

City of Fairmont, West Virginia

Downtown Historic District  
Design Standards

Prepared by the Fairmont Historic Preservation Review Commission  
with assistance from Clearzoning, Inc.

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# I. Introduction & Purpose

## I.1 The Downtown Historic District

The Downtown Historic District is the historical focal point of Fairmont and its environs and is home to a large number of significant buildings that reflect the prominent architectural styles of the city’s formative years. The district is predominantly commercial, with most of its residents living on upper floors above retail storefronts. Several significant civic buildings, including churches and the Marion County Courthouse, contribute to the district as well.

The Downtown Historic District provides Fairmont with a powerful link between modern commercial and governmental activity and the city’s past. Prominently located on a slope of the Monongahela Valley, the district is also visible from other areas of the city, and its skyline contributes to the character of the city as a whole.

Changes to buildings in the Downtown Historic District are reviewed by the Historic Preservation Review Commission for their contribution to the district’s historical character. Development that enhances the character of the Downtown Historic District is encouraged. Change is an inevitable and healthy aspect of an economically and culturally vital community, and this document is intended to guide new development as well as preservation of existing development.

## I.2 Fairmont Historic Preservation Commission

The Fairmont Historic Preservation Review Commission (HPRC) serves the public both as a steward for the historic districts and as a liaison and facilitator for those that own historic properties. It provides assistance to owners and tenants, helps them plan the alterations, and guides owners through the application process necessary to bring their plans to fruition.

The five-member HPRC is appointed by the Fairmont City Council upon recommendation of the City Manager. The Commission is comprised of residents of the City of Fairmont or business owners who operate within a designated historic district. The HPRC is charged with reviewing and taking action on applications for certificates of appropriateness, establishing standards and regulations for the historic preservation district and any structure located or to be located therein, and other activities that further protect and preserve the historic character of the City of Fairmont. The HPRC is also instrumental in providing education and training activities. In 2014, the HPRC conducted a community workshop covering the myths and facts about historic buildings; typical architectural styles found throughout the state; sustainability and green energy in historic buildings; and financial incentives available to historic property owners.

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# Historic Preservation District Design Standards

## 1. Introduction & Purpose

### 1.3 Certificate of Appropriateness

A certificate of appropriateness confirms that proposed changes to a property within an established historic district are appropriate to the historic period, architecture and style of the property, and are consistent with the Downtown Historic District Design Standards for historic properties so that the historic authenticity of the property is preserved. Article 179 of the City of Fairmont Administrative Code states that:

No private building, site or structure shall be erected, modified, altered, managed, restored, demolished or removed until a certificate of appropriateness as to exterior architectural features has been submitted to and approved by the Historic Preservation Review Commission in accordance with the rules, regulations and standards set out on the matrix titled "[Work Requiring Certificates of Appropriateness.](#)"

## 2. Site & Setting

The HPRC reviews the following:

1. Work assigned to the HPRC on the "Work Requiring Certificate of Appropriateness" matrix.
2. Exterior architectural features including portions of the exterior of a structure open to view from a public street, way or place.
3. Projects that include earthwork on sites of historical or archaeological importance.
4. The style, material, size, and location of outdoor advertising signs and bill posters located in the historic district.
5. The historical and architectural integrity and significance, architectural style, design, arrangements, texture and materials of exterior architectural features, and the relationship and general compatibility thereof to the historical value and exterior architectural style and pertinent features of other structures in the surrounding area.
6. The relationship of the exterior of the building or structure concerned with all others in the historic preservation district, so as to avoid incongruity and to preserve the overall character of the area.

## 3. Changes To Building Exterior

The HPRC generally does not consider:

1. Work assigned to the Building Inspector on the "Work Requiring Certificate of Appropriateness" matrix.
2. Interior arrangement or use, except when necessary to avoid incongruity and to preserve the overall character of the area (See item 6 under what HPRC reviews).

## 4. Additions & New Construction

Following an application review, a certificate of appropriateness (COA) is issued to show that the proposed project has been reviewed according to the Downtown Historic District Design Standards and found to be appropriate. A COA is not necessary for routine maintenance, which includes repair or replacement when there is no change in the design, materials, color, or general appearance of the structure or the grounds; however, a COA must be obtained for all other projects. Any repair or replacement necessitating a change in design, materials, or general appearance is defined as an alteration and requires a COA, as does any proposed new construction or site development.

## 5. Relocation Or Demolition

## 6. Appendix

An application form for a COA can be obtained from the Fairmont Building Department or online at [fairmontwv.gov](http://fairmontwv.gov). Drawings and/or photographs depicting the proposed changes are part of the application. An incomplete application will not be considered by the HPRC. The application process begins with a review by the Fairmont Building Department. The [COA flowchart](#) details the process from application intake to determination.

The HPRC is required to hold a public hearing upon each application for a certificate COA. Notice is required at least seven (7) days before each hearing and by posting notice on or near the main entrances of any hall or room where the Commission usually meets. The Commission is also required to inform the owners of any property likely to be affected by the applicant of the public hearing.

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# Historic Preservation District Design Standards

## 1. Introduction & Purpose

### 1.4 General Design Objectives for the Downtown Historic District

This document provides specific design objectives for each of its sections. However, there are some generally applicable design objectives that should be considered at all times and for all projects. They are as follows:

## 2. Site & Setting

1. If replacement of a deteriorated detail or element of a building or site is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, material, and color. Consider compatible substitute materials only if using the original material is not technically feasible.
2. If replacement of an entire building or site feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, pattern, material, and color. Consider compatible substitute materials only if using the original material is not technically feasible.

## 3. Changes To Building Exterior

3. If a building feature or component is completely missing, replace it with a new feature or component based on accurate documentation of the original or a new design compatible with the historic character of the building and the district.
4. Repair buildings and site features using preservation repair methods recognized by the Secretary of the Interior for the material or the surface coating.

## 4. Additions & New Construction

5. It is not appropriate to remove historic materials, including wood, stone, brick, stucco, concrete, or cement block, or to cover historic materials with contemporary substitute coatings or materials.
6. It is not appropriate to introduce new materials or features, including lighting, streetscape elements, and furniture, in the historic district in an attempt to create a false historical appearance.
7. It is not appropriate to cover stone or brick with paint.
8. All property owners are encouraged to develop and adhere to a maintenance plan for their building or lot.

## 5. Relocation Or Demolition

9. Where these standards reference traditional materials, “traditional” is understood to mean materials appropriate to the historic era and context of the building, site and district. For instance, vinyl or EIFS paneling are not appropriate materials for the Downtown Historic District.
10. Character-defining façades are generally those façades facing and visible from a public street.

## 6. Appendix

For items not discussed in these standards, the Secretary of the Interior Standards for Rehabilitation and Standards for the Treatment of Historic Properties apply (see [Appendix 6.1](#) and [6.2](#)).

National Park Service Preservation Briefs

Many sections of this document include a box of links to National Park Service Preservation Briefs. If you are viewing a PDF of this document, simply click on the title that interests you.

[Dangers of Abrasive Cleaning to Historic Buildings](#)

[Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)

[Maintaining the Exterior of Small and Medium Size Historic Buildings](#)

[Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character](#)

[The Use of Substitute Materials on Historic Building Exteriors](#)

[Understanding Old Buildings: The Process of Architectural Investigation](#)

[The Preparation and Use of Historic Structure Reports](#)

[Improving Energy Efficiency in Historic Buildings](#)

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## 2. Site & Setting

A historic site and its setting often provide the context from which a historic property draws its significance and physical relationship to the community and adjacent properties. Site and setting interplay and overlap; however, there are three broad categories that help to illustrate this concept.

- **Landscaped spaces and edges** – formed by topography, setback and siting of buildings, vistas and views, and plantings including hedges, foundation plantings, lawns, gardens, and tree canopies.
- **Circulation** – characterized as walkways, streets, alleys, driveways, and parking areas.
- **Hardscapes** – features may include accessory buildings, fences, walls, lighting, terraces, waterways, swales, fountains, patios, sculptures, arbors, pergolas, art, furniture, and planters.

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# Historic Preservation District Design Standards

**1.** Introduction & Purpose

## 2.1 Natural Landscape Features and Plantings

Natural landscape features and plantings can play a primary or secondary role when considering a historic site. They may play a primary role in a feature such as a city park or municipal open space. Similarly, a single tree or planting that is historically significant to the community could merit primary consideration. Landscape features and plantings generally play a secondary role, however, and are usually considered in terms of their relationship to a historic building. Natural landscape features and plantings contribute significantly to the overall character of the historic district. The downtown district, which serves specific governmental and commercial functions, can be supported spatially and visually with natural landscape features and plantings. Landscaped public spaces serve as points of orientation in the downtown while providing the amenity of open green space within a more urban environment. Landscape features and plantings help to define the boundaries of the district, support wayfinding and circulation patterns, and enhance the sense of place created through the relationship between buildings and site features.

**2.** Site & Setting

**3.** Building Exterior Changes To

### A. Standards

1. The historic character, pattern, and rhythm of plantings and other site features within the Downtown Historic District shall be preserved.
2. Preservation of existing natural landscape features and plantings is required. The removal of mature, healthy trees should be approved only for compelling reasons, as determined by the HPRC, and shall be reviewed by the City or HPRC when located within the Downtown Historic District.
3. Natural landscape features and large trees shall be protected during any public or private construction activity.
4. Contemporary features, if proposed, shall be introduced in a manner that preserves the historic character of the building and/or site and diminishes the prominence of the new features in the district.

**4.** Additions & New Construction

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Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes

B. Design Objectives

- 1. Retain and preserve natural site features and plantings that contribute to the overall historic character of the district, including trees, gardens, arbors, ground cover, fences, accessory buildings, terraces, fountains, and significant views.
- 2. Retain and preserve the historic relationship between buildings and landscape features of the district setting, including site topography, retaining walls, foundation plantings, hedges, streets, walkways, plazas, and driveways.
- 3. Protect and maintain historic building materials and plant features through appropriate treatments, including routine maintenance and repair of constructed elements and pruning and vegetation management of plantings.
- 4. Replace missing or deteriorated site features with new features that are compatible with the character of the site and the Downtown Historic District.
- 5. Replace a seriously diseased or severely damaged tree or hedge with a new tree or hedge of a similar or identical species. It is not appropriate to remove healthy, mature trees unless there is a compelling reason to do so and there is no other reasonable alternative, as determined by the HPRC.
- 6. Design new construction or additions so that large trees and other significant site features such as vistas and views are preserved.
- 7. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.
- 8. It is not appropriate to alter the topography of a site substantially through grading, filling, or excavating, nor is it appropriate to relocate drainage features, unless there is a specific problem.

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# Historic Preservation District Design Standards

**1.** Introduction & Purpose

## 2.2 Fences and Walls

Fences and walls are not common in Fairmont’s Downtown Historic District, but where they exist, they help to visually and physically define important spaces. Constructed of brick, cast iron, masonry, and stone, the district’s fences and walls reflect the district’s architectural styles as part of the site design. Hedges are also uncommon in the district, but in some cases have been used to provide screening. Retaining stone or masonry walls, while rare, are employed to accommodate a significant shift in grade between the street and the site. Chain-link fences, found on a few properties within the district, are not compatible with the historic character of the district.

**2.** Site & Setting

### A. Standards

**3.** Changes To Building Exterior

1. Historic fences and walls shall be preserved and maintained unless there is a compelling reason to remove or alter them, as determined by the HPRC.
2. New installation or repairs of a fence or wall shall be compatible in location, materials, design, pattern, scale, spacing and color with the character of the principal building on the site and the historic district.
3. The use of vinyl, chain-link, and imitation stone is not appropriate and shall only be permitted where there is no other feasible alternative.
4. The installation or removal of fences and walls in the Downtown Historic District shall require review and approval in accordance with the Downtown Historic District Design Standards and other City ordinances and codes.

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National Park Service Preservation Briefs

[Exterior Paint Problems on Historic Woodwork](#)

[The Maintenance and Repair of Architectural Cast Iron](#)

B. Design Objectives

1. Retain and preserve fences and walls that contribute to the overall historic character of a building or a site, including such functional and decorative elements as gates, decorative rails, pillars, posts, and hardware.
2. Retain and preserve exterior fence and wall materials that contribute to the overall historic character of a building or a site, including brickwork, stucco, stone, concrete, wood, cast iron, and wrought iron.
3. Protect and maintain the wood, masonry, and metal elements of fences and walls through appropriate surface treatments:
  - a. Inspect regularly for signs of moisture damage, corrosion, structural damage or settlement, vegetation, and fungal or insect infestation.
  - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements or along wall foundations.
  - c. Clean fences and walls as necessary to remove heavy soiling or corrosion or to prepare them for repainting. Use the gentlest means possible.
  - d. Retain paint to prevent deterioration or corrosion.
  - e. Reapply protective surface coatings such as paint when they are damaged or deteriorated.
4. Repair fences and walls using recognized preservation repair methods for the material or the surface coating.
5. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the historic district. Keep the height of new fences and walls consistent with the height of existing fences and walls in the district.

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## 2.3 Public Rights-of-Way: Street, Alley, and Sidewalk

The overall character of the Downtown Historic District is defined not only by the historic buildings and their sites, but also by the network of streets, sidewalks, planting strips, and alleys that connect and relate those buildings and sites. Their surface materials, dimensions, topography, and pattern all play a role in defining the district. Downtown Fairmont is primarily a grid overlaid on a hillside; the remainder of the Downtown Historic District repeats this pattern on a smaller scale. Downtown is directly accessible by road from many other districts; notably, the approaches to the district include the historic 1921 Robert H. Mollohan-Jefferson Street Bridge across the Monongahela River

2.

Site & Setting

Public right-of-way improvements such as trees, streetlights, benches, on-street parking, ground cover, sidewalk paving patterns, curbs, and gutters contribute to the district's character, as do necessary transportation and communication features, such as traffic signs, parking meters vending machines, transit stops, and parking booths. Consequently, maintaining the district's distinct visual ambiance requires a comprehensive approach to its streets and alleys and their features.

3.

Changes To Building Exterior

### A. Standards

1. The district's distinctive features shall be preserved when undertaking routine maintenance and repair of the public rights-of-way and alleys. Original brick and concrete sidewalks shall be preserved unless there is a compelling reason to remove them, as determined by the HPRC.
2. Streets in the Downtown Historic District are flanked by sidewalks with no planting strips; wells for street trees are common. It is a generally walkable district. Maintaining the district's walkability requires thoughtful accommodation of current and future vehicular traffic needs and encouraging pedestrian-friendly environments. These factors shall be considered as part of any improvement, development proposal or building rehabilitation.
3. Visual clutter created with the proliferation of out-of-character cables, lines, equipment, and poles shall be reduced and, where feasible, eliminated. These features diminish the historic character of the district. Underground installation is encouraged.
4. When large transformers, utility equipment, dumpsters, and other intrusive elements must be introduced, they shall be unobtrusively located and screened by plantings and/or fencing consistent with the characteristics of the historic district. Where there is no feasible way to screen these features, the color, design and materials of these elements shall be in keeping with the historic influences of the district and the desire to reduce the visual impact of these elements.
5. In reviewing proposed new or replacement features, such as streetlights, street furniture, street signs, and walkways, compatibility with the character of the historic district shall be considered in terms of location, design, materials, color, and scale.

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Preservation of Historic Concrete

B. Design Objectives

- 1. Preserve and maintain the topography, patterns, features, materials, and dimensions of streets, sidewalks, alleys, and street plantings that contribute to the district’s overall historic character.
- 2. Repair and retain historic bridges whenever possible. Design new bridges to be compatible in design, material, color, and scale with the historic character of the district.
- 3. Prune and trim trees in the public right-of-way in a manner that preserves the existing tree canopies in the historic districts.
- 4. Introduce new and replacement plantings to ensure that existing tree canopies will be preserved.
- 5. Limit signage in the public-right-of-way to that necessary for traffic and pedestrian safety. Locate necessary signage so that the historic character of the district is least obscured.
- 6. Introduce street furniture, trash receptacles, mailboxes, newspaper racks, and other similar elements in locations and styles that do not compromise the historic character of the district. Keep such elements to a minimum so that pedestrian traffic is not disrupted. Select street furniture, such as benches, that is compatible in design, material, and scale with the district’s historic character.
- 7. Introduce new plantings in the public right-of-way that are compatible with the historic character of the district and coordinated with any overall landscape plan for the district.
- 8. Keep the introduction of additional utility poles, transformers, cables, and wires in the public right-of-way and alleys to a minimum. Seek alternative, less intrusive locations when possible so that the historic character of the district is not compromised by a proliferation of overhead lines, poles, and transformers. Consider introducing new utility lines underground to reduce their impact on the historic character of the street.
- 9. Select street lighting compatible in design, materials, and scale with the character and the pedestrian scale of the historic district.

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# Historic Preservation District Design Standards

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### 2.4 Driveways, Off-Street Parking, and Internal Walkways

Driveways, off-street parking areas, and internal walkways are all circulation site features that contribute to the character of the individual building site and the historic district. The consistency and the repetition of walkway and driveway spacing, placement, dimensions, materials, and design create a rhythm to the street in historic districts.

## 2. Site & Setting

### A. Standards

1. When new walkways or driveways are proposed in a historic district, they shall be designed to be compatible in location, pattern, spacing, configurations, dimensions, and materials with existing walkways and driveways to the maximum extent practicable.
2. If a parking lot must be located in the Downtown Historic District, it should be located as unobtrusively as possible and shall be screened from street view by a substantial planting strip or a combination of plantings, fencing, or knee wall. As many existing trees as possible shall be saved, and new trees planted, to maintain or enhance the tree canopy.
3. Parking areas shall be constructed of materials compatible with the historic character of the area and in compliance with the City of Fairmont's engineering design standards. Accommodating expanded parking needs within the district demands thoughtful design based on a thorough understanding of the significant characteristics of the district.

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Preservation of Historic Concrete

B. Design Objectives

- 1. Retain and preserve the topography, patterns, configurations, features, dimensions, materials, and color of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of individual building sites, the streetscape, and the historic district.
- 2. Protect and maintain existing walkways, driveways, and off-street parking areas through routine inspection and appropriate maintenance and repair procedures.
- 3. Replace only the deteriorated portion of improvements rather than the entire feature. Match the original section or element in design, dimension, texture, color, and material.
- 4. New installation or complete replacement should be compatible in location, patterns, spacing, configurations, dimensions, materials, and color with existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district.
- 5. Locate new walkways, driveways, and off-street parking areas so that the topography of the building site and significant site features, including mature trees, are retained.
- 6. Maintain the continuity of sidewalks in the public right-of-way when introducing new driveways.
- 7. To ensure protection and preservation of plant materials, follow the guidelines under [Section 2.1, Natural Landscape Features and Plantings](#).
- 8. Introduce perimeter plantings, hedges, fences, or walls to screen and buffer off-street parking areas from adjacent properties. Subdivide large parking areas with interior planting islands to break up any large paved area.
- 9. In lighting walkways, driveways, and off-street parking areas, follow the guidelines for [Section 2.7, Lighting](#).

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# Historic Preservation District Design Standards

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### 2.5 Accessory Structures

Few buildings in the Downtown Historic District have accompanying accessory structures. Where present, these are generally located behind the principal structure, adjoining an alley. Because the district is primarily the setting for commercial and municipal land uses, accessory structures are likely to remain rare.

## 2. Site & Setting

### A. Standards

1. The compatibility of a proposed new accessory building shall be reviewed in terms of location, orientation, form, scale, size, materials, finish, and details. The impact of the proposed construction on the existing site, site features, and the district shall be considered. Architecture that matches or carries over certain features of the principal structure on the parcel is often desirable and shall be considered in the design.
2. Accessory structures that contribute to the overall historic character of the individual building site or the district shall be retained and preserved unless there is a compelling reason to do otherwise, as determined by the HPRC.
3. New accessory buildings shall be located, designed, and oriented in a manner compatible with the typical relationship of accessory buildings to the main structure and the site in the district, to the maximum extent practicable.

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B. Design Objectives

- 1. Routine maintenance and repair of garages and accessory structures is essential to their preservation. Additional information on the appropriate rehabilitation of roofs, walls, windows, doors, and materials of accessory structures can be found in the pertinent portions of these guidelines included in [Section 3, Changes to the Building Exterior](#).
- 2. Retain, preserve, maintain, and repair the character-defining materials, features, and details of historic accessory buildings, including foundations, roofs, siding, masonry, windows, doors, and architectural trim.
- 3. It is not appropriate to introduce a prefabricated accessory building if it is not compatible in size, scale, form, height, proportion, materials, and details with historic accessory structures in the historic district.
- 4. It is not appropriate to introduce an accessory building that is similar in appearance, material, and scale to historic accessory structures but is stylistically anachronistic with the character of the primary structure on the parcel or with historic accessory structures in the historic district.
- 5. It is not appropriate to introduce a new accessory building if doing so will detract from the overall historic character of the principal building and the site, or require removal of a significant building element or site feature, such as a mature tree.
- 6. Locate contemporary equipment or incompatible site features, such as solar collectors, playground equipment, and mechanical units, unobtrusively, and screen them from view.
- 7. It is not appropriate to introduce accessory site features or objects that are similar in appearance, material, and scale to historic elements but are stylistically outdated with the character of the building or historic district.

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### 2.6 Signs and Awnings

Historically, signs in downtown Fairmont have taken two forms: projecting signs and wall signs. Wall signs are sometimes done in relief, though more often they are flat with simple lettering and decorative elements around the edges. Projecting signs are generally small, hang from wrought or cast iron arms, and convey the business name in simple lettering. Projecting signs with lettering in relief or more than one support arm can also be found but are less common. Signage sometimes appears on the drip line of a straight awning, particularly in the portion of the Historic District across Coal Run from the main section of downtown. As in many towns, advertisements were painted in large, straightforward lettering on the sides of buildings; few of these survive, but those that do add to the district's historical character.

## 2. Site & Setting

Many of the district's historic buildings display the name of the building, its year of construction, and/or the street address prominently on the building's frontage. The building name most often appears in relief in the frieze or pediment above the main entrance or at the midpoint of the cornice. Address and year of construction are placed in a wider variety of locations but are nonetheless often permanently rendered in relief in stone or concrete. Address and other signage often appear in the transom above the main entrance as well.

## 3. Building Exterior Changes To

### A. Standards

1. Significant historic signs and landmark signs within the district shall be preserved and maintained unless there is a compelling reason to do otherwise, as determined by the HPRC.
2. Original signage incorporated into the architectural detail of commercial buildings shall also be preserved unless there is a compelling reason to do otherwise, as determined by the HPRC.
3. New signage on commercial and institutional buildings shall be compatible with and enhance the architectural style and details of the building façade and not obscure or damage significant building features or details.
4. All new signage must comply with the City of Fairmont Sign Ordinance.
5. Signs and awnings and their supporting structures shall be maintained in good repair.

## 4. Additions & New Construction

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National Park Service Preservation Briefs

[The Preservation of Historic Signs](#)

[The Maintenance and Repair of Architectural Cast Iron](#)

[The Use of Awnings on Historic Buildings, Repair, Replacement and New Design](#)

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B. Design Objectives

1. Retain and preserve original signs that contribute to the overall historic character of the building or the district.
2. Small historic plaques and markers are encouraged. They are typically mounted near the exterior entrance wall in a location where no architectural detail is damaged or concealed.
3. Introduce new signage that is compatible in material, size, color, scale, and character with the building or the district. Design signage to enhance the architectural character of a building.
4. New signs, including graphics for windows or awnings, should be simple in design and in scale with the building. It is not appropriate to obscure the view through a large portion of a window with graphics.
5. Construct new signs of traditional sign materials that are compatible with the related structure and Downtown Historic District. Materials such as stone and metal should be encouraged. It is not appropriate to introduce an incompatible contemporary sign material, such as plastic, in the historic district.
6. Mount flush signboards in appropriate locations on façades so that no architectural details or features are obscured or damaged. On masonry buildings, holes for fasteners should be placed in the mortar joints, not the masonry unit.
7. When permitted by the Fairmont Sign Ordinance, install freestanding signs in appropriate locations on low standards or ground bases. Consider screening the base of ground signs with plantings to enhance their appearance. Freestanding signs are generally not a component of a traditional, walkable downtown setting.
8. Light signs in a manner compatible with the historic character and the pedestrian scale of the historic district, following the guidelines in [Section 2.7, Lighting](#).
9. It is not appropriate to install a large, out-of-scale, projecting sign on a building façade.
10. LED window signs, flashing signs, animated signs, and other self-illuminated signs are not in character with the district. Internally illuminated awnings and signs are not appropriate in the Downtown Historic District.
11. Straight shed fabric awnings that are compatible in scale, form, and color may be appropriate for some buildings in the Downtown Historic District.

# Historic Preservation District Design Standards

## 1. Introduction & Purpose

### 2.7 Lighting

Historical photos of Adams Street show streetlamps affixed to utility poles. The light poles installed in portions of the Downtown Historic District, such as along Adams Street, reflect the styles of past eras, while street lighting elsewhere is much more utilitarian. Generally, exterior building lighting is and has been minimal in the district. New exterior lighting fixtures should consider the historic context of the building and its architecture.

## 2. Site & Setting

### A. Standards

1. It is always preferable to retain and maintain original lighting fixtures; however, if fixtures are missing or damaged, alternatives exist. When replacing fixtures is appropriate, antique or reproduction lighting fixtures of a similar design and scale shall be installed.
2. When proposed, new site and street lighting shall be compatible with the human scale and the historic character of the district. Consider the location, design, material, size, color, finish, scale, and brightness of a proposed fixture in determining its compatibility. All lighting plans shall be designed to be in context with the district, block, and site.
3. Historic exterior lighting fixtures shall be maintained and repaired through appropriate methods.

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B. Design Objectives

- 1. Issues of light pollution, safety, and security require careful forethought about the quantity, orientation, and location of exterior lighting.
- 2. Considerations in reviewing any proposed lighting fixture for compatibility should include location, design, material, size, color, scale, and brightness. For major lighting proposals, such as those for large parking areas or streetlights, installing a sample fixture may be warranted.
- 3. Additional lighting may be desirable on a particular site because of concerns for safety or security. Careful consideration shall be given to where supplemental lighting is needed and in what quantity. Adequate lighting can often be introduced through lights on low posts, recessed lights, footlights, or directional lights mounted in unobtrusive locations. Such solutions are far more in keeping with the historic character of the district than harsh floodlights and standard security lights mounted on tall utility poles.
- 4. Contemporary fixtures that are inconspicuous or that complement the style and the character of the building may be selected for historic buildings. Where greater illumination is desired, recessed lights may be appropriate.
- 5. Retain and preserve exterior lighting fixtures that contribute to the overall historic character of a building, site, or streetscape.
- 6. If replacement of a missing or deteriorated historic exterior lighting fixture is necessary, replace it with a fixture that is similar in appearance, material, and scale to the original, or with a fixture that is compatible in scale, design, materials, color, finish, and historic character with the building and the streetscape.
- 7. It is not appropriate to introduce indiscriminate area lighting in the Downtown Historic District.
- 8. It is not appropriate to use harsh floodlights to illuminate the façades of buildings in the Downtown Historic District.
- 9. It is not appropriate to introduce or eliminate exterior lighting fixtures if doing so will detract from the overall historic character of the building, site, or streetscape.
- 10. It is not appropriate to introduce period lighting fixtures from an era that predates the structure in the historic district in an attempt to create a false historical appearance, or that are stylistically inappropriate or anachronistic.
- 11. It is not appropriate to diminish the historic character of a site by introducing incongruous lighting, such as creating a runway effect with footlights along walkways.

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### 3. Changes to the Building Exterior

Fairmont’s Downtown Historic District includes buildings designed in a mix of late 19<sup>th</sup> and early 20<sup>th</sup> century styles, including Beaux-Arts, Neo-Renaissance, and Romanesque, as well as buildings built in later styles. The columns, quoins, towers, entablatures, cornices, pediments, and other features of these architectural styles lend the downtown district a sense of scale and texture. The visual texture and patterns of the district are also defined by the brick and stone that comprise the façades of nearly every building. Exterior walls, windows, doors, entrances, roofs, gutters, downspouts, and storefronts give a building its historic character and determine the way it relates to its neighbors in the district.

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# Historic Preservation District Design Standards

## 1. Introduction & Purpose

### 3.1 Exterior Walls

Through their shape, features, materials, details, and finishes, exterior walls define the form and character of historic buildings and provide opportunities for ornamentation. Importantly, one of the things most of the buildings in the Downtown Historic District have in common is that the different horizontal and vertical elements of the buildings are very well-defined externally. This makes the fabric of the district highly readable for pedestrians.

## 2. Site & Setting

Replacement of deteriorated exterior wall materials and details requires careful attention to the scale, texture, pattern, and detail of the original material. Alterations require a clear understanding of the significant characteristics of the original wall and its role in defining the building's historical character.

### A. Standards

## 3. Changes To Building Exterior

1. Regular maintenance of exterior walls is important and shall consider the following:
  - a. Inspect regularly for signs of moisture damage, vegetation, fungal or insect infestation, corrosion, and structural damage or settlement.
  - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements or along foundations.
  - c. Clean exterior walls as necessary to remove heavy soiling or to prepare for repainting. Use the gentlest methods possible.
  - d. Retain protective surface coatings, such as paint or stain, to prevent deterioration.
  - e. Reapply protective surface coatings, such as paint or stain, when they are damaged or deteriorated.
  - f. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
2. New features such as window or door openings, bays, vents, balconies, or chimneys shall not be introduced to character-defining exterior walls if they will compromise the architectural integrity of the building.

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National Park Service Preservation Briefs

[Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)

[Repointing Mortar Joints in Historic Masonry Buildings](#)

[The Preservation and Repair of Historic Stucco](#)

[Dangers of Abrasive Cleaning to Historic Buildings](#)

[Exterior Paint Problems on Historic Woodwork](#)

[Preservation of Historic Concrete](#)

[The Maintenance and Repair of Architectural Cast Iron](#)

[Removing Graffiti from Historic Masonry](#)

[The Maintenance, Repair and Replacement of Historic Cast Stone](#)

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B. Design Objectives

- 1. Substitute materials generally cannot duplicate the texture and detail of original historical materials and can conceal moisture damage or other causes of structural deterioration from view.
- 2. The loss of a distinctive exterior wall feature such as a recessed entryway or frieze, compromises the character of a historic building. Similarly, the introduction of a new feature, such as a window or door opening, can compromise the integrity of the original wall. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional features, ornaments, and materials.
- 3. It is not appropriate to introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if they will compromise the architectural integrity of the building.

## 1. Introduction & Purpose

### 3.2 Windows and Doors

The arrangement of windows and doors, the size and the proportion of openings, and the decorative elements associated with them help define the architectural style of buildings. Doors with a variety of panel configurations as well as a combination of solid panels and glazing are found throughout the Downtown Historic District. Decorative stained, beveled, and etched glass can be found in some entry sidelights and transoms.

## 2. Site & Setting

Commercial and institutional buildings often establish a hierarchy through the placement, size, and scale of windows and doors. The front façade, particularly its first floor, is often distinguished from the less significant façades with larger, more decorative windows and doors. In Fairmont’s Downtown Historic District, the first floor is often distinguished by one or more storefronts with display windows.

## 3. Building Exterior Changes To

### A. Standards

1. Improper or insensitive treatment of the windows and the doors of a historic building can seriously detract from its architectural character. Original windows and doors shall be repaired in historic buildings. If repair is not feasible, custom-made replacements of doors and windows with irregular sizes shall be used so that the architectural integrity is maintained. Vinyl is not an acceptable material for replacement windows or doors; wood and aluminum-clad wood windows are appropriate.
2. Closing existing openings, changing existing window and door openings or adding new openings on a historic Fairmont building shall only be allowed for compelling reasons, as determined by the HPRC.
3. Changes to original openings in a character-defining façade should never be considered. For less significant façades the pattern of proposed openings should be characteristic of and complementary to the historic building and the historic district context.
4. If additional windows or doors are necessary for a new use, they shall be installed on a rear or non-character-defining façade of the building, but only if they do not compromise the architectural integrity of the building. Such units shall be designed to be compatible with the overall design of the building, but not to duplicate the original.
5. Windows exposed to the public view shall be kept clean and free of foreign substances except when necessary in the course of changing displays.
6. Items not for display, including stock and stored materials, shall not be kept in display windows.
7. Non-display windows that provide views into storage areas shall be screened with blinds, curtains or other moveable window dressings.
8. Windows shall not be boarded up unless the building is actively undergoing rehabilitation.

## 4. Additions & New Construction

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## 6. Appendix

National Park Service Preservation Briefs

The Repair of Historic Wooden Windows

The Preservation and Repair of Historic Stained and Leaded Glass

- 9. Regular maintenance of windows and doors is important and should consider the following:
  - a. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
  - b. Clean the surface using the gentlest means possible.
  - c. Limit paint removal and reapply protective coatings as necessary.
  - d. Weatherstrip windows and doors to reduce air infiltration and increase energy efficiency.
  - e. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
  - f. Reglaze sashes as necessary to prevent moisture infiltration.

B. Design Objectives

- 1. Retain and preserve windows and doors that contribute to the overall historic character of a building, including their functional and decorative features
- 2. It is appropriate to reintroduce shutters on a building when there is clear evidence of earlier shutters. It is not appropriate to introduce shutters on a historic building if no evidence of earlier shutters exists.
- 3. Storm doors should be compatible in design and color with the existing door, sash and building.
- 4. It is not appropriate to remove original doors, windows, shutters, hardware, and trim from a character-defining façade.
- 5. It is not appropriate to remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless an accurate restoration requires it.
- 6. It is not appropriate to use snap-in muntins to create a false divided-light appearance.
- 7. It is not appropriate to replace clear glazing with tinted or opaque glazing.

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# Historic Preservation District Design Standards

**1.** Introduction & Purpose

## 3.3 Entrances, Porches, and Balconies

Entrances and front porches often distinguish the street façades of historic buildings and provide highly visible opportunities for stylistic embellishments. Entrances draw attention to a front doorway with such features as sidelights, transoms, pilasters, architraves, and pediments. Recessed entries to street-level storefronts are typical for historic commercial buildings, whereas elaborate porticos or two-story porches often grace historic institutional structures. The prominent, character-defining role of front entrances, porches, and balconies for most historic buildings makes their preservation of primary importance.

**2.** Site & Setting

Fairmont’s Downtown Historic District includes fine examples of well-defined entryways, including the recessed storefront of 208 Adams Street, the porch of the Marion County Historical Society building, the grand porticos of the Marion County Courthouse, and the arched entry of the George M Jacobs Building. The district includes few true porches, most of which are part of detached residential structures on the southwest side of Coal Run, some of which have been repurposed for businesses, such as 221 Fairmont Avenue.

**3.** Changes To Building Exterior

### A. Standards

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. If replacement of a deteriorated or missing entrance, porch, or balcony is necessary, replace it in kind or with a new feature based on accurate documentation of the original or a new design compatible with the historic character of the building and the district. Compatibility of a new design shall be reviewed in terms of proportion, height, roof shape, material, scale, texture, detail, and color.
3. If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
4. Original features, elements, and details should always be preserved unless they are damaged or deteriorated beyond repair.

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Preserving Historic Wood Porches

- 5. Regular maintenance of windows and doors is important and should consider the following:
  - a. Inspect regularly for signs of moisture damage, rust, structural damage or settlement, and fungal or insect infestation.
  - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements or along foundations.
  - c. Clean soiled surfaces using the gentlest means possible.
  - d. Recaulk wooden joints properly to prevent moisture penetration and air infiltration.
  - e. Retain protective surface coatings, such as paint or stain, to prevent damage from ultraviolet light or moisture.
  - f. Reapply protective coatings, such as paint or stain, when they are damaged or deteriorated.
  - g. Keeping gutters and downspouts maintained and ensuring that all flooring slopes away from the building for proper drainage will help protect entrances and porches from moisture damage.
  - h. Repair historic entrances, porches, and balconies and their distinctive features and materials using recognized preservation methods.

B. Design Objectives

- 1. The removal or improper replacement of entrance or porch elements can compromise the architectural integrity of a historic building.
- 2. Entrances, porches, and balconies often weather rapidly from exposure to the elements and require regular inspection for signs of deterioration due to moisture damage, fungal or insect infestation, or structural settlement.
- 3. The introduction of a new entrance, porch, or balcony on a secondary façade may be appropriate if it does not diminish the building’s architectural character and the design is compatible with the building and the site.
- 4. Consider the enclosure of a historic porch to accommodate a new use only if the enclosure can be designed to preserve the historic character of the porch and the building. It is not appropriate to enclose a front porch or a front balcony.
- 5. It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade, nor should details of said entrances or porches be removed, unless an accurate restoration requires it.

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## 1. Introduction & Purpose

### 3.4 Storefronts

The storefront is the most prominent architectural feature of many historic buildings. Although a storefront is often stylistically and visually tied to the street façade, it is usually differentiated from the upper façade by large display windows flanking the main entry and by a change in materials. Typical functional and decorative features of a storefront include display windows, doors, transoms, signs, awnings, columns, pilasters, entablatures, and bulkhead panels. Storefronts with recessed entrances also incorporate an exterior ceiling area and an extension of the sidewalk.

## 2. Site & Setting

Storefronts require the same sort of regular inspections and routine maintenance that other window and door components do. The loss of distinctive storefront features can seriously compromise the architectural integrity of the entire historic building, and even the block on which the building sits. Because the storefront is such a prominent feature for most commercial buildings, it was frequently modified or altered by business owners in an effort to make a new or more modern visual statement. Efforts can be made to return altered storefronts to their original design and function.

## 3. Changes To Building Exterior

Most historic buildings in the Downtown Historic District feature storefronts at ground level for all or part of the frontage. Especially along Adams Street, many include recessed entryways with prominent display windows. Some of these feature architectural details such as entablature that lend the storefront a great deal of character and visual interest for pedestrians on the sidewalk. In some cases, original doors have been replaced by utilitarian steel-frame doors with large areas of glazing that compromise the historic character of the building.

## 4. Additions & New Construction

### A. Standards

1. Storefronts that contribute to the overall historic character of a building shall be retained and preserved. This includes such functional and decorative features as transoms, display windows, doors, entablatures, pilasters, recessed entries, and signs.
2. If replacement of a deteriorated or missing storefront feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
3. Non-contextual signage and modifications to buildings that reduced or closed historic entrances shall be removed and replaced with architecturally appropriate elements when an update or addition is proposed, unless such removal is not practicable or appropriate for the scope of the project.
4. If an inappropriate storefront has completely replaced the original storefront, a new storefront based on accurate documentation of the original should be considered as part of any building modification.
5. Storefronts shall be primarily transparent.

## 5. Relocation Or Demolition

## 6. Appendix

Rehabilitating Historic Storefronts

- 5. Regular maintenance of storefronts is important and should consider the following:
  - a. Inspect regularly for signs of moisture damage, rust, fungal or insect infestation, cracked glass, and structural damage or settlement.
  - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
  - c. Clean painted surfaces regularly using the gentlest means possible, and repaint only when the paint film is damaged or deteriorated.
  - d. Retain protective surface coatings, such as paint or stain, to prevent damage to storefront materials from moisture or ultraviolet light.
  - e. Repair historic storefront features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

B. Design Objectives

- 1. When later modifications conceal original storefront features, such as transoms, bulkheads, or display windows, their removal should be considered. Repaint storefront features in colors that are appropriate to the building and the district.
- 2. Removal of later renovations to reveal original storefront openings, materials, and details obscured by the changes is appropriate and should be strongly considered.
- 3. It is not appropriate to replace traditional storefront materials with substitute contemporary materials that diminish the storefront’s contribution to the building’s architectural character.
- 4. It is not appropriate to replace or cover historical storefront elements with signs or contemporary substitute materials.
- 5. It is not appropriate to introduce storefront features or details to a historic building in an attempt to create a false historical appearance.

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### 3.5 Roofs, Gutters, and Downspouts

Roofs help define the character of not only the buildings in a district, but also the district itself, as they are the building feature most likely to be visible from a distance. For instance, people viewing the Downtown Historical District from across the Monongahela River will see the outlines of the city's most prominent buildings, highlighted by the rooflines. Most roofs of commercial buildings in the district are flat, and given the height of most of the buildings, cannot be seen from the ground. The rooflines of most buildings in the district are defined by cornices and other crown details; parapet walls are common. A small number of structures, primarily houses and former houses, have pitched roofs with shingles.

## 2. Site & Setting

### A. Standards

1. Historic roofs that create distinctive effects through shapes or color shall be retained and preserved.
2. If partial or full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, material, and color that is compatible with the historic building and district. Consider compatible substitute materials only if using the original material is not technically feasible.
3. Since modern rooftop appurtenances such as mechanical equipment, skylights, and the like may compromise the character of a building and damage historic roof features and materials, they are generally discouraged. If they are proposed, they shall not damage or diminish the historic character of the building or the district.
4. Historic roofs and their distinctive features shall be repaired and maintained through recognized preservation methods for resetting or reinforcing.
5. Chimneys, elevator penthouses and other rooftop structures shall be repaired and cleaned as required for rear and side walls.

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Roofing for Historic Buildings

B. Design Objectives

1. Routine care and maintenance of a roof are critical. A leaky roof allows water damage to the structure and detail elements of a building. It is wise to keep a roof free of leaves and other debris and to inspect it regularly for leaks, checking for loose or damaged shingles, slates, or tiles and repairing them immediately.
2. Gutters, scuppers, and downspouts are an integral part of the roof system and must be maintained in good repair. Distinctive built-in gutters that are incorporated into the roof and concealed from view within a boxed cornice are important to retain. The distinctive shape of half-round gutters is typical for exposed gutters and preserves cornice crown molding.
3. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices.
4. It is not appropriate to remove a roof feature that is important in defining the overall historic character of a building, rather than repair or replace it.
5. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Select new gutters and downspouts that match trim color, unless they are copper. Retain the shape of traditional half-round gutters and downspouts if replacing them.
6. It is not appropriate to replace concealed, built-in gutter systems with exposed gutters.
7. It is not appropriate to introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
8. It is not appropriate to install ventilators, solar collectors, antennas, skylights, or mechanical equipment in locations that compromise character-defining roofs or on roof slopes prominently visible from the street.
9. It is not appropriate to install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing or patch any roofing or flashing with tar or asphalt products.

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### 3.6 Accessibility, Health, and Safety Factors

A need for public access to, a change in use of, or a substantial rehabilitation of a historic building may necessitate compliance with current standards for life safety and accessibility. Both the West Virginia State Building Code and the federal Americans with Disabilities Act of 1990 include some flexibility in compliance when a historic building is involved.

## 2. Site & Setting

### A. Standards

1. When changes to a building are necessary, the property owner shall give consideration to how the changes can be incorporated without compromising the integrity of the historic building, its character-defining features, or its site. The City should be consulted early in the planning stages for assistance on such projects.
2. Accessibility and life-safety building code requirements shall be met in such a way that the historic site and its character-defining features and finishes are preserved.
3. Appropriate solutions to accessibility challenges shall be determined with input from historic preservation specialists and local disability groups.
4. To ensure that safety codes are achieved while maintaining the historic character of the building, a collaborative effort with the City and local agencies that addresses accessibility is necessary.

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[Making Historic Properties Accessible](#)

B. Design Objectives

1. In considering changes to a historic building, review accessibility and life-safety code implications to determine if the proposed change is compatible with the building’s historic character and setting or will compromise them.
2. Safety codes may dictate additional exits or fire stairs as well as additional railings, handrails or other safety features. These improvements shall be made in a manner that is sensitive to the historic character of the building and site.
3. If needed, introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
4. Explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.
5. Locate fire doors, exterior fire stairs, or elevator additions on rear or non-character-defining façades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

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### 4. Additions & New Construction

Change is an inevitable and important aspect of any vibrant district. This section is intended to guide that change so that it enhances the character of the Downtown Historic District.

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# Historic Preservation District Design Standards

## 1. Introduction & Purpose

### 4.1 Additions to Historic Buildings

Over the life of a building, its form may evolve as occupants change or additional floor space is needed. New additions within the historic districts are appropriate as long as they do not destroy or compromise historic features, materials, and spatial relationships that are significant to the original building and site.

## 2. Site & Setting

### A. Standards

1. New additions shall not compromise the integrity of the original structure or site either directly through destruction of compatible historic features and materials or indirectly through their location, size, height, or scale.
2. Consideration shall be given to the sizing and siting of an addition and its impact on the historic characteristics of the building site and area. New additions shall be differentiated from the original building and constructed so that they can be removed in the future without damage to the building.
3. New additions shall be constructed to maintain the building's historic integrity and character-defining features; avoid obscuring, damaging, or destroying valuable historic building or site features.
4. The design of new additions shall retain the overall character of the site, site topography, character-defining site features, and trees. Significant district vistas and views shall be retained.
5. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
6. The size and the scale of an addition in relationship to the historic building shall be limited so that it does not diminish or visually overpower the building.
7. An addition to a historic building shall be compatible with the historic building in mass, materials, color, and relationship of solids to voids in the exterior walls, yet make the addition discernible from the original.
8. 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.<sup>1</sup>

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<sup>1</sup> Secretary of the Interior, 36 CFR 67

**New Exterior Additions to Historic Buildings: Preservation Concerns**

B. Design Objectives

- 1. It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. The impact of an addition on the original building can be significantly diminished by locating it on the least-character-defining elevation and by keeping it deferential in volume. It should never overpower the original building through height or size.
- 2. Although designed to be compatible with the original building, the addition should be discernible from it. New work should be differentiated from the old and should be compatible with the massing, size and scale, and architectural features to protect the historic integrity of the property and its environment.
- 3. It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.
- 4. To ensure protection and preservation of plant materials, follow the guidelines under [Section 2.1, Natural Landscape Features and Plantings](#).

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# Historic Preservation District Design Standards

## 1. Introduction & Purpose

### 4.2 New Construction

New construction within a historic district can enhance the existing district character if the proposed design and its siting reflect an understanding of and a compatibility with the distinctive character of the district setting and buildings. The introduction of contemporary architectural design can provide a unique perspective through its divergence from the adjacent property's design and historical context.

## 2. Site & Setting

### A. Standards

1. New construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of setback, orientation, spacing, and distance from adjacent buildings.
2. New construction shall be designed so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Disturbance of the site's terrain during construction shall be limited to minimize the possibility of destroying unknown archaeological resources.
4. Site plans shall be developed in conformance with the design guidelines found in [Section 2, Site and Setting](#).
5. Materials and finishes for proposed new buildings shall be compatible with historic materials and finishes found in the surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish, color, and sheen.
6. The proposed new building's front façade shall be compatible with the front façade proportion of surrounding historic buildings.
7. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with the surrounding buildings that contribute to the character of the historic district. Select windows and doors for proposed new buildings that are compatible in material, subdivision, proportion, pattern, and detail with the windows and doors of surrounding buildings that contribute to the character of the historic district.
8. Design new buildings so that they are compatible with but discernible from historic buildings in the district.
9. To ensure protection and preservation of plant materials, follow the guidelines under [Section 2.1, Natural Landscape Features and Plantings](#).

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B. Design Objectives

- 1. The compatibility of new site development with the district setting depends on its compatibility with characteristic district features as well as the retention of the specific site’s topography and character-defining site features.
- 2. A careful survey and study of the existing conditions within the Downtown Historic District can provide a foundation for site and building development that is compatible with the historic context of the area in terms of height, form, size, scale, massing, proportion, and shape. Following are some key areas of consideration:
  - a. Natural landscape/plantings; fences and walls; streets, alley, and sidewalks; driveways, off-street parking, and internal walkways, accessory structures; signs and awnings; and lighting (Refer to [Section 2, Site and Setting](#))
  - b. Buildings within the Downtown Historic District generally display a clear consistency in setback, orientation, spacing, and distance between adjacent buildings. The compatibility of proposed new construction siting should be reviewed in those terms as well.
  - c. Duplication of form and design of adjacent properties is not recommended; however, infill buildings must be compatible with the character and massing of the area. Apply inspiration rather than duplication. An understanding of what the district’s distinctive architectural character is can help in the integration of a contemporary design within the existing historic district.
  - d. In considering the overall compatibility of a proposed structure, its height, form, massing, proportion, size, scale, and roof shape should first be reviewed. A careful analysis of buildings surrounding the site can be valuable in determining the significance of each criterion.
  - e. A similar study of materials, building features, and details typical of existing buildings along the streetscape, block, or square will provide a vocabulary to draw on in designing a compatible building.
  - f. The overall proportions of the building’s front elevation are especially important to consider because they will have the most impact on the streetscape. Carefully matching surrounding structures in the building’s vertical proportion and the orientation of the building façade to the street will produce a more compatible design.
  - g. Beyond the obvious study of prominent building elements such as porches and storefronts, particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and the windows themselves.
  - h. Compatibility at the building skin level is also critical. The selection of appropriate exterior materials and finishes depends on an understanding of the compatibility of proposed materials and finishes in composition, scale, pattern, texture, color, and sheen.

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# Historic Preservation District Design Standards

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### 4.3 Patios, Terraces, and Decks

Patios, terraces and decks are used in downtown districts as community gathering places and extensions of interior space and function. For restaurants, outdoor dining can increase visibility, enhance the community's streetscape, and increase the pedestrian activity level within the area. Patios, terraces and decks may be considered at street level, on roof-tops or at a second or subgrade level.

## 2. Site & Setting

### A. Standards

1. Connectivity between the private and public spaces shall be provided. Patios, terraces or decks in the Downtown Historic District, when proposed, shall be appropriately sited and designed to create connections from the public right-of-way as well as off-street parking spaces, sidewalks and walkways.
2. When patios, terraces and decks are visible from a public right-of-way, they shall be treated in a more formally architectural way. Careful attention should be paid to details and finishes, including the use of materials, color, and texture; method of installation; landscaping; and, maintenance.
3. Safety, visibility and accessibility shall be considered when siting an outdoor space. A clear path shall be maintained to encourage walkability and safety of the area.
4. Patios, terraces and decks and their associated railings, fences and steps shall be designed and detailed to reflect the materials, scale, and proportions of the building.

## 3. Changes To Building Exterior

### B. Design Objectives

1. It is not appropriate to introduce a patio, terrace or deck if it will detract from the overall historic character of the building or the site, require removal of a significant building element or site feature, or change the proportion of the built area to open space for a specific property.
2. In locating a patio, terrace or deck, consideration should be given to the proposed location's impact on the historic structure, the site, and the district. Locations that are visible from the street or that would damage or diminish significant architectural elements or significant site features, such as mature trees, should not be considered.
3. Adjacent properties and their historical context within the community should also be considered when determining a location.

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4.4 Repair and Reconstruction in the Event of Disaster

When a disaster such as a fire damages or destroys a significant historic building, the loss of the building or its features can compromise the character of the district. Particularly in the case of buildings that directly abut their neighbors, such a loss can also harm the character of the neighboring buildings. In the event that a historic building is damaged or destroyed by disaster, every effort should be made to repair or reconstruct the building based on accurate documentation of the destroyed or damaged structure and its elements. In the case of buildings that included non-historic modifications such as storefronts redone with incompatible materials, every effort should be made to reconstruct the building as it appeared prior to those modifications.

A. Standards

- 1. In the event that a historic building is damaged by disaster, the Building Inspector will make a determination as to whether the structure should be condemned.
- 2. In the event that a damaged building is condemned, every consideration shall be given to how the building may be rehabilitated from its condemned state before demolition is considered.
- 3. In the event that a damaged, condemned building is not repairable, or that a historic building is destroyed, a site plan shall be developed detailing plans for reconstruction or redevelopment of the lot. Site plans for redevelopment will be reviewed by the HPRC in light of whether the planned redevelopment enhances the character of the Downtown Historic District.
- 4. See [Section 5.2, Demolition](#) and [Section 4.2, New Construction](#) for applicable guidelines and standards.

B. Design Objectives

- 1. Repaired features or replacement structures should be compatible in character with the district.
- 2. Where feasible, the damaged or destroyed building should be repaired or reconstructed based on accurate documentation of the original structure.
- 3. Where feasible, a reconstructed building should match the building’s original appearance, including construction material; ahistorical modifications should not be reconstructed.
- 4. Effort should be made to salvage original building materials and details where possible.
- 5. Rehabilitation of buildings condemned after being damaged is encouraged where feasible.

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## 5. Relocation or Demolition

Over time, changes to a community or to a building and its context may lead to situations in which demolition or relocation is necessary. This section is intended to ensure that relocation is undertaken for logical reasons and that demolition is limited to cases in which it is absolutely necessary or to cases in which a non-contributing structure will be replaced with a structure that enhances the district's character.

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# Historic Preservation District Design Standards

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### 5.1 Relocation

Moving historic structures is usually undertaken to save them from demolition or to fulfill the objectives of a revitalization goal. A significant building threatened with demolition or located in an area where it cannot be feasibly reused can be relocated to a compatible environment. Relocation of a threatened building can both save the building and enhance the area into which it is relocated.

## 2. Site & Setting

Before a building is relocated, the owner should answer these questions and the answers should be part of the consideration of the application by the City.

- a. Is the structure threatened with demolition?
- b. Is relocation the only alternative to demolition?
- c. Is the structure significant enough architecturally or historically to warrant moving it?
- d. Is the property sound enough structurally to survive a move and be adapted to its new site?
- e. If the structure is currently sited in the Downtown Historic District, what is proposed for the site once the structure is removed?
- f. Will the move adversely affect the overall character of the Downtown Historic District?
- g. Will relocating a building currently located in the Downtown Historic District compromise the character of the surrounding buildings?
- h. If a building is proposed to be relocated into the Downtown Historic District, is it compatible with the character of the district?
- i. If the proposed site for a relocated structure is not in a historic district, what covenants, if any, will be established to preserve the distinctive character of the relocated structure?
- j. Is there an appropriate and practical new use for the structure on its new site?

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Most historic buildings in the Downtown Historic District would be challenging to relocate, either due to their physical size or their setting. However, it is not inconceivable that a building from outside the district with strong historical character could enhance the district.

A. Standards

- 1. A structure shall be moved or relocated in the Downtown Historic District only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
- 2. Relocation of a historic building should be undertaken only after careful consideration of every aspect of the project.
- 3. Preservation of a building should consider the character of the building and how the building will fit into its new setting equally.
- 4. The original setting and context of a historic structure shall be documented using photographs and measured drawings prior to consideration by the City. Site plan information shall be provided for proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
- 5. Significant site features of the original site, the new site, and the route of the move shall be protected during the relocation.

B. Design Objectives

- 1. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
- 2. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
- 3. Ensure that the relocation of a structure will not diminish or damage existing historic buildings or the overall character of the district.
- 4. Determine the structural condition of the structure before the move and work to minimize damage during the move.
- 5. Coordinate the move with the utility companies and City of Fairmont.

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# Historic Preservation District Design Standards

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## 5.2 Demolition

Demolition of significant buildings, structures, sites, objects, or trees within the Downtown Historic District is discouraged. Given the irreversible nature of demolition, full deliberation of all alternatives before action is essential.

2. Site & Setting

The Historic Preservation Review Commission recognizes that not all buildings and lots in the Downtown Historic District contribute to the historic character of the district. However, the demolition of buildings considered to be non-contributing does not occur in a vacuum. When applying to demolish a building within the Downtown Historic District, regardless of whether the building is a contributing structure, the applicant must provide a plan for the redevelopment of the site. The HPRC will review any application for demolition in light of this plan for redevelopment and issue or deny a Certificate of Appropriateness based on whether or not the proposed redevelopment enhances the character of the district. Demolition of contributing buildings and structures removes a historical asset from the district, and for this reason the HPRC will explore every alternative to the destruction of a contributing building.

3. Changes To Building Exterior

### A. Standards

1. Neglecting to properly maintain a historically significant building, leading to demolition by neglect of said building, directly conflicts with the intent of the City in establishing the Downtown Historic District and will result in code enforcement actions and possible civil penalties.
2. The HPRC will consider the overall effect of demolishing a historic building on the character of the district. The Commission will also consider an application for demolition in light of whether a specific use for the site has been proposed to mediate the loss of the historic structure.
3. Any application for a Certificate of Appropriateness for demolition in the Downtown Historic District shall be accompanied by a site plan illustrating any proposed development or introduction of plantings following demolition. Any vacant lot produced by demolition, even if temporary, shall be maintained in accordance with [Section 5.3, Maintenance of Vacant Lots](#).
4. Plans for redevelopment of the lot shall consider the character of the district; see [Section 5.1, New Construction](#) for guidelines.
5. All demolitions must be carried out in accordance with the standards of West Virginia Code §24C-1-5.

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National Park Service Preservation Briefs

Mothballing Historic Buildings

B. Design Objectives

- 1. Before demolition, work with the HPRC to pursue all alternatives to demolition.
- 2. Before demolition, record significant structures through photographs and/or measured drawings as specified by the HPRC.
- 3. Before demolition, work with the HPRC and other interested parties to salvage usable architectural materials and features.
- 4. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
- 5. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect trees on the site from damage due to compaction of the soil by equipment or materials.
- 6. After demolition, clear the site promptly and thoroughly.
- 7. After demolition, plant or develop the site promptly as approved in the proposed site plan.

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## Historic Preservation District Design Standards

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#### 5.3 Maintenance of Vacant Lots

Vacant lots interrupt the fabric of a neighborhood regardless of its historic status. In the Downtown Historic District, such lots result in a loss of continuity and, from a practical standpoint, diminish the vitality and distinctiveness of the district.

### 2. Site & Setting

#### A. Standards

1. The City of Fairmont Zoning Ordinance allows fences only as accessory structures to buildings; fencing of a vacant lot is prohibited.
2. Vacant lots should not be fenced unless construction of a new structure has begun and a fence is needed for safety purposes.
3. Landscaping of vacant lots should be simple and designed to accomplish two purposes:
4. Define the edges of the lot.
5. Soften the effect of a large expanse of unused land in the district.

### 3. Building Exterior Changes To

#### B. Design Objectives

1. The appearance of a vacant lot affects the character of the district as much as the appearance of a building.
2. Proactive maintenance of a vacant lot, including modest landscaping, can greatly contribute to the character of a district.

### 4. Additions & New Construction

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# Historic Preservation District Design Standards

## 1. Introduction & Purpose

### 6.1 Secretary of the Interior Standards for Rehabilitation

"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 those portions and features of the property which are significant to its historic, architectural, and cultural values." The Secretary of the Interior Standards for Rehabilitation (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The standards, first published in 1977, are as follows:

## 2. Site & Setting

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

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Preservation Methods

The Secretary of the Interior further outlines four broad preservation methods:

- **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.

See [Appendix 6.2](#) for links to more information about the Secretary of the Interior standards.

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# Historic Preservation District Design Standards

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6.2 Resources

### Local Resources

#### **Fairmont Historic Landmark Commission**

[fairmontwv.gov](http://fairmontwv.gov)

## 2. Site & Setting

The Fairmont Historic Landmarks Commission was created and exists as an agency of the City to identify study, preserve and protect the historic landscape. The creation of the Commission is authorized by §8-26A of the State Code of West Virginia of 1931, as amended.

#### **Historic Preservation Review Commission**

[hprc@fairmontwv.org](mailto:hprc@fairmontwv.org)

The Historic Preservation Review Commission (HPRC) consists of five members; all residents of the City of Fairmont or they may be a business owner within the designated historic district. The five volunteer members are appointed by the City Council upon recommendation of the City Manager for three (3) year terms. The HPRC is charged, in accordance with Article 179, Historic Preservation Review Commission, with reviewing and taking action upon applications for certificate of appropriateness, establishing standards and rules of regulations for the historic preservation district and any structure located or to be located therein, and other activities that further protect and preserve and historic character of the City of Fairmont.

## 3. Changes To Building Exterior

#### **Main Street Fairmont**

206 Adams Street  
Fairmont, WV 26554  
304-366-0468

[mainstreetfairmont.org](http://mainstreetfairmont.org)

## 4. Additions & New Construction

Main Street Fairmont (MSF) is a non-profit organization with a mission of fostering economic vitality and improving Downtown life. In recent years, MSF established a façade and sign grant program which is transforming the city's architectural landscape. MSF works with local and statewide community agencies dedicated to revitalizing different aspects of West Virginia's landscape. Their efforts were instrumental in garnering national recognition with Fairmont being named the 500<sup>th</sup> Preserve America community. This recognition allowed City of Fairmont to access historical grant funding.

## 5. Relocation Or Demolition

#### **Marion County Historical Society**

211 Adams St,  
Fairmont, WV 26554  
(304) 367-5398

[www.marionhistorical.org](http://www.marionhistorical.org)

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The Marion County Historical Society was founded in 1908 to preserve the history of Fairmont and Marion County. The Society runs the living history museum at Prickett's Fort and the Marion County Historical Museum in downtown Fairmont. The Society's large collection of historical photos and artifacts can serve as a valuable guide to developers.

**State Resources**

**Preservation Alliance of West Virginia**

Preservation Alliance of West Virginia, Inc.  
421 Davis Avenue, #3  
Elkins, WV 26241  
304-345-6005  
[info@pawv.org](mailto:info@pawv.org)  
  
[www.pawv.org](http://www.pawv.org)

The Preservation Alliance of West Virginia is a statewide-grassroots organization supporting historic preservation. The nonprofit group was founded in 1982 and their mission is to preserve West Virginia’s historical resources for the benefit of future generations.

**West Virginia Division of Culture and History**

Historic Preservation Office  
Division of Culture & History  
The Culture Center  
1900 Kanawha Boulevard East  
Charleston WV 25305-0300  
(304) 558-0220  
TDD: (304) 558-3562

[www.wvculture.org](http://www.wvculture.org)

The State Office of Historic Preservation coordinates the historic preservation programs of State government, providing technical assistance, project review, and assistance to local governments.

The mission of the Division of Culture and History’s State Historic Preservation Office is to encourage, inform, support, and participate in the efforts of the people of West Virginia to identify, recognize, preserve and protect West Virginia’s prehistoric and historic structures, objects and sites.

The State Office of Historic Preservation has prepared a Grants Manual which contains detailed information on resources for funding and other services that may be available to further historic preservation programs or projects. The Historic Preservation Grants Manual can be downloaded at [www.wvculture.org/shpo/grants.html](http://www.wvculture.org/shpo/grants.html)

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# Historic Preservation District Design Standards

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### National Resources:

#### **U.S. Department of the Interior**

National Park Service  
1849 C Street, NW  
Washington, DC 20240

[www.nps.gov/tps/about.htm](http://www.nps.gov/tps/about.htm)

The National Park Service oversees the historic preservation programs of the Federal government, including the National Register of Historic Places, the nation's list of historic sites. The National Park Service also provides Preservation Briefs that offer specific technical guidance on established preservation techniques and methods at [www2.cr.nps.gov/tps/how-to-preserve/briefs.htm](http://www2.cr.nps.gov/tps/how-to-preserve/briefs.htm).

## 2. Site & Setting

## 3. Building Exterior Changes To Building Exterior

The National Park Service's Standards for the Treatment of Historic Properties can be found at [www.nps.gov/tps/standards/four-treatments.htm](http://www.nps.gov/tps/standards/four-treatments.htm).

#### **National Trust for Historic Preservation**

The Watergate Office Building  
2600 Virginia Avenue, Suite 1000  
Washington, DC 20037  
(202) 588-6000  
(800) 944-6847

[www.preservationnation.org](http://www.preservationnation.org)

## 4. Additions & New Construction

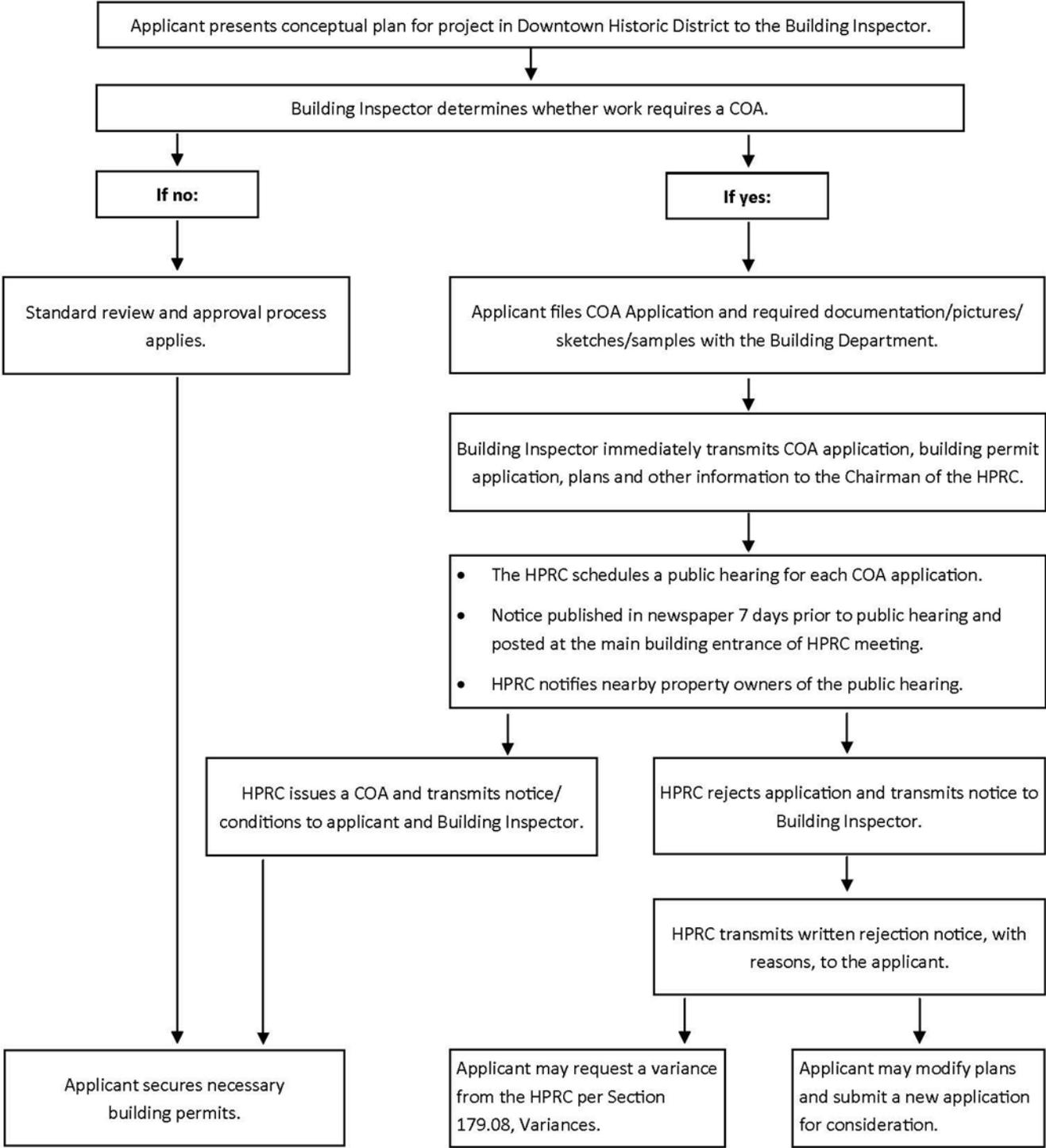
The National Trust for Historic Preservation is the nationwide, membership-based historic preservation education and advocacy non-profit, with online technical resources on legislation and historic preservation.

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6.3 Certificate of Appropriateness Flowchart

City of Fairmont Historic Preservation Review Process Flowchart



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Following Pages: 6.4 Certificate of Appropriateness Application



<b>Building Department</b>	<p><b>To Be Completed by the City of Fairmont.</b></p> <hr/> <p>Application received by Building Department:      Intake Initials: _____ Date: _____</p> <p>Review by the Building Inspector per <i>Work Requiring Certificate of Appropriateness (attached)</i>. Is a Certificate of Appropriateness required?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      <input type="checkbox"/> Unable to determine - application incomplete</p> <p>If Yes, Date referred to the Historic Preservation Review Commission: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Building Inspector Signature _____ Date _____</p>
<b>Historic Preservation Review Commission</b>	<p><b>Received by Historic Preservation Review Commission:</b></p> <p>_____</p> <p>Chairperson _____ Date _____</p> <p>Date of Public Hearing: _____ Publication Date (attach notice): _____</p> <p><b>Historic Preservation Review Commission:</b> Certificate of Appropriateness</p> <p><input type="checkbox"/> Approved      <input type="checkbox"/> Disapproved      <input type="checkbox"/> No Action Necessary      <input type="checkbox"/> Other</p> <p>Reasons/Documentation of Action: _____</p> <p>_____</p> <p>_____</p> <p>Chairperson _____ Date _____</p> <p><b>Upon final determination by the Historic Preservation Review Commission, record of Committee's final motion decision and Certificate of Appropriateness (where applicable) shall be sent to Applicant, Property Owner and Building Inspector. The Certificate of Appropriateness is good for six (6) months from the date of issuance. The Chairperson may grant a six (6) month extension, upon a written request from the applicant.</b></p>
<b>Extension</b>	<p><b>Request for Extension of Certificate of Appropriateness:</b> (6 month extension subject to Section 179.06(g))</p> <p>_____</p> <p>Building Inspector _____ Date _____</p> <p>_____</p> <p>Chairperson _____ Date _____</p>

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## 6.5 Certificate of Appropriateness Matrix and Checklist

FAIRMONT HISTORIC PRESERVATION REVIEW COMMISSION WORK REQUIRING CERTIFICATES OF APPROPRIATENESS		
Type of Work	Building Inspector Approval Only (Approval not required by the Historic Preservation Review Commission)	Historic Preservation Review Commission (Hearing and Approval Required)
Awnings and Canopies	Review Required Prior to HPRC Action	Yes
Construction of New Buildings, Additions, or Decks	Review Required Prior to HPRC Action	Yes
Porches, Handrails, and Steps	Where it is not visible from a main street and repair/replacement in kind with duplication materials	Where visible from a main street or affects style of structural integrity
Demolition	Review Required Prior to HPRC Action	Yes
Doors & Windows	Replacement of existing units visible from a main street which match in size and style with the existing and removal or addition of doors & windows not visible from a main street which do not modify original size	Yes, for all other changes
External Utilities & Utility Connections	Where it is not visible from a main street	If visible from a main street
Fences & Walls	Where it is not visible from a main street	If visible from a main street
Fire Escapes	Review Required Prior to HPRC Action	Yes
Masonry Rehabilitation	Water cleaning only	All other cleaning or tuck pointing
Roofs, Cornices, and Gutters	Repair using existing material and duplicating design; repair and changes not visible from a main street	Any work visible from a main street or which does not duplicate existing appearance
Siding	Where it is not visible from a main street	Applying simulated materials visible from a main street
Signs	Removal of signs	All other signs
Skylights	Where it is not visible from a main street	If visible from a main street
<p><i>Note: No Commission approval is required for the repair and maintenance of any exterior building feature when such work exactly reproduces the existing design and is executed in the existing material.</i></p>		

Historic Preservation Review Commission (HPRC) Checklist

Drawings, sketches, photographs, samples of materials and a written description of the project are part of the application. The HPRC will not take action on an incomplete application.

Proposed New Construction/Additions/Renovations

- Pictures showing existing conditions – include pictures of the structure or lot shown from the north/south/east/west and all visible elevations.
- Proposed project plans for new structure, remodeling, signage or maintenance.
- Description of all exterior materials that will be used to complete the project. When feasible, provide samples.
- Paint samples for any and all exterior painting that will be performed on the structure.
- Changes to city walls, streets, intersections, and other landscape features, including trees, benches and signs, are subject to review by the City of Fairmont’s Americans with Disabilities Act coordinator.

Proposed Signage

- Paint or material samples for signage.
- Size and type of lettering to be used. Provide sample of type of lettering to be used.
- Description of materials that will be used to mount the sign.
- Written description with sufficient detail to explain planned work.

Proposed Demolitions

- Pictures showing the existing conditions – include pictures of the structure or lot shown from the north/south/east/west and all visible elevations.
- Written description describing future plans and reason for demolition.

The Historic Preservation Review Commission reserves the right to inspect the property prior to a final decision for demolition.

If the applicant does not have plans for the property at the time of the request for a demolition, but in the future decides to use the property, the applicant must submit a separate application for a certificate of appropriateness for review by the Historic Preservation Review Commission.

If a demolition request is granted, the applicant is required to clean up the property after the completion of the demolition.

1. Introduction & Purpose

2. Site & Setting

3. Changes To Building Exterior

4. Additions & New Construction

5. Relocation Or Demolition

6. Appendix

1. Introduction & Purpose

6.6 Sample Plot Plan

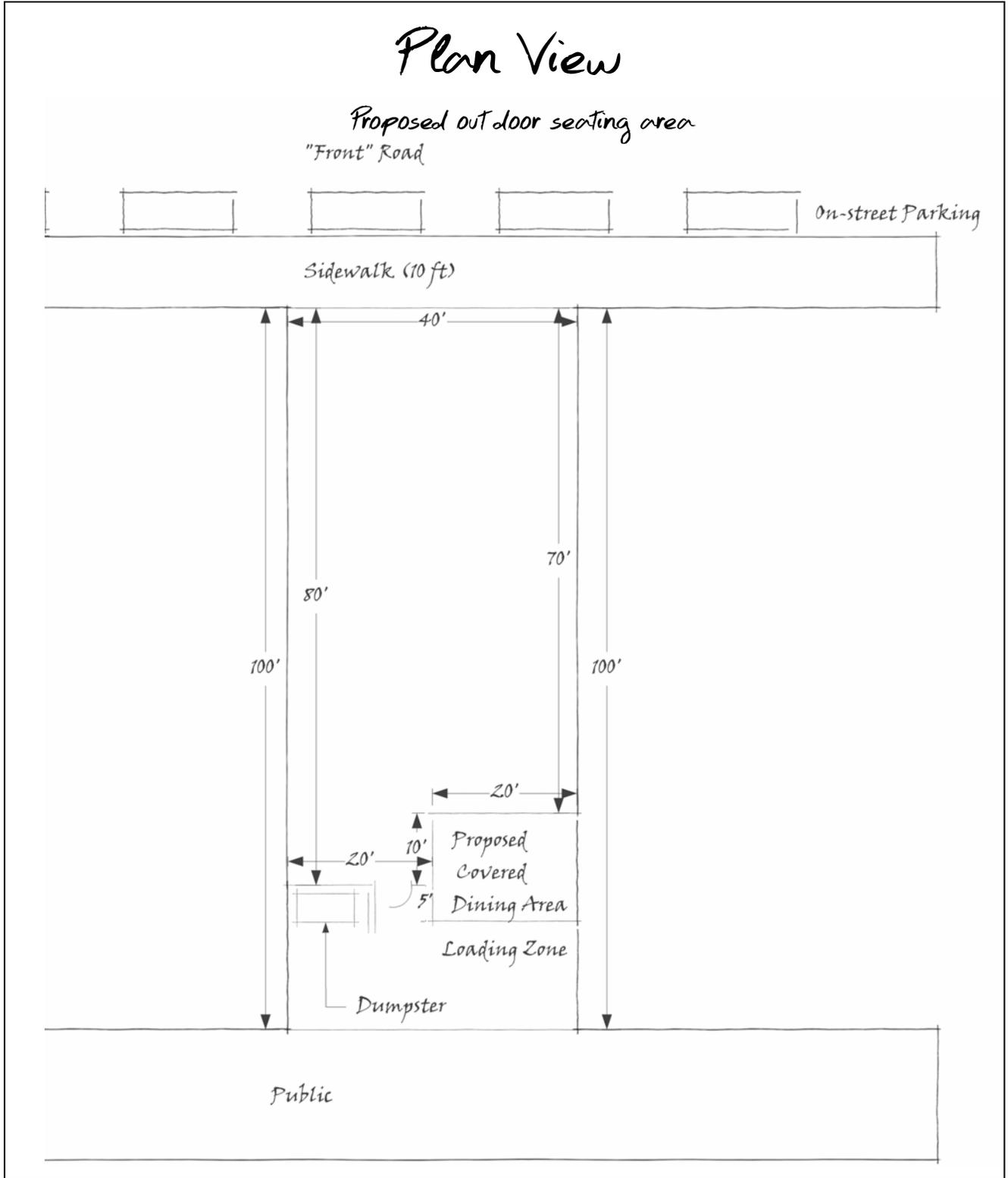
2. Site & Setting

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6. Appendix



# Rear Elevation

Proposed outdoor seating area



Fairmont Café, XXX Adams Street

1. Introduction & Purpose

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6. Appendix

# Historic Preservation District Design Standards

**1.** Introduction & Purpose

6.7 Map of the Downtown Historic District

**2.** Site & Setting

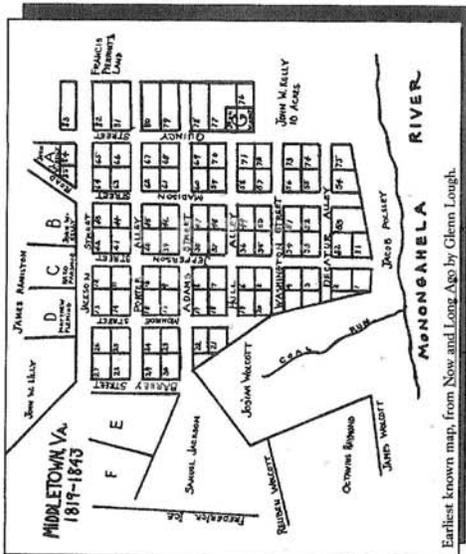
**3.** Changes To Building Exterior

**4.** Additions & New Construction

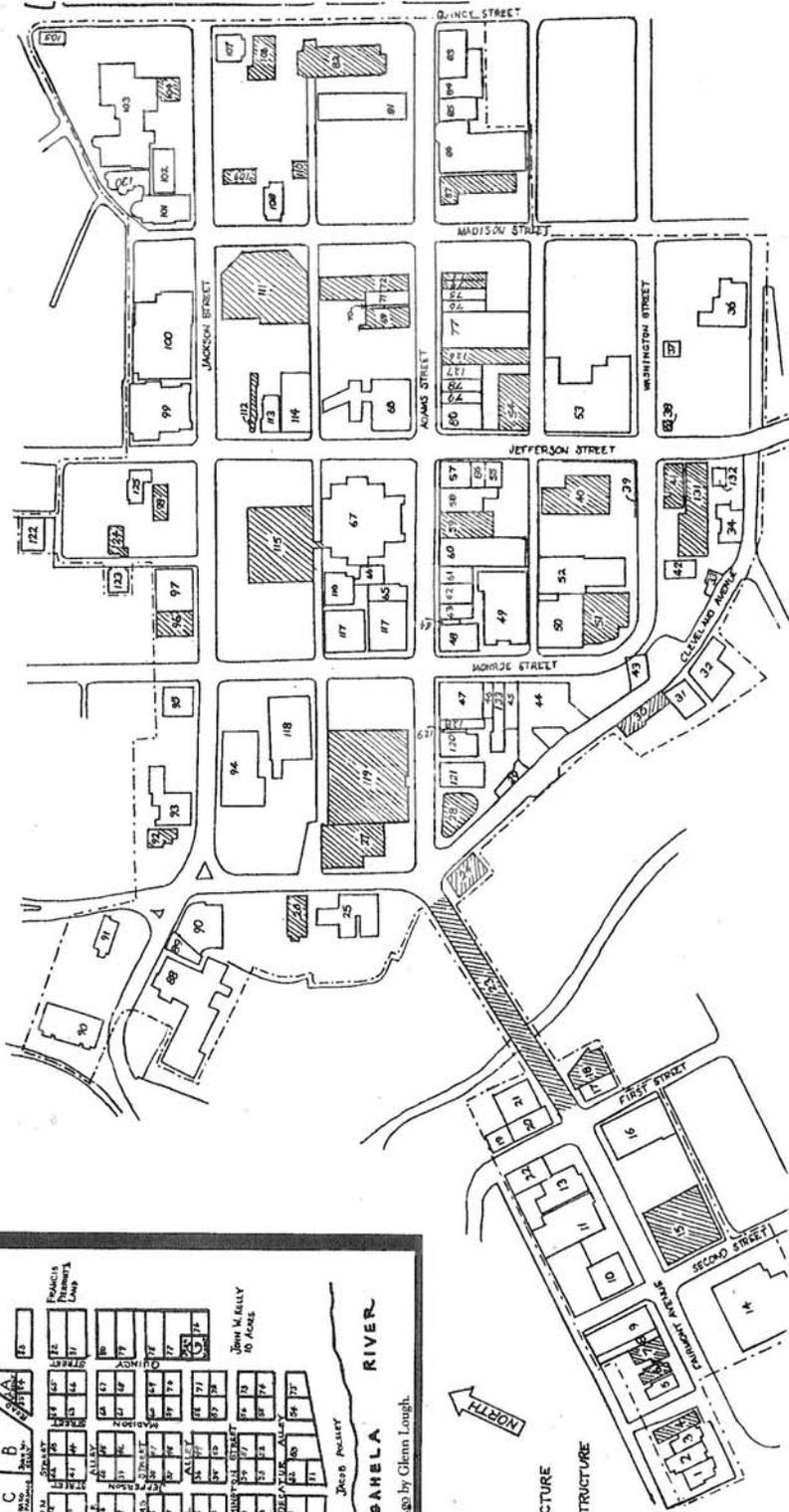
**5.** Relocation Or Demolition

**6.** Appendix

# Fairmont Downtown Historic District



Earliest known map, from Now and Long Ago by Glenn Lough.



## Contributing (historic)

- 1. 225 Fairmont Avenue
- 2. 221 Fairmont Avenue
- 3. 219 Fairmont Avenue
- 5. 211 Fairmont Avenue
- 8. 205 Fairmont Avenue
- 9. 201 Fairmont Avenue
- 10. 117 Fairmont Avenue
- 12. McCoy Building, 109 Fairmont Avenue
- 13. Yost Building, 103-105 Fairmont Avenue
- 14. Old Post Office, 100 Fairmont Avenue
- 16. MCA/Moose Hall, 100 Fairmont Avenue
- 19. 507-511 First Street
- 20. WCTU Building, 99 Fairmont Avenue
- 21. Crawford Building, 87-89 Fairmont Avenue
- 22. Trachon Freight House, 504 First Street

- 25. Professional Building, 307-311 Cleveland Ave.
- 29. Hays Building, 225 Cleveland Avenue
- 31. Jacobson Warehouse, 233-235 Cleveland Avenue
- 32. Jacobson Warehouse, 231 Cleveland Avenue
- 33. Union Mission Dispensary, Cleveland Avenue
- 34. Union Mission Ministry, Cleveland Avenue
- 35. Monongahela Bridge, Jefferson Street
- 36. Elks Lodge, 104 Cleveland Avenue
- 37. 314 Washington Street
- 39. WPA Retaining Wall, Jefferson and Washington Streets
- 42. Union Mission Chapel, Washington Street
- 43. Conaway's Feed Store, 201 Monroe Street
- 44. City Fire and Police Building, 211-215 Monroe Street
- 45. Hays Building, 117 Monroe Street
- 46. Sample Building, 221 Monroe Street

- 47. Devany Building, 233 Monroe Street
- 48. Fleming Building, 222 Monroe Street
- 49. Methodist Protestant Temple, 216-218 Monroe Street
- 50. Bell Tobacco Building, 214 Monroe Street
- 52. Washington Street
- 53. Eastview Unity/Fairmont Hotel, 200-214 Jefferson Street
- 55. 219-221 Jefferson Street
- 56. Heywood Building, 225-229 Jefferson Street
- 57. Conerford Building, 234 Adams Street
- 58. Fleming Building, 226-230 Adams Street
- 60. McCrory Building, 218 Adams Street
- 61. T.E. Hall Building, 214 Adams Street
- 62. Adams Office Building, 210-212 Adams Street
- 63. 208 Adams Street
- 64. 200 Adams Street
- 65. Security Bank Building, 209 Adams Street

- 66. Sheriff's Residence/Marion County Museum, 213 Adams St.
- 67. Marion County Courthouse, 217-221 Adams Street
- 68. St. Peter's Church, 301 Adams Street
- 70. Shook's Club, 323 1/2 Adams Street
- 71. Holt-Rowe Building/Albee's, 325 Adams Street
- 75. demolished
- 76. demolished
- 77. Murphy Building, 314-320 Adams Street
- 78. Childer Building, 308 Adams Street
- 79. 306 Adams Street
- 80. Christiana Drugs/Hardley's, 300-302 Adams Street
- 81. Elks Club, 421 Adams Street
- 83. 426-432 Adams Street
- 84. 420 Adams Street
- 85. 418 Adams Street

- 86. Fairmont Theatre, 410-416 Adams Street
- 88. 337 Cleveland Avenue
- 89. Rialto Theatre Apartments, 11-15 Locust Avenue
- 91. Trinity Church, 407 Cleveland Avenue
- 93. 117 Jackson Street
- 94. Jackson Docks Building, 116 Jackson Street
- 95. 401 Monroe Street
- 97. 213 Jackson Street
- 99. Presbyterian Church, 301 Jackson Street
- 100. demolished
- 101. St. Peter's Catholic Church, 401 Jackson St.
- 102. St. Peter's Rectory, 407 Jackson Street
- 103. Catholic Grade School, 411 Jackson Street
- 105. Madison and Quincy Streets
- 107. 179 Jefferson Street
- 108. Frey Funeral Home, 320 Madison St.

- 113. 324 Jefferson Street
- 114. Masonic Temple Building, 316-320 Jefferson Street
- 116. Marion County Jail, rear of 215 Adams St.
- 117. Jacobson Block, 201-207 Adams Street and Jacobs Building, 312-316 Monroe Street
- 118. Marion County Public Library, 321 Monroe St.
- 120. Hinman Building, 120 Adams Street
- 121. Skinner Building, 110 Adams Street
- 122. Scott Place Shelter, 215 Scott Place
- 123. residence, 411 Jefferson Street
- 125. residence, 409 Jefferson Street
- 127. 310 Adams Street
- 128. Marietta Hotel Annex, 124 Adams Street
- 129. infill, 112 Adams Street
- 132. 179 Jefferson Street
- 133. Times Building, 219 Monroe Street

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