solar panels should only be located off the roof of a historic building if there is no space for one or if there is no space available that is hidden from, or unable to be shielded from, the public right of way.

Cool/ Green Roofs

Applicants should first analyze whether cool or green roofs can be used successfully and will benefit a historic building without compromising the character of the overlay or the physical roof of the building. Ensure that the historic building can structurally accommodate the added weight of a green roof and sensitively improving the structural capacity, if necessary.

- Cool roofs or green roofs should only be fitted on flat roofed buildings and should be added in such a way that it will not be visible from the public right of way and will not negatively impact the building's historic character or compromise the roof structure.
    a. Sun-reflective, white membrane roofing materials may be appropriate behind parapets or where not visible from the public right-of-way.
- Include a moisture-monitoring system when installing a green roof to protect the historic building from added moisture and accidental leakage.
- Select sustainable, native plants that are drought resistant and will not require excessive watering of a green roof.
    a. Select only appropriately-scaled vegetation for a green roof so that it will not grow so tall that it will be visible and detract from the building's historic character.

Design Guidelines

CHAPTER 5: SITE IMPROVEMENTS

- Fences and Walls
- Parking Areas, Driveways and Walkways
- Landscaping
- Lighting
- Signage

The sites of the in the Norfolk & Western Historic Overlay district also play an important role in industrial context of the overlay. Features such as fences, signage, parking areas and other site elements work towards establishing the edgy, industrial appearance of the overlay. A balance of site elements is crucial to maintain the distinctive characteristics of the overlay's industrial appeal while also creating a community which offers the appeal of mixed-use development, a goal of the overlay. When properties, and by extension their associated buildings, are added into the overlay, a change in use often follows. Because of this change, new site improvements might be made to reflect the new use of the property or building. The owner and the ARB will have to carefully consider any site improvements which may disrupt the historic continuity of the subject property, any adjacent properties, and the overlay.

These guidelines on how to go about improving the sites of the Norfolk & Western Historic Overlay are adapted from the nationally accepted Secretary of the Interior's Standards for Rehabilitation, issued by the United States Department of the Interior, and specifically relate back to Standard #1-4 as well as #9 and #10, *(see Introduction)*.

Fencing and Walls

In the Norfolk & Western Historic Overlay district, fences and walls contribute to the relationship between the lots and streetscape. These fences and walls are typically found around the entire perimeter of lots adjacent to and within the overlay.

The most common fence is chain-link, a feature that is characteristic of the historic industrial nature of the overall area as well as the overlay. Aside from chain-link fencing there are examples of masonry walls. Together, fencing and walls, along with their respective predominant materials, work in tandem to create the industrial characteristic and often disconnected relationship between many of the lots and the streetscape found adjacent to or in the overlay.

The following are the guidelines for fencing and walls:

- Preserve and retain existing fences and walls. Repair damaged elements of fences and walls, rather than replace them. Replace with matching materials when a wall or fence cannot be repaired.
- When the condition of a historic fence or wall makes replacement necessary, it should be replaced with the same materials, design, pattern and dimension in the same location as the original.
- It may be appropriate to install a new fence or wall where none historically existed, so long as the addition does not alter the rhythm of the historic streetscape. New fences and walls should be located on the same plane with others adjacent to or within the overlay and

should be similar in material, design, pattern, and dimension. If historic photographic documentation of a fence or wall that once existed is available, it should be used to design a new fence or wall.

- Materials for a new fence or wall should be those that are predominant in the overlay, typically brick, metal and CMU. Assessment of fences or walls near the subject property should be taken to ascertain which material is most appropriate.
- Privacy or utilitarian fences generally are appropriate when constructed by exposed concrete block, painted masonry, or parged brick.
- Vinyl fencing is not appropriate within the overlay.

Parking Areas, Driveways and Walkways

Within the area that encompasses the Norfolk & Western Historic Overlay district established parking areas are few. While some lots feature zero-lot-line structures and lack adequate space for traditional parking or driveways, others feature parking and loading areas. Overall, on-street parking is the norm within the overlay. Some examples of storage-yards and old foundation slabs acting as parking areas exist adjacent to and within the overlay.

Rain water runoff should be highly considered during the design consideration process. While historically the area that encompasses the overlay has had few landscaping requirements as well as limited acknowledgement that the area is primarily impermeable, runoff management is a concern city-wide. To combat runoff, it is recommended that permeable materials be utilized when surfacing parking areas, driveways and walkways. Landscaping and buffering also are required by the Zoning Ordinance and must be taken into consideration regarding parking areas, driveways and walkways.

All parking areas, driveways and walkways should meet zoning and code requirements.

The following are the guidelines for parking areas, driveways and walkways:

- Retain and preserve parking areas, driveways and walkways that contribute to the historic overlay.
- During installation of parking areas, driveways and walkways, it is appropriate to protect significant site features.
- Parking between two adjacent buildings should be utilized whenever possible.
- Concrete, brick, asphalt or other documentable historic material may be appropriate surface materials for parking areas, driveways and walkways. In meeting with Norfolk's goal to be a more sustainable and resilient city, other permeable surfaces may be considered if they are compatible with the color and texture of existing historic surfaces.

- Stamped concrete is not appropriate in the overlay.
- Parking areas should be divided with planting islands or other landscaped areas and should also be screened with vegetation or fencing.
- Buffering of parking areas should remain consistent with existing landscaping with the overlay and adjacent properties. Few trees and shrubbery are currently found in the area that encompasses the overlay and this trend should be continued. When considering species that should be utilized for buffering, native species and species noted for runoff buffering and water retention should be prioritized.
- Mechanical, electrical and other utility connections and equipment ideally should be located inconspicuously on the rooftop of the primary building where applicable. In the event the mechanical, electrical and other utility connections and equipment cannot be located on a rooftop, they should be screened or landscaped. New equipment should be installed to cause as little harm or alteration to the historic building as possible.

Landscaping

Existing landscaping within the area that encompasses the Norfolk & Western Historic Overlay district is limited due to its historic industrial use. Despite this, landscaping should play an important role in any existing site improvement. Managing runoff and soil erosion in the area should be a primary goal of landscaping within the overlay. Because of this, landscaping should be conservative and utilitarian in design and nature. Most surfaces found adjacent to and within the overlay are impermeable, meaning that landscaping, even if minimal, is crucial.

All landscaping should meet zoning and code.

The following are the guidelines for landscaping:

- Retain and preserve any significant site landscaping features.
- Landscaping should be minimalistic in design, accounting for the lack of landscaping precedent within the area that encompasses the overlay.
- Landscaping should primarily emphasis the horizontal plane of a site and have little to no impact on the vertical plane of a site.
- Landscaping should not detract from the existing relationship between the streetscape and the site they are associated with.
- Native / indigenous species and species suited to buffer runoff and contribute to water retention should be preferred.

Indigenous Plants

The following is a collection of indigenous plant species that may be appropriate to utilize when adopting resilient and exterior, ground level landscaping features within the Norfolk & Western Historic Overlay district:

Small Canopy Trees:

- Small Canopy Trees
- Yaupon Holly (Ilex vomitoria) – tree & weeping varieties available
- Little Gem Magnolia (Magnolia grandiflora 'Little Gem')
- Sweetbay Magnolia (Magnolia Virginiana)
- Common serviceberry (Amelanchier arborea)
- Eastern serviceberry (Amelanchier canadensis)

Shrubs:

- Red chokeberry (Aronia arbutifolia)
- Sweet pepperbush (Clethra alnifolia)
- Inkberry holly (Ilex glabra)
- Yaupon holly (Ilex vomitoria) – dwarf cultivars available
- Waxmyrtle (Morella cerifera)
- Southern bayberry (Morella caroliniensis)
- Northern bayberry (Morella pensylvanica)
- Beach plum (Prunus maritima) – edible fruit
- Smooth sumac (Rhus glabra)
- Elderberry (Sambucus nigra ssp. canadensis) – edible fruit
- Highbush blueberry (Vaccinium corymbosum) – edible fruit
- Arrowwood (Viburnum dentatum)
- Salt bush (Baccharis halmifolia)
- Marsh elder (Iva frutescens)

Perennials:

- Hibiscus (Hibiscus moscheutos)
- Marshmallow (Kosteletzkya virginica)
- Asters (Aster spp.)
- Blanket flower (Gaillardia spp.)

NOTE: *Any plantings proposed, in the public right of way, must be reviewed by Recreation, Parks & Open Space.*

Lighting

Because of the historic and industrial nature of the Norfolk & Western Historic Overlay district, site and street lighting is sparse and utilitarian. Most site lighting features are of a simple design and function as security lights while street lighting is mounted on unadorned wood poles. Lighting in this overlay should not be utilized to make a statement or emphasize structures as this would detract from the industrial characteristic of the overlay and adjacent areas lots and should be utilitarian and functional only.

The following are the guidelines for lighting:

- Preserve and retain historic lighting fixtures.
- When such fixtures must be replaced, if inoperable for example, replacement with similar lighting fixtures is recommended. They should be installed the same location
- When installing new light fixtures, they should be in a style and design that is compatible with the architecture and the industrial characteristics of the overlay.
- Materials for new lighting fixtures should be primarily metal in matte black finish or a finish that is compatible with the finish of building features that are metal (e.g. brushed aluminum fixtures would be compatible with brushed aluminum storefront.) Assessment of nearby fixtures to the subject property should be taken to ascertain what new fixtures are appropriate.
- Security lighting and motion lights should be unobtrusive and placed in minimally visible locations if possible.
- Wall packs are not appropriate on front or primary elevations. If needed for security, they should be placed where minimally visible.
- Up-lighting of buildings to highlight architectural features, may be considered.

Signage

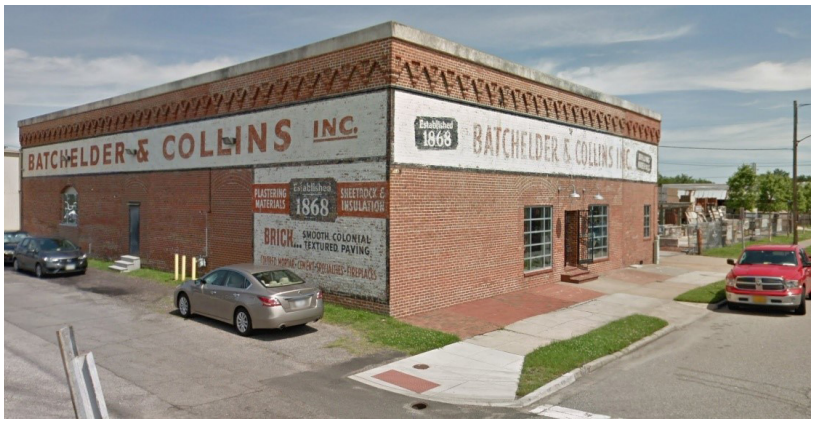
Signage can be an important element of industrial overlays as it helps to differentiate and individualize the monotony of industrial buildings, attracts customers and creates a unique characteristic and atmosphere within the overlay and adjacent properties.

Signage that has been painted-on to exterior walls is a defining historic feature of the Norfolk & Western Historic Overlay district and should be preserved whenever possible. Other types of signage exist adjacent to and within the overlay and it is recommended any new signage be based upon precedents set in the area.

All installation of signage should meet zoning and code requirements and may also require an encroachment approval if it projects into City right-of-way.

The following are guidelines for signage:

- Preserve and retain historic signage that contribute to the overlay or building. This should include signage painted on the exterior walls of structures within the overlay.
- Historic and predominate materials for signage include painted wood and/or finished and painted metal.
- Appropriate sign types are painted-on signage, three-dimensional wall-mounted signage and neon signage, or other comparable forms of lit-signage such as LED signage. Signs may be externally, or back lit. Internally lit box signs are not appropriate within the overlay.
- When replacing a historic sign is necessary, it should be a like-for-like replacement in terms of compatible materials, design, pattern, dimension, and location.
- It is inappropriate for new signage to obscure significant architectural features of a building. New signage should be placed on areas of a building that were historically designed for signage. The size of new signage should be compatible with the building and other signs adjacent to and within the overlay district.
- New signage should be attached to a historic building in such a way that there is little disturbance to historic material as possible. Hanging a sign over the parapet is one recommended method of mitigating damage to the historic building.
- Rooftop billboard signage, signage, window application or vinyl signage, flat wall-mounted signage, permanent banners, post signage, poll signage and monument signage are inappropriate for the overlay, unless recreated or restored to an historically-accurate representation.
- Murals and other painted or applied artwork is permissible but must first be reviewed and approved by the ARB.
- No exterior raceways.



CHAPTER 6: DEMOLITION

The demolition of contributing buildings in local historic districts is an irreversible action that is strongly discouraged. The historic properties in these districts have been designated as such because they possess special significance to the history and character of Norfolk and are intended to be protected under the local historic district zoning ordinance *(2.4.10(D) COA Review Standards)*. Therefore, all alternatives to demolition, including relocation, should be explored prior to the issuance of a Certificate of Appropriateness. Besides the loss of significant historic resources and damage to the character of the City, demolition adds large amounts of material to local landfills which is counter to historic preservation and the environment.

In local historic districts, historic overlays, or historic landmarks, denial of a Certificate of Appropriateness (COA) for demolition will delay the demolition during which time the owner must try to sell the building at a fair market price. If no bona fide contract is executed within the time period, up to one year, based on the value of the building, then the property owner may proceed with the demolition provided all procedures are within compliance.

The following are guidelines for demolition:

- Explore all options for alternative to demolition, including relocation
- Record the building exterior and interior in its historic context with photography and measured drawings, to be provided to the Sargeant Memorial Room of the Slover Library.
- Salvage, or allow to be salvaged, historic materials from the building, particularly significant features or material.
- Demonstrate the proposed use for the site or for new construction on the site using the guidelines from Chapter 3: New construction and Additions, for placing the building on the site with respect to the character of the surrounding buildings and the area.
- Use the guidelines from Chapter 5: Site Improvements, for issues related to preserving site features and for any improvements to be made to the new site before or after demolition.
- During demolition and any subsequent construction, protect significant site features and minimize ground disturbance from heavy construction equipment.

APPENDIX A
Glossary

A

ACCESSORY STRUCTURE – a structure that is subordinate to the principal structure that is on the same premises.

ADAPTIVE REUSE – the process of reusing a building for a purpose other than which it was originally built or designed for.

ARB – Architectural Review Board.

AWNING – a canvas roof offering shade and protection from the elements to a window, doorway, patio or porch.

B

BALUSTERS – evenly spaced supports for a hand railing on a porch, balcony, deck or staircase.

BALUSTRADES – a succession of balusters joined on the top by a handrail and rail at the bottom; used on porches, stairways, and balconies.

BARGEBOARD – one of a pair of sloped boards at the edge of a projecting eave at a gable end; often decoratively carved or scrolled, especially in Gothic Revival style houses

BAY – al alcove within a larger room creating a protrusion on the exterior wall, typically using windows.

BIODEGRADABLE – a product that can decompose without human interaction.

BOND – an arrangement of masonry units providing stability and often a decorative pattern.

BRACKET – an architectural member used to support or carry weight of an element above.

C

CANTILEVER – a projecting feature not supported by columns or brackets.

CANOPY – a cover which provides shelter.

CEMENTITIOUS SIDING – a composite material made of cement reinforced with cellulose fibers.

CHARACTER-DEFINING – an attribute which becomes a determining factor to the historical significance of a building.

CLAPBOARD – boards on a side of a building in which they are thicker on the bottom edge, which then overlaps the board directly below.

CLERESTORY WINDOW – a high section of wall that contains windows above eye level.

COA – Certificate of Appropriateness.

COLUMN – an upright, slender structural member usually with a base, or plinth, a shaft and a capitol.

COMMERCIAL AREAS – districts of the city which are designated for businesses rather than residential.

COMPOSITE MATERIAL – man made materials composed of two or more parts to resemble a natural material such as wood.

COPING – the top of a brick or stone wall, typically sloping.

CORBELLING – a decorative sequence of projecting bricks, each paced our further than the previous, generally found on walls and chimneys.

CORNICE – the outer edge of a building where the roof and wall meet.

CRESTING – a decorative piece used to outline or beautify a roof.

D

DECK – an outdoor floor attached to a building, often with both building and ground level access.

DENTIL MOLDING – small square blocks found along cornices.

DOUBLE-HUNG WINDOW – a window with two operable sashes.

E

EAVE – the edge of the roofline that extends beyond the walls.

EMBODIED ENERGY – the energy used to harvest, manufacture, and transport building materials, including the energy used in the construction of a building.

EXPLORATORY DEMOLITION – removal of non-historic materials to reveal original features and materials.

EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS) – a synthetic insulated stucco product.

F

FALSE HISTORICAL APPEARANCE – installing new features or materials that attempt to look as if they were originally part of a historic building, such as adding gingerbread porch detailing or cornice moldings that did not originally exist on the building. Original design of buildings should be respected, and not embellished or "improved".

FAÇADE – the side of the exterior of a building.

FASCIA – a flat surface spanning the top of an existing wall.

FENESTRATION – the pattern of openings for doors and windows throughout a structure.

FLASHING – pieces of non-corrosive metal, mounted to create a watertight overlap at critical intersections of a building, such as the roof and walls or the base of chimneys, pipes and other projections.

G

GABLE – a triangular part of the wall between edges of a sloping roof.

GREEN BUILDING – a building which remains environmentally and economically friendly for its lifespan.

GREEN ROOF – a roof that is partially or completely covered with live vegetation.

H

HISTORIC – features, materials or characteristics of a building or site which date during the period of significance of the National Register nomination; and/or that contribute to the overall character of the building or site; and/or that area cultural resource based on their date, material, design, rarity, association with history, craftsmanship, relation to overall character or integrity of the district.

I

INSULATION– a special layer of fiber placed within the walls, attic, or crawlspace of a building which helps maintain constant temperature.

L

LIFE CYCLE – all stages of development of a product including the creation, lifetime, and disposal of a product.

LINTEL – horizontal support beam bridging an opening.

LOADING DOCK – is the area of a building where commercial vehicles (road or rail) are loaded and unloaded by pulling up to the building.

LOUVER – slats placed within a door or window to admit airflow while restricting water and other natural weather elements.

M

MIXED USE DISTRICT – an area designated for both commercial and residential use.

MONITOR – a raised structure running along the ridge of a double-pitched roof, with its own roof running parallel with the main roof. The long sides of monitors usually contain windows or louvers for light or ventilation.

MUNTIN – the small pieces of metal, wood or lead used to hold individual window panes into a window sash.

N

NON-CONTRIBUTING – features or properties that do not contribute to the historical significance of a building or area.

NON-FERROUS – a metal that holds little to no iron in its composition.

P

PARAPET – a low wall projecting above the roofline.

PARGING – a coat of cement or stucco.

PATINA – the natural aging of certain metal or wood elements such as the green film which appears on copper or bronze.

PATIO – an open, flat on-grade outdoor area generally constructed with stone, brick, tile, concrete, etc.

PEDIMENT – a gable, triangular in shape, enclosed with a continuous cornice piece.

PERVIOUS OR PERMEABLE PAVEMENT – a type of pavement, that is porous enough, to allow rainwater to pass through it into the ground.

PHOTOVOLTAIC PANEL – a rectangular panel which creates electric energy from solar radiation.

PIER – a solid support designed to sustain vertical pressure.

PILASTER – an architectural element used to give the appearance of a supporting column and to articulate an extent of wall with only an ornamental function.

PRE-CAST – a building material made in a factory to look like an architectural detail and used on a building.

R

RAIN GARDEN – a designated landscaped area planted to collect rainwater and runoff, thereby decreasing the amount of polluted runoff into natural creeks and rivers.

REPOINTING – the scraping out of loose mortar joints and repairing the area using new mortar.

RIDGE VENT – vents that allow heat and humid air out of an attic along the ridge.

ROOF DRAIN – provides drainage to a flat roof system by allowing the water to runoff from the roof down an internal pipe that exits to a sewer line or at the base of the building.

REDOUBT – a fort or sort system usually consisting of an enclosed defensive emplacement outside a larger fort, usually relying on earthworks, though some are constructed of stone or brick; meant to protect soldiers outside the main line of defense

S

SALVAGED MATERIALS – goods and building supplies which can be reused.

SCREENING – generally used around parking areas and mechanical equipment to block a pedestrian view.

SCUPPER – an opening in a building wall for water runoff.

SIDELIGHT – a stationary window or glass panel connected to the side(s) of a door.

SILL – a horizontal member creating the base of a window or door.

SHUTTERS – panels connected to a window frame via hinges, used to shield the opening in the building from light or weather.

SKYLIGHT – an opening in the ceiling covered with glass, used to admit daylight.

SLATE – a type of rock prepared as shingle for roofing and siding.

SLOW-GROWTH WOOD – lumber which has been milled after a long period of growth resulting in high quality wood.

SOFFIT – the underside of overhanging eaves.

SOLAR COLLECTORS – a panel used to gather the sun's energy for power within a building.

STRING COURSE – a level line of brick or stone offering a visual division in one portion of a wall to the other.

STOREFRONT – ground level, non-residential, non-load bearing assembly of commercial entrance systems and windows.

STORMWATER BMP – a designated "pond" made to collect water runoff during rain events, they can be wet or dry between storms.

STORM WINDOW – a second sash installed outside the existing glass for protection against weather elements.

SUSTAINABLE DEVELOPMENT – development that means the needs of the present without compromising the ability of future generations to meet their own needs.

SUSPENDED CEILING – a secondary ceiling system hung below the structural ceiling allows space for electric wires, plumbing, and service gear.

T

TERRACE – a level, paved walkway or outdoor area that is elevated or on a roof.

TERRA COTTA – a building element made of fired clay, usually used as roofing or decorative material or coping.

TONGUE AND GROVE FLOORING – a floorboard which fits directly into the cut channel of another.

TRANSOM – a window directly above a door, often hinged for ventilation in older buildings.

U

UPPER STORY – above the third floor.

W

WIND TURBINE – a rotary device, similar to a windmill that uses natural air flow to create energy.

APPENDIX B
Ordinance

A. PURPOSE

The purpose of the Historic Overlay (HO) district is to protect and conserve individual historic buildings, structures, and areas located outside of an Historic and Cultural Conservation (HC) district in order to achieve the historic preservation objectives and policies in the comprehensive plan.

B. APPLICABILITY

(1) General Applicability

The standards and requirements in this section apply to individually-designated HO districts, in addition to the base zoning district requirements.

(2) Specific Areas of Applicability

Special HO districts will be listed below as they are established by the city. Those established to date include:

(a) The Downtown Historic Overlay (HO – Downtown) district (see Section 3.9.8.E(1));

(b) The Norfolk & Western Historic Overlay (HO – N&W) district (see Section 3.9.8.E(2)).

(3) District Boundaries

Individual HO districts shall be represented on the Official Zoning Map.

(2) HO – N&W: Norfolk & Western Historic Overlay

(a) Purpose Statement

The purpose of the Norfolk & Western Historic Overlay (HO – N&W) district is to protect buildings and sites located along the historic Norfolk & Western railway and within he boundaries of either the Norfolk & Western Railroad (DHR No.: 122-5799) or the Williamston-Woodland (DHR No.: 12-5795) historic districts, as listed on the State and National Register of Historic Places by the Virginia Department of Historic Resources and the National Park Service. The intent of the HO – N&W district is to preserve the historic development pattern of the light industrial building stock, allow for flexibility in reuse due to the changing requirements for operators of industrial businesses, and to ensure that new construction and renovations are harmonious with the industrial character, District standards are intended to promote a vibrant mixed-use environment which will accommodate the current and changing use patterns.

(b) Eligibility for Rezoning

At the time of the creation of this overlay district, no properties are zoned or rezoned to lie within the district. To be included in the overlay district, a map amendment must be approved (see Section 2.4.3, Zoning Map Amendment). No property is eligible to be rezoned to this overlay district except those which are already included in either the Norfolk & Western Railroad or the Williamston-Woodland historic districts (identified in subsection (a), above) at the time the rezoning application is filed.

(c) Review Procedures

A Development Certificate (see Sections 2.3.3, Development Certificate Review Procedure, and 2.4.9, Development Certificate) shall be obtained prior to the issuance of any Zoning Certificate for new principal structures, and substantial improvements to existing structures in the HO – N&W district, in accordance with the definition of "substantial improvement" which exempts historic structures (see Section 8.3.2).

(d) Adaptive Re-use

In addition to any use allowed as either a permitted or conditional use within the base zoning district, any use listed in either Table 3.2.12 or Table 3.3.9 of this ordinance may be permitted in a building designated within a HO – N&W district if approved by a Conditional Use Permit.

(e) Yard Requirements

The following minimum yard setbacks may be reduced from the minimum setback requirements of the base zoning district as follows:

(i) Front Yard, Side Yard and Corner Side Yard

May be reduced to match an adjacent building setback or a reduced setback for a building located either across he street or diagonally across an intersection.

REVISED 4/24/2018 (Ordinance #47,198)