# CITY OF EL PASO, TEXAS
# AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

**DEPARTMENT:** **City Development**

**AGENDA DATE:** **December 11, 2012**

**CONTACT PERSON/PHONE:** Providencia Velázquez, Historic Preservation Officer, 915-541-4027, *velazquezpx@elpasotexas.gov*

**DISTRICT(S) AFFECTED:** **All Districts**

**SUBJECT:**
Discussion and action on a resolution to approve the Design Guidelines for El Paso's Historic Districts, Sites, and Properties, as per Chapter 2.24 (Historic Landmark Commission), Section 2.24.020 of the Municipal Code requiring the Historic Landmark Commission to prepare guidelines to be used in determining the approval or denial of certificates of appropriateness, certificates of demolition, or removal of designated historic landmarks. Applicant: City of El Paso. **(All Districts)**

**BACKGROUND / DISCUSSION:**
See attached Exhibit "A."

**PRIOR COUNCIL ACTION:**
N/A

**AMOUNT AND SOURCE OF FUNDING:**
N/A

**BOARD / COMMISSION ACTION:**
Historic Landmark Commission (HLC) – Approval Recommendation

**********REQUIRED AUTHORIZATION**********

**LEGAL:** (if required) N/A **FINANCE:** (if required) N/A

**DEPARTMENT HEAD:** Carlos Gallinar
Deputy Director for City Development, Planning

**********

**APPROVED FOR AGENDA:**

**CITY MANAGER:** _____ **DATE:** _____

## *City of El Paso – Staff Report*

| | |
|---|---|
| **Application Type:** | Discussion and action on a resolution to approve the Design Guidelines for EL Paso's Historic Districts, Sites, and Properties, as per Chapter 2.24 (Historic Landmark Commission), Section 2.24.020 |
| **HLC Hearing Date:** | September 10, 2012 |
| **Staff Planner:** | Providencia Velázquez, Historic Preservation Officer, 915-541-4027, *velazquezpx@elpasotexas.gov* |
| **Applicant:** | City of El Paso |

**APPLICATION DESCRIPTION**

The City of El Paso is proposing to approve the Design Guidelines for El Paso's Historic Districts, Sites, and Properties, as per Chapter 2.24 (Historic Landmark Commission), Section 2.24.020 of the Municipal Code requiring the Historic Landmark Commission to prepare guidelines to be used in determining the approval or denial of certificates of appropriateness, certificates of demolition, or removal of designated historic landmarks

**CITY DEVELOPMENT DEPARTMENT – HISTORIC PRESERVATION DIVISION RECOMMENDATION**

The Historic Preservation Office recommends **APPROVAL** of the request.

**Attachments**

Exhibit "A" – Design Guidelines for El Paso's Historic Districts, Sites, and Properties

**CITY DEVELOPMENT DEPARTMENT**
**PLANNING DIVISION**

**MEMORANDUM**

**DATE:** November 26, 2012

**TO:** The Honorable Mayor and City Council
Joyce Wilson, City Manager

**FROM:** Providencia Velázquez, Historic Preservation Officer

**SUBJECT:** Approval of Design Guidelines for El Paso's Historic Districts, Sites, and Properties

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The Historic Landmark Commission (HLC) on September 10, 2012 voted 6-0 to recommend **APPROVAL** of the Design Guidelines for El Paso's Historic Districts, Sites, and Properties, in agreement with recommendations from the neighborhood associations and staff.

No relevant design guidelines for the Austin Terrace, Manhattan Heights, Old San Francisco, and Sunset Heights Historic Districts have been adopted since the creation of said districts. Chapter 2.24 (Historic Landmark Commission) Section 2.24.020 of the Municipal Code requires the Historic Landmark Commission to prepare guidelines to be used in determining the approval or denial of certificates of appropriateness and certificates of demolition or removal of designated historic landmarks.

The HLC found that the design guidelines are in conformance with Chapter 2.24 (Historic Landmark Commission), Section 2.24.020 of the Municipal Code. The HLC also determined that the design guidelines will preserve, protect, and enhance the integrity, economic vitality, and livability of the city's historic neighborhoods and historic properties.

**Attachments:** "A" - Design Guidelines for El Paso's Historic Districts, Sites, and Properties

# RESOLUTION

**WHEREAS,** the City Council found and declared as a matter of public policy that the protection, enhancement, preservation and use of historic landmarks is a public necessity and is required in the interest of the culture, prosperity, education, safety and general welfare of the people, and

**WHEREAS**, no relevant design guidelines for the Austin Terrace, Manhattan Heights, Old San Francisco, and Sunset Heights Historic Districts have been adopted since the creation of said districts; and

**WHEREAS,** Chapter 2.24 (Historic Landmark Commission) Section 2.24.020 of the Municipal Code, requires the Historic Landmark Commission to prepare guidelines to be used in determining the approval or denial of certificates of appropriateness and certificates of demolition or removal of designated historic landmarks; and

**WHEREAS**, the City Council needs to provide for the relevant design guidelines for the Austin Terrace, Manhattan Heights, Old San Francisco, and Sunset Heights Historic Districts and for future historic districts and designated historic properties; and

**WHEREAS**, on September 10, 2012, the El Paso Historic Landmark Commission recommended the adoption of the *Design Guidelines for El Paso's Historic Districts, Sites, and Properties*, a copy of which is attached to this Resolution and incorporated as Exhibit "A";

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

**THAT,** the findings set out in the preamble to this Resolution are found to be true and correct, and that they are hereby adopted and made a part hereof for all purposes.

**THAT,** the El Paso City Council hereby adopts the *Design Guidelines for El Paso's Historic Districts, Sites, and Properties*; a copy of which is attached and incorporated as Exhibit "A" in order to preserve the unique and historic character and identity of the Austin Terrace, Manhattan Heights, Old San Francisco, and Sunset Heights Historic Districts and their

environments, to be applied towards future designated properties, sites, and districts, and to be used in the review by the Historic Landmark Commission for requests for certificates of appropriateness and certificates of demolition.

APPROVED this _____ day of _____ 2012.

THE CITY OF EL PASO:

_____
John F. Cook, Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

_____
Kristen L. Hamilton
Assistant City Attorney

APPROVED AS TO CONTENT:

_____
Mathew S. McElroy, Director
City Development Department

# DESIGN GUIDELINES FOR EL PASO'S HISTORIC DISTRICTS, SITES, AND PROPERTIES

# TABLE OF CONTENTS

INTRODUCTION TO THE GUIDELINES
- Historic Districts ..... 3
- Introduction ..... 11

APPLICATION PROCESS
- Required Documentation.....13
- Review Process for Historic Preservation – Flow Chart ..... 15
- Procedures to Follow by Type of Request ..... 16
- Safety Precautions ..... 17

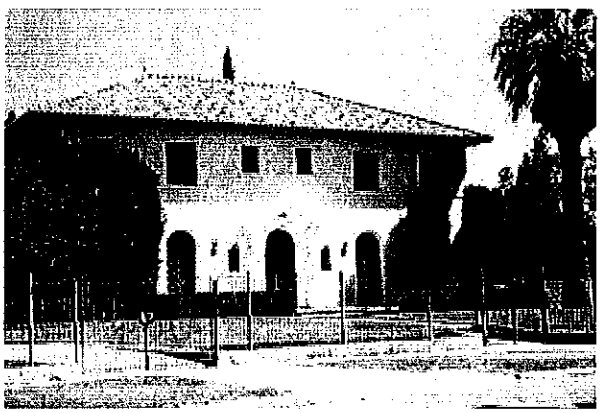
GENERAL GUIDELINES
- Site Development ..... 19
- Materials and Finishes ..... 24
- Color ..... 27
- Building Elements ..... 28
- Modernization & Mechanical Equipment ..... 32
- Demolition ..... 33
- Guidelines for Non-Residential Structures ..... 34
- Additional Resources ..... 36

# Austin Terrace Historic District

Vacant stretches of land between downtown and Fort Bliss began to be platted and developed in the first decade of the twentieth century. Government Hill Addition, which was originally platted in 1906 and revised in 1913, was among these new residential subdivisions. Austin Terrace was carved out of the Government Hill Addition in 1918 in a street pattern previously unseen in El Paso. Two elliptical blocks are intersected by diagonal arterials, while the edges of the subdivision feature the typical street grid pattern. The original subdivision plat provided streets names recognizable to the present day, such as Hastings Street, Trowbridge Street, and Crescent Circle. Several original street names were changed after 1935. For example, Caples Circle was formerly Washington Avenue, Leeds Street was originally named Alhambra Street, and Pershing Street was renamed Post Road.



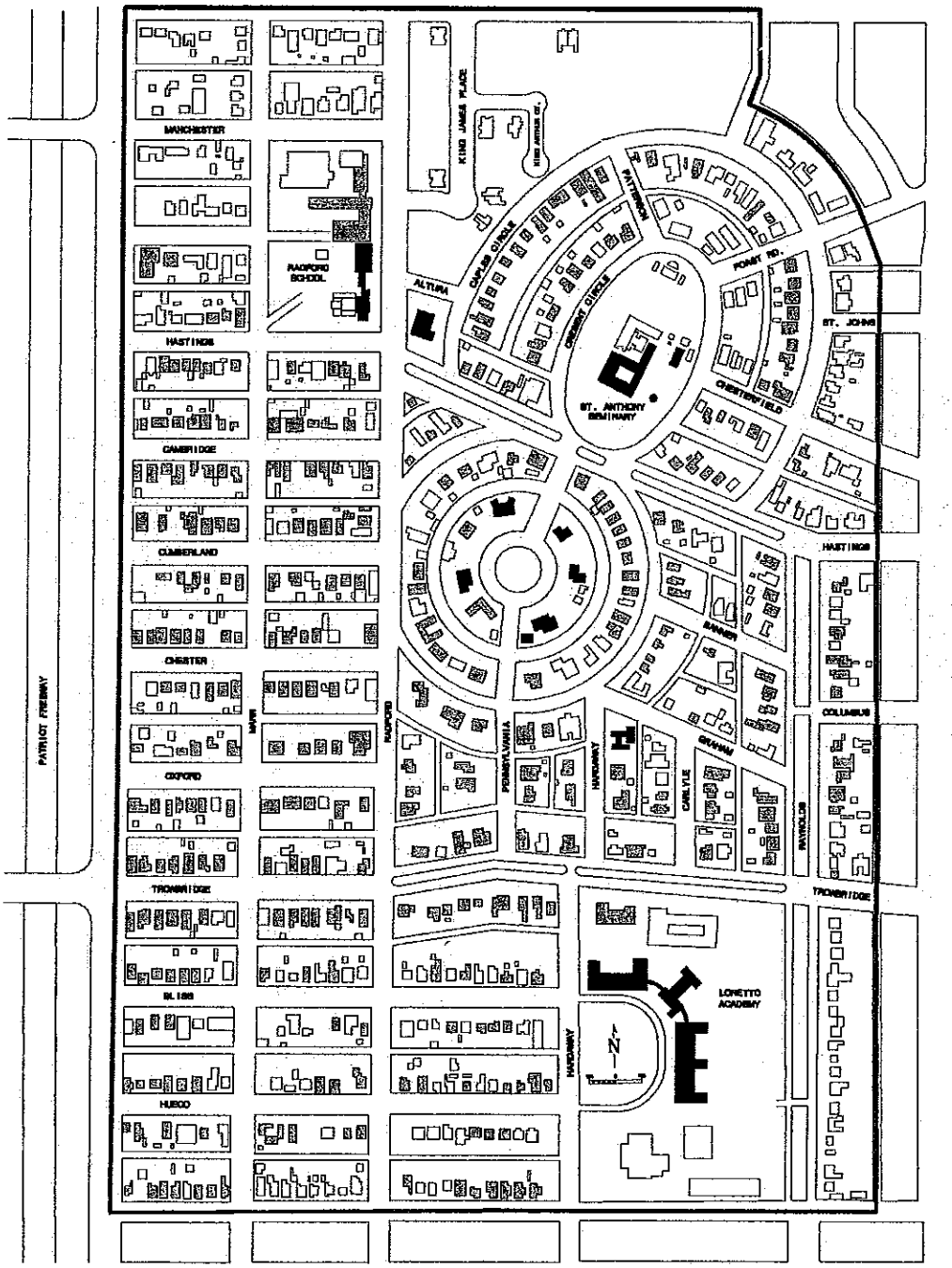
The attractiveness of the subdivision's layout invited the design and construction of large, spacious residences. Noted El Paso architects Mabel Welch (1890-1981) and Otto H. Thorman (1887-1966) designed numerous revival style residences within Austin Terrace. Myron C. Hunt (1868-1952), the architect who designed the Rose Bowl in Pasadena as well as many Mission Revival style homes in Southern California, designed the James McNary home, located on more than three acres of land within Crescent Circle. Streets throughout Austin Terrace are lined with a wide array of architecturally distinctive residences and well-landscaped lawns, creating a visually pleasing neighborhood.



Loretto Academy, designed by Henry C. Trost (1860-1933) in 1922, embodies fine architectural values and stands as one of the most notable landmarks in Austin Terrace. When the Sisters of Loretto selected the site and retained Trost & Trost to design the original buildings, much of the surrounding area remained undeveloped. The choice to establish Loretto Academy in Austin Terrace contributed greatly to the subsequent residential development throughout the subdivision.

On April 17, 1990, the Austin Terrace Historic District was established to protect the architectural character of this distinctive El Paso neighborhood.

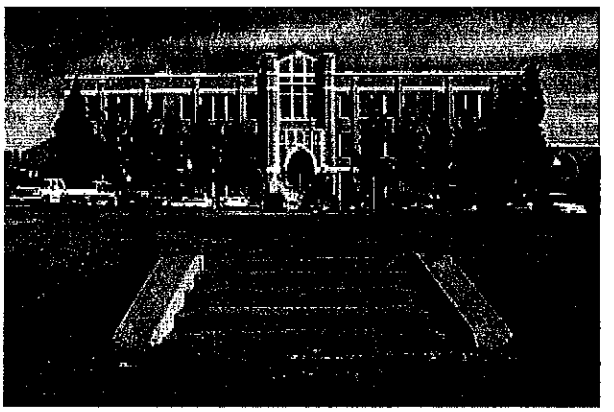
# AUSTIN TERRACE HISTORIC DISTRICT



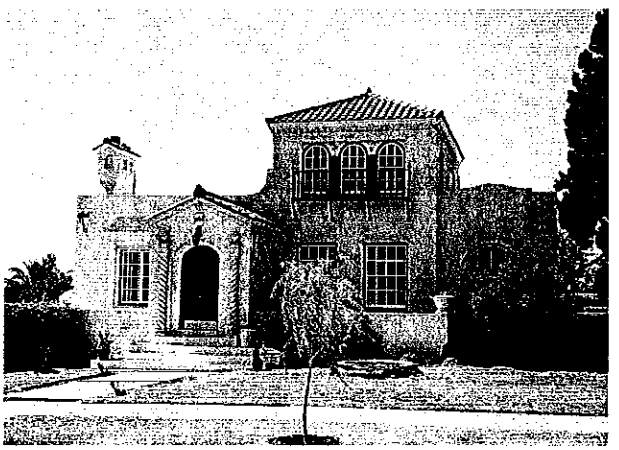

LANDMARK
NON-CONTRIBUTING
CONTRIBUTING
DISTRICT BOUNDARY

DEPARTMENT OF PLANNING, RESEARCH AND DEVELOPMENT, MAY 1990 CITY OF EL PASO CASE NUMBER 90-5544, ORDINANCE NUMBER 010051, EFFECTIVE APRIL 17, 1990

# Manhattan Heights Historic District



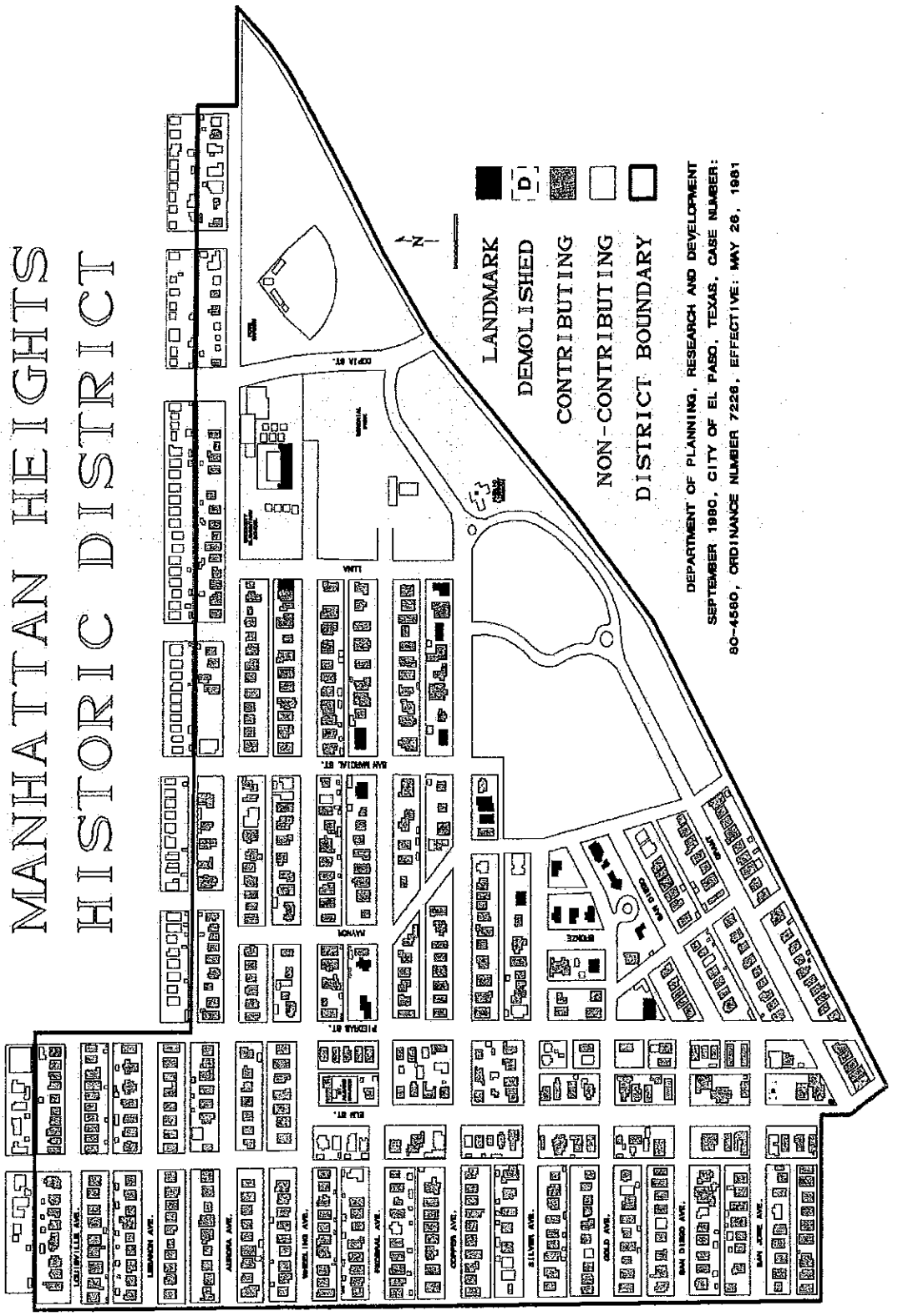
From 1901 to 1908, the Federal Copper Company operated a smelter on a barren stretch of land several miles northeast of downtown near the Franklin Mountains. After the smelter closed, the land was purchased and later platted as the Castle Heights and Manhattan Heights additions. The first named streets in the area reflected the land's recent use—Federal, Bronze, Copper, Silver, and Gold. Local architect Otto H. Thorman designed a Georgian Revival influenced residence for Mr. and Mrs. S. H. Levell at 3037 Federal in 1914, which was the first home in the new subdivision. Residential construction continued at a steady pace, and many of the first homes were spacious, well proportioned, and designed with Classical Revival and Georgian Revival stylistic influences.



The Kansas City landscape architect and planner George Kessler (1862-1923) visited El Paso around 1907 to study the growing city's developmental concerns. Over the subsequent twelve years, Kessler periodically returned to El Paso, and in 1919 he was employed as a consulting city plan engineer and landscape architect. Kessler's study and recommendations were adopted by Mayor H. P. Jackson and the City Council in 1925 as the City Plan of El Paso. Kessler recognized the value of Memorial Park to Manhattan Heights residents for various reasons as he envisioned the park "eventually to become a suitable memorial to El Pasoans who participated in the World War, especially to those who gave their lives or who performed heroic deeds; and also to distinguished commanders in the World War, and, in general, to commemorate that war by perpetuating the names of campaigns, battles, and sectors where El Pasoans saw war service."

To the west of Memorial Park throughout the 1920s and 1930s, architects such as William G. Wuehrmann, Mabel Welch, and Henry Trost designed numerous residences. Each architect acknowledged the particular quality of El Paso's Chihuahuan Desert environment and the region's long-entrenched cultural connection to Spain and Mexico when designing homes for clients. As a result, many residences in Manhattan Heights contain Spanish Colonial Revival elements. The neighborhood also features numerous bungalows, the most prevalent single-family building type in the United States in the opening decades of the twentieth century, which contributes to the neighborhood's visually richness. Welch championed Spanish Colonial Revival as the preferred and most appropriate architectural style for El Paso, and her work ably demonstrates her commitment to a respectful awareness of the community's Hispanic heritage.

Recognized for its notable architectural character, the Manhattan Heights Historic District was listed in the National Register of Historic Places on September 27, 1980, before becoming the first locally designed historic district in El Paso on May 26, 1981.

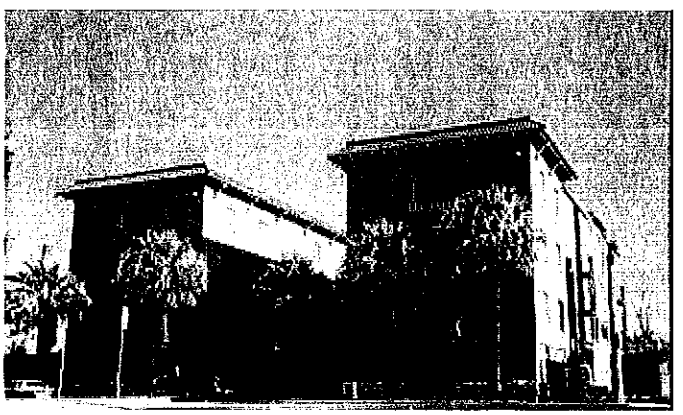

MANHATTAN HEIGHTS
HISTORIC DISTRICT
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DEPARTMENT OF PLANNING, RESEARCH AND DEVELOPMENT
SEPTEMBER 1980, CITY OF EL PASO, TEXAS. CASE NUMBER:
80-4580, ORDINANCE NUMBER 7226, EFFECTIVE: MAY 26, 1981

# Old San Francisco Historic District

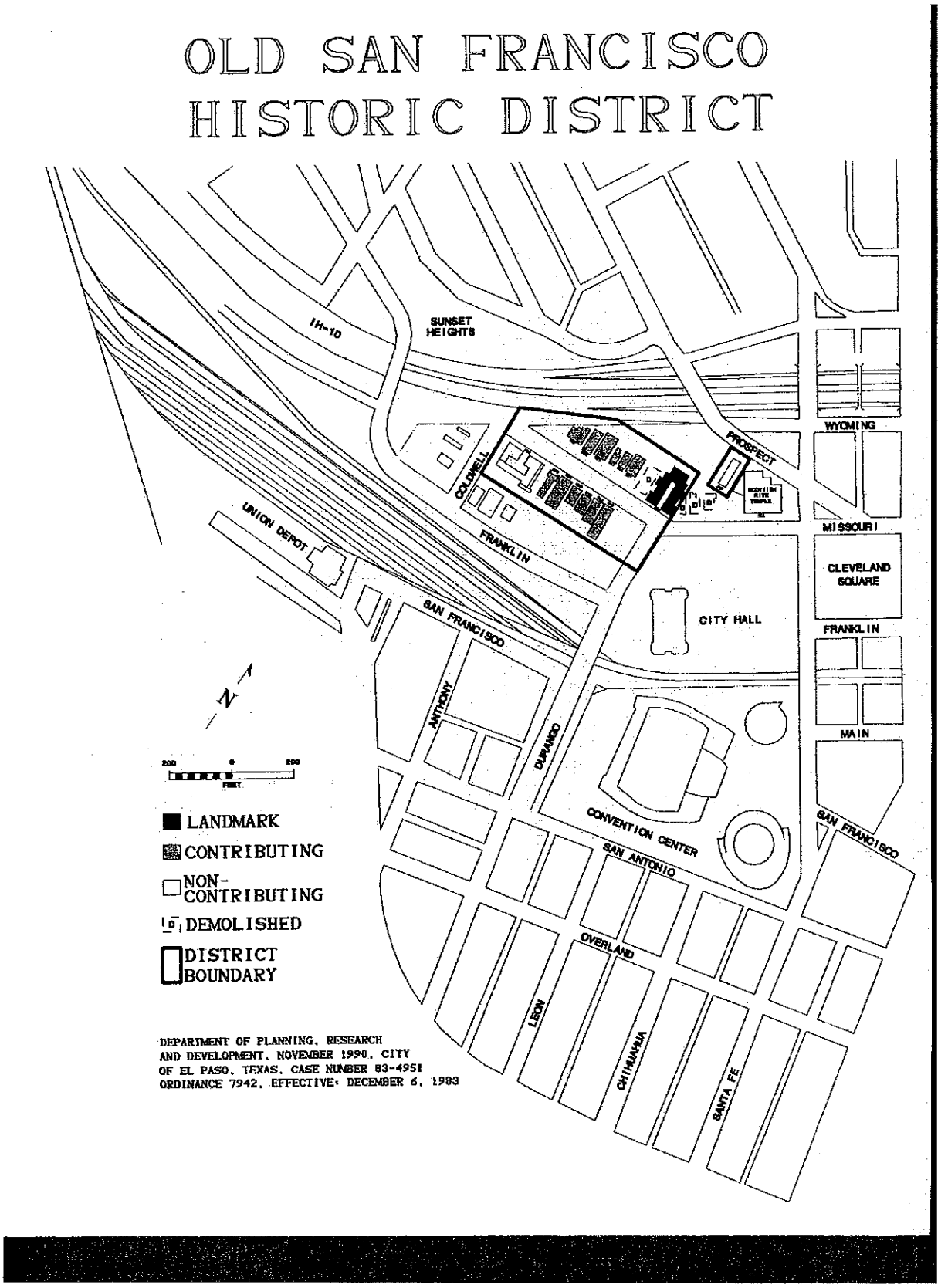
On August 12, 1904, City Engineer George C. Wimberly filed the plat map for the Stevens Addition, which was carved from Satterthwaite's Addition. Wimberly later revised the plat and submitted the survey corrections on January 18, 1906, and the Commissioner's Court approved the plat on February 8, 1909. The new addition was situated between Sunset Heights to the north and the railroad tracks to the south and was bounded by Santa Fe Street on the east, Upson Avenue on the north, Fisher (now Coldwell) Street on the west, San Francisco Street on the southwest, and Franklin Street on the south. With the completion of the Daniel Burnham-designed Union Passenger Depot in that year and the beginning of construction on the Elephant Butte Dam in 1908, the demand for housing west of downtown increased with the arrival of new residents by train. As a result, West Missouri Street became the focal point of Stevens Addition, and from 1908 to 1923 apartment buildings rose along that street as well as the other streets north of Union Depot. As early as 1911, the El Paso Herald proclaimed West Missouri the "apartment house street." The neighborhood's name, Old San Francisco, was derived from its hilly terrain and its location near the former outbound stagecoach line whose destination was San Francisco, California.



Apartment buildings such as the Palms Court at 329-331 West Missouri, the Hotel Laughlin at 311 West Franklin, the Hotel Texas at 315 West Missouri, and the Lake House at 510 West Missouri provided accommodations for reasonable rates. The occupations of tenants included cigar makers, traveling salesmen, sales clerks, bookkeepers, employees of the Milwaukee Beer Company, and inspectors of the U.S. Custom Service. Several Trost & Trost-designed buildings were built in the Stevens Addition, including the Ramsey Apartments (circa 1914), the International Order of Odd Fellows Lodge No. 284 (1916), a Y.W.C.A. home and hall (1910), and the Binkley Apartments (1915). About 1910, Trost & Trost also designed a residence with Spanish Colonial style features for former El Paso mayor Richard Caples at the southwest corner of West Missouri and North Santa Fe. The mixture of apartments and houses created a rich neighborhood environment. In the 1960s, the Stevens Addition suffered intense pressure with the construction of Interstate 10, which severed the neighborhood from Sunset Heights, and later with the construction of the El Paso City Hall (1979).

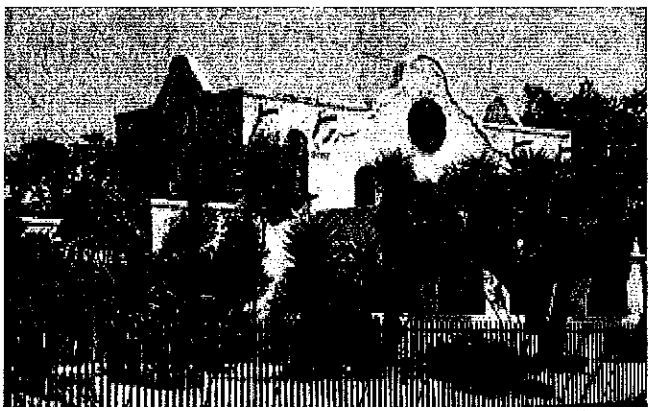


In order to protect the remaining apartment buildings along West Missouri while also providing high density housing near downtown, the City Council designated Old San Francisco Historic District on December 6, 1983. The neighborhood's architectural significance was further recognized when Old San Francisco was entered into the National Register of Historic Places as a historic district on May 21, 1985.

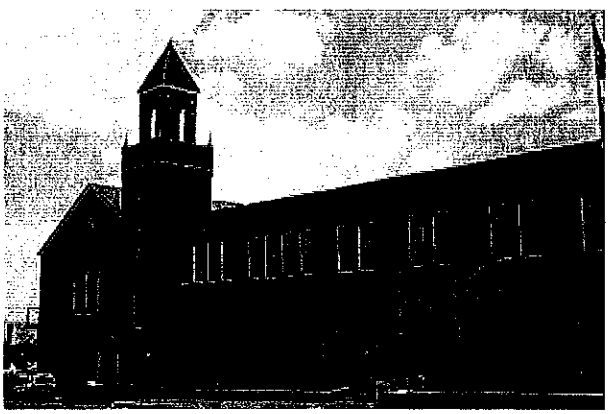

OLD SAN FRANCISCO
HISTORIC DISTRICT
IH-10
SUNSET HEIGHTS
WYOMING
PROSPECT
COLDWELL
UNION DEPOT
FRANKLIN
MISSOURI
CLEVELAND SQUARE
CITY HALL
FRANKLIN
SAN FRANCISCO
ANTHONY
DURANGO
MAIN
CONVENTION CENTER
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DEPARTMENT OF PLANNING, RESEARCH AND DEVELOPMENT, NOVEMBER 1990, CITY OF EL PASO, TEXAS, CASE NUMBER 83-4951 ORDINANCE 7942, EFFECTIVE: DECEMBER 6, 1983

# Sunset Heights Historic District

In 1884, J. Fisher Satterthwaite envisioned a planned residential neighborhood north of downtown El Paso. When the El Paso Herald ran a naming contest for the new addition, Sunset Heights was the winning selection. Gradually, streets were laid out, arroyos filled, and extensive landscaping planted before many of the first houses were constructed. By 1901, development accelerated, transforming the rocky terrain into one of the first planned residential neighborhoods in the United States. From the beginning of the century through the Great Depression, Sunset Heights was the most fashionable neighborhood in El Paso, which was largely apparent by the diverse architectural styles along its streets. Residences include such styles and types as bungalows, American Foursquare, Tudor Revival, Classical Revival, Queen Anne, and Spanish Colonial Revival, most of which were built by 1916.



Sunset Heights features several noteworthy residences designed by Henry C. Trost, including his own home at 1013 West Yandell Drive, which was completed in 1909. Trost designed a Spanish Colonial Revival home for Joseph and Nancy Williams in 1905. The home was the site of a secret meeting between General Hugh Scott and Francisco (Pancho) Villa. Among the American Foursquare residences Trost designed are the Louis T. Botto Home (1906) at 1001 Prospect Street, the Siegfried Aronstein Home (1909) at 628 West Yandell Drive, and the Bruce Seeton Home (1909) at 1108 Upson Street. For the Albert Mathias Home (1912) at 607 West Yandell Drive, Trost employed the Tudor Revival style to distinguish this residence among the many landmark houses in Sunset Heights. Edward Kneezell (1855-1926), another prominent El Paso architect, contributed to the architectural diversity of the neighborhood with his designs for the Wallace Apartments (1903) at 1201 Randolph Street and the Frederick J. Feldman Residence (1908) at 1105 Prospect, as well other commissions.



By the 1970s, Sunset Heights had been adversely impacted through the decline of single family residences and the rise of spacious homes being altered for use as apartments. In an effort to reverse this negative trend, the City Council designated Sunset Heights as a local historic district on June 5, 1984. As improvements were made and the neighborhood reclaimed some of its former splendor, Sunset Heights was subsequently designated a National Register of Historic Places district on December 8, 1988.

# SUNSET HEIGHTS HISTORIC DISTRICT



# INTRODUCTION

## PURPOSE

The City of El Paso made a commitment to historic preservation in 1978. As set forth in the El Paso Landmark Preservation Ordinance Number 6243, the City Council has found and declared that as a matter of public policy:

The protection, enhancement, preservation and use of historic landmarks are public necessities and are required in the interest of the cultural prosperity, education and general welfare of the people.

The purpose of this El Paso City Council Policy is:

To protect, enhance and perpetuate historic landmarks which represent or reflect distinctive and important elements of the City's or State's architectural, archaeological, cultural, social, economic, ethnic and political history and to develop appropriate settings for such places;

To safeguard the City's historic and cultural heritage, as embodied and reflected in such historic landmarks by appropriate regulations;

To stabilize and improve property values in such locations;

To foster civic pride in the beauty and accomplishments of the past;

To protect and enhance the City's attractions to tourists and visitors and to provide incidental support and stimulus to business and industry.

In order to preserve the unique character and identity of El Paso's historic landmarks and their environments, design guidelines have been established. These guidelines will serve as an outline for both the El Paso Historic Landmark Commission and property owners to guide the restoration, remodeling, rehabilitation, and new construction. In this way, future construction will harmonize and support existing landmarks. This will lead to a collection of compatible structures and enhanced historic districts.

The guide is to describe the proper means and methods of preserving, restoring, reconstructing and rehabilitating El Paso's cultural, historic, and architectural resources.

The design guidelines for properties in historic districts are a set of recommendations for the rehabilitation and/or new construction of structures throughout the city's historic districts, but should not be construed as to preclude growth and flexibility. The Historic Landmark Commission has a duty to consider all requests for exceptions based upon not only historical significance to the districts and the City of El Paso but also the economic impact that each property will encounter in meeting the suggested guidelines.

Generally, design guidelines serve to improve the quality of physical change, protect investments, protect existing architectural characteristics, and prevent incompatible new construction. Specifically, these guidelines have been established to preserve the unique character and identity of the city's historic districts. They are also intended to serve as an outline for new construction, so that future development will harmonize and support existing structures.

For more information regarding doing work on a historic property or within a historic district, please refer to the Frequently Asked Questions (FAQs) at the end of this document.

## APPLICATION PROCESS

The Historic Preservation Office (HPO) has the responsibility of reviewing all alterations, additions, modifications and demolitions made to the exterior of historic structures and properties.

When plans are submitted to the Historic Preservation Office for review, the office will review the submittal and determine if the submittal can be administratively approved or requires review by the Historic Landmark Commission (HLC).

### REQUIRED DOCUMENTATION FOR REVIEW

**APPLICATION FOR REVIEW** - Applications must be typewritten or printed in ink in legible form. Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Historic Preservation Office reviews the application for accuracy and completeness. Completed applications shall be accepted and scheduled on a first-come first-serve basis.

**ILLUSTRATIONS OF PROPOSED WORK** - One (1) full size copy (approximately 24" x 36") and one (1) copy on 8 1/2" x 11" paper of the site plan, including the following information, as applicable:

a. Open spaces and landscaped planted areas, including square footage and type of landscape or surface material;
b. Location and type of proposed fencing including material, color, and design detail;
c. Location of proposed security grilles including material, color and design detail;
d. Location, material and color of proposed skylight or air-conditioning unit (include sample from brochure, catalog or manufacturer);
e. Location, material, and color of proposed accessibility ramp;
f. Required yards and setbacks;
g. Sample of proposed color(s) and texture (i.e. color swatch with name, manufacturer, & number);
h. Location of proposed signage, materials, colors and sketch of proposed sign with dimensions;
i. Material and product samples from brochure, catalog or manufacturer;
j. Plans and elevations with dimensions of proposed scope of work;
k. Construction details for roofs, walls, floor, and foundation;
l. Elevations of the building's facades;
m. Elevations, cut sheets, and materials of windows and doors.

**PHOTOGRAPHS** - One (1) hard copy of color photographs showing current conditions of the site and structures.

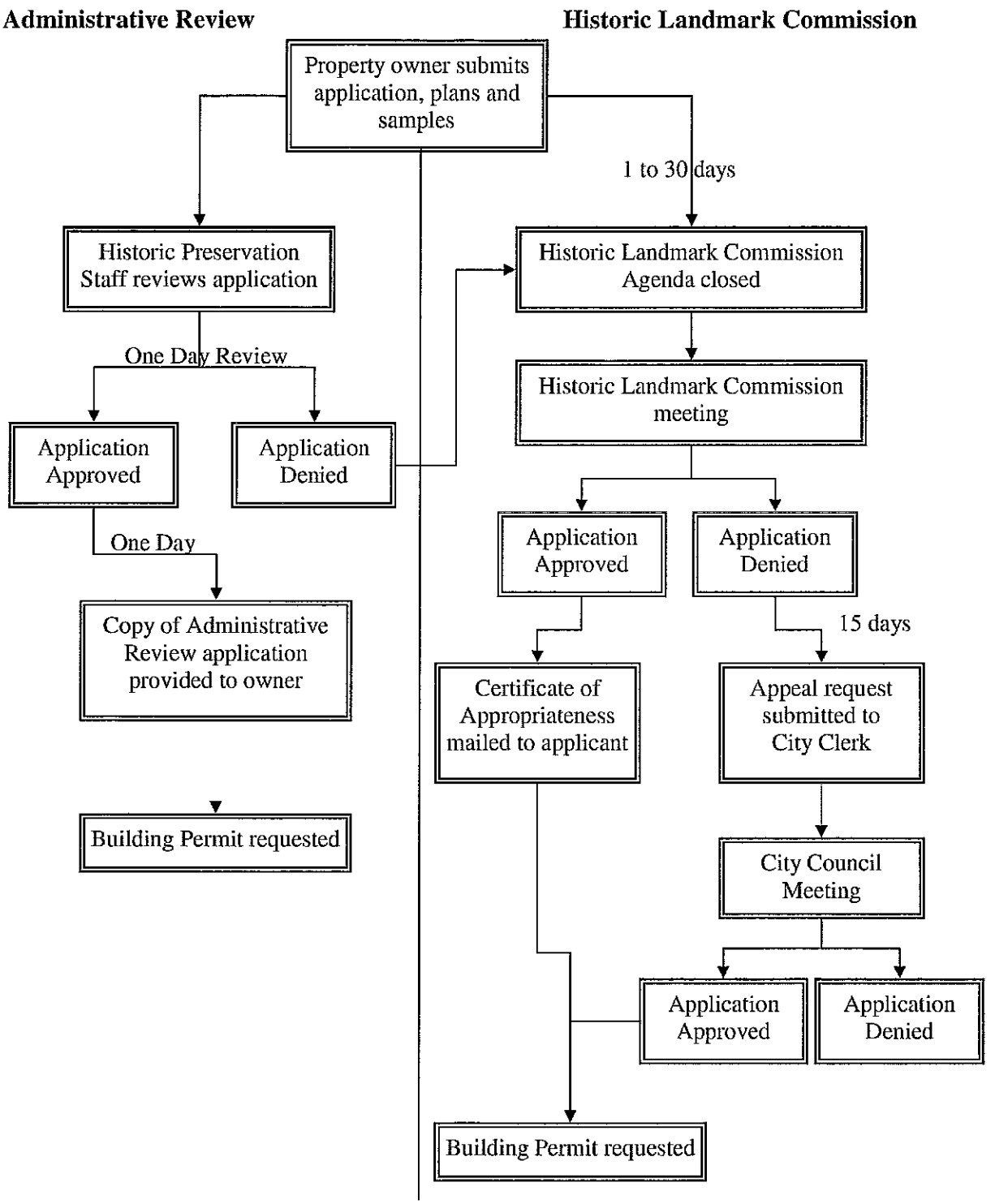
**APPROVAL BY THE HISTORIC PRESERVATION OFFICE DOES NOT GUARANTEE ISSUANCE OF A BUILDING PERMIT BY THE ENGINEERING & CONSTRUCTION MANAGEMENT DEPARTMENT. ALL PROPOSED NEW CONSTRUCTION, MODIFICATIONS, ADDITIONS, CHANGES, DEMOLITIONS, OR ALTERATIONS ARE SUBJECT TO ALL CITY CODES OR ORDINANCES.**

## WHEN A BUILDING PERMIT IS REQUIRED, NO WORK ON A PROPERTY MAY PROCEED UNTIL A BUILDING PERMIT IS ISSUED.

Submit applications to:

Historic Preservation Office
City Hall
2 Civic Center Plaza
El Paso, Texas 79901

## Historic Preservation Review Process



# Procedures to Follow by Type or Request

There are two procedures available to property owners making changes to historic properties. In both cases, all proposals must comply with existing City Codes and with the Administrative Review Design Guidelines.

**Administrative Review**
Staff review

***Landscape:** materials including vegetation, irrigation, xeriscaping in the front, rear and side yards, including ground cover on parkways.

***Fences:** new fencing on the front, rear and side yards.

***Wrought iron:** security grilles for windows

***Ramps:** minimally or non-visible exterior accessibility ramps.

***Skylights:** skylights visible from street shall be reviewed by the HLC.

***Signs:** on-premise signs.

***Doors and windows:** replacement of exterior doors, garage doors, and windows.

***Concrete:** walkways, drive-ways and aprons.

***Swimming Pools: non-visible** located in rear yard.

***Windows:** repair and/or replacement of windows.

***Routine Maintenance:** including but not limited to painting, re-roofing, repair of sidewalks, and driveways.

***HVAC:** installation of non-visible or properly screened HVAC equipment.

***Lighting**: installation of architecturally appropriate lighting that doesn't alter, damage, destroy, or obscure significant architectural fabric.

**Historic Landmark Commission**
Public Hearing

***All new construction:** residential and commercial.

***Major exterior remodeling:** changes to facades, porches, garages and appurtenances.

***Demolition:** removal of a portion of any structure in a historic district or with an independent H-Overlay.

***Demolition by Neglect:** review and hearing of complaints concerning violation of this ordinance.

***H-overlay:** review and recommendation of historic properties for designation by the City Council.

***Any item failing to comply with approved guidelines or appeals of the Administrative Review Process.**

# !!!!SAFETY PRECAUTIONS!!!!

Lead-based paint, a toxic material, was widely used in North America on both the exteriors and interiors of buildings well into the second half of the twentieth century. If a "historic" place is broadly defined in terms of time as having attained an age of fifty years, this means that almost every historic house contains some lead-based paint. In its deteriorated form, it produces paint chips and lead-laden dust particles that are known health hazards to both children and adults.

In 1978, the use of lead-based paint in residential housing was banned by the federal government. Because the hazards have been known for some time, many lead components of paint were replaced by titanium and other less toxic elements earlier in the twentieth century. Since houses are periodically repainted, the most recent layer of paint will most likely **not** contain lead, but the older layers underneath probably will. Therefore, the only way to accurately determine the amount of lead present in older paint is to have it analyzed.

Lead-based paints become a problem when the paint or paint dust flakes and falls off in a living area. Houses with lead-based paint intact are not particular hazards as long as the presence of lead is known to the family and children are not permitted to scrape away the paint coatings. A greater danger can arise should the old paint have to be removed during remodeling and surface preparation for new painting. Dust and debris from lead-based paint is a hazardous waste.

The Historic Preservation Office recommends that prior to undertaking any renovation, addition, or rehabilitation project, the property owner considers having a professional lead inspection test performed prior to disturbing existing elements. If lead is detected, it is further recommended that a professional lead removal company do the job even though the cost of the project may increase.

Additional resources for the appropriate methods for reducing lead-paint hazards in historic housing may be found at the following National Parks Service websites:

http://www.nps.gov/history/hps/tps/briefs/brief37.htm
http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm

# GENERAL GUIDELINES

## GENERAL CONSIDERATIONS

Prior to making any alterations or changes to a historic property approval must be obtained from the Historic Landmark Commission or the Historic Preservation Office. When trying to determine what modifications are acceptable it is helpful to answer the following questions.

Do the plans physically maintain as much of the original historic fabric as possible?

Are exterior alterations and changes kept to a minimum and away from the street sides of the building?

Is the proposed design compatible in scale, materials, and style with the original design of the structure?

Are the original building materials maintained or restored?

Are all of the proposed building materials appropriate and compatible with the surrounding historic buildings as well?

Are all of the architectural elements such as dormers, window and door openings, porches, roof pitch and foundations retained?

Are the original architectural details such as scroll work, balcony and porch railings, columns and cornice molding retained, repaired or replaced to match the originals?

Are all original elements and details repaired rather than replaced and if replacement is required does the replacement item match the original?

If you are able to answer yes to all of the above questions then your plans will probably meet with the Historic Landmark Commission's approval. However, you must submit and receive approval for all plans prior to starting any work.

## SITE DEVELOPMENT & NEW CONSTRUCTION

The purpose of reviewing proposed alterations to historic structures is to assure that they will be compatible with the existing structures. The way a building is situated on its site is very important to maintaining historic integrity within the site itself and the district's historic fabric. All new construction (including detached infill and additions to existing structures) should preserve and enhance the streetscape by appropriately addressing the elements of the historic streetscape. This does not mean that the new structure should appear historic but it should appear aesthetically and architecturally compatible and reinforce the historic properties of the adjacent buildings.

### Height and Scale

The height of a new building should conform to the height of the existing surrounding buildings. When a single story addition is designed for a two story structure it should match the vertical dimensions of such elements as a front or rear porch or the line of the second floor surface. For example, new construction should maintain the building emphasis whether vertical or horizontal. The directional expression of each elevation should also be maintained. Scale is defined as the proportions of the elements of a building to one another and to adjacent buildings. New construction with similar square-footage dwellings on similarly sized lots can have new construction the size of the average dwellings on adjacent or nearby lots of similar size. New construction on a lot must be compatible in scale, setbacks, size, massing, and materials to the adjacent properties.



Maintains the established scale of the Neighborhood.

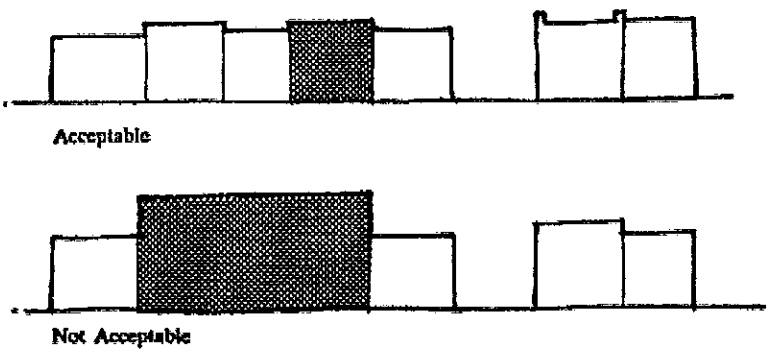


Does not maintain the established scale of the Neighborhood.

Buildings on corners should relate to the scale of the buildings on their respective streets. New construction and additions should be compatible in height and scale to attached and adjacent structures.

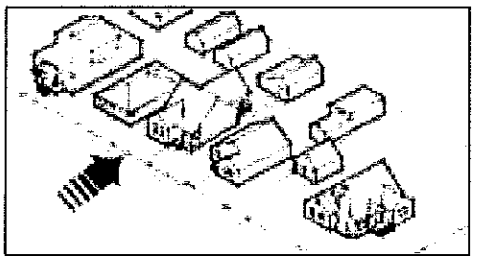
### Proportion

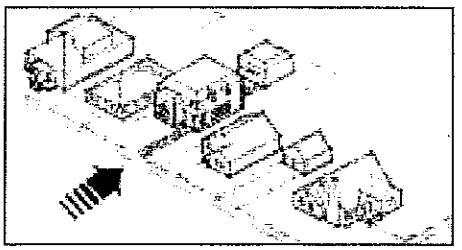
The relationship between the height and width of a building establishes proportion. The proportions of new buildings should be consistent with the dominant proportions of existing buildings.

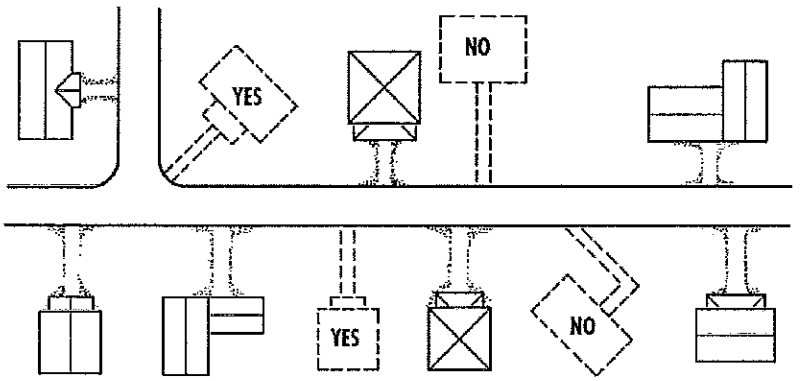


**Pattern and Rhythm**
The recurrent alteration of solids and voids (walls to windows and doors) in the façade of a building establishes a pattern. Architectural elements such as walls, porches, dormers, windows and doors should maintain the pattern and rhythm of the existing buildings.

**Setbacks**
Front setbacks help to create a unified rhythm along a street. Side setbacks provide for ample distance between structures to permit airflow and sunlight to reach open spaces, ensure views are not blocked, and provide for privacy between buildings. Existing building lines should not be disturbed by new construction, and new construction of a structure shall be flush with the existing building line.


Maintains uniform side and front setbacks.


Inappropriate infill.



*The proposed siting for new buildings should be compatible with the setback, orientation, and spacing of existing district buildings.*

**Additions to Historic Structures**
Unlike infill construction, additions are physically attached and have a direct impact on the historic structure by creating a new profile. New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged or destroyed in the process of rehabilitation.
Any new addition should be planned so that it is constructed to the rear of the property or on a non-character defining elevation and is minimally visible from the public right of way.


A side addition should be compatible with the design of the original building

**Guidelines for New Additions**
1. Introduce additions in locations that are not visible from the street-generally on rear elevations.
2. Locate additions carefully so they do not damage or conceal significant building features or details.
3. It is not appropriate to introduce an addition if it requires the removal of character-defining building features such as patios, mature vegetation or a detached structure.

4. Design an addition so it is compatible in roof form, proportions, materials and details with the existing structure.
5. Design new buildings and their features to be compatible in scale, materials, proportions and details with existing historic structures.
6. Design an addition that is compatible with but, subtly different from existing historic homes in the district.
7. Design an addition so that if removed in the future, the historic building's form and character defining features are not obscured, damaged, or destroyed.

**Parking and Driveways**

Most of the older structures in El Paso have parking provided at the rear of the property in a garage or carport structure. Every effort should be taken to maintain the use of the original parking areas. When repair or replacement is required the existing structure (garage or driveway) should be replaced in kind. Many of the driveways are the type which has two paved driving surfaces and a center strip of grass or other material. It is not appropriate to fill this area with concrete. However, bricks, stones and landscaping are usually considered acceptable. Where additional parking is necessary it should be located to the rear of the property as well. It is against the city ordinance to park in the parkway. Proposals for secondary driveways shall be reviewed and considered by the Historic Landmark Commission for approval.

**Sidewalks and Parkways**

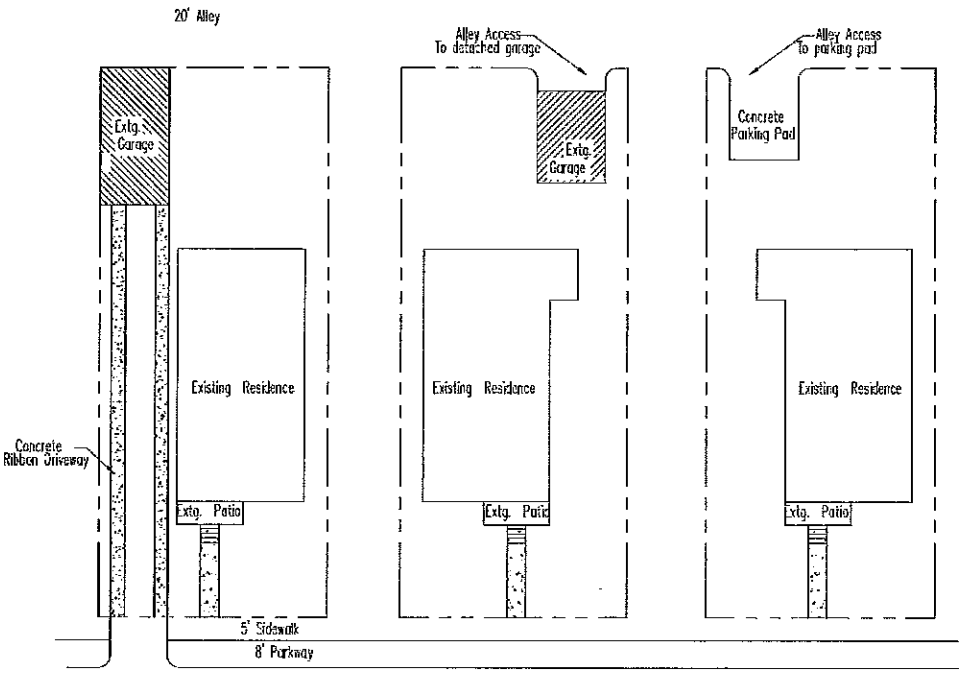
New and replacement portions of sidewalks and driveways shall be constructed in material, finish, color, scoring, grid pattern, and control joints to match existing or the surrounding original paving. Many of the parkways were landscaped originally and therefore landscaping is still recommended as the proper treatment for a parkway. However, in certain cases where issues such as water conservation and maintenance are applicable, some types of hard surface coverings may be considered on an individual basis by the Historic Landmark Commission. These include materials such as Franklin Mountain stone, landscaping rock, brick and other pavers that might be appropriate to the area. The use of asphalt or concrete to completely pave over the parkway is not appropriate. Keeping the historic character of the landscaping creates a pedestrian-friendly environment and maintains continuity along the street frontage. A street with uniformity is historically appropriate and in keeping with the character defining features of the district.

**Guidelines for Walkways, Driveways, Parkways and Parking Areas**

1. Retain historic driveways and walkways, including steps and sidewalks, in their original locations. When deteriorated, repair with materials that match or are compatible to the original.
2. Select appropriate paving materials for new walkways, including concrete, brick, and stone.
3. Introduce new driveways and walkways (when there are none) that are compatible with existing driveways and walkways in terms of width (maximum 12' wide), location, materials, and design. Double width and circular driveways are not appropriate and require approval from the Historic Landmark Commission.
4. Construct new driveways and walkways in locations that require a minimum of alteration to historic site features such as landscaping, retaining walls, curbs, and sidewalks. Usually driveways should lead directly to the rear of buildings and walkways should lead directly to the front steps of the house.
5. Select appropriate materials for new driveways including concrete tracks (narrow strips) and brick. Conceal edging materials used for gravel driveways. Keep new driveway aprons and curb cuts to the minimum width possible.
6. Parking areas in front yards are not appropriate. New parking areas should be designed to have a minimal effect on the neighborhood environment.

7. Grass and sod may be removed from parkways provided not more than 50% of the area is covered with gravel or other masonry that is made of impervious materials (brick pavers, gravel, and masonry pavers). The remaining 50% must be covered with trees and/or living plants that provide ground cover. Any hardscape must be pervious and laid directly on the soil or on pervious fabric to allow water penetration.

Recommended Parking Layouts




**Landscaping and Open Space**

Landscaping is an inherent part of a building's siting and design. Good landscaping reinforces the architectural qualities of a structure and its context. When new landscaping is planned, it should be designed to complement the structure and the streetscape. Materials which can be documented as being historic to the area should be given first priority.

**Guidelines for Open Space and Landscaping**

1. Retain mature trees that contribute to the character of the historic district.
2. When replacing trees that are causing structural problems carefully consider the new location so that the tree will be able to mature in a healthy manner.
3. Maintain the property's natural topography, and avoid grading that adversely affects drainage and soil stability or could negatively impact existing trees. Slopes shall not be paved.
4. Retain historic landscape materials such as brick or pavers.
5. Replace mature trees with similar canopy and in the same location when they are damaged or diseased. When the same site location is not practical, select a location for replacement trees that will enhance the appearance and character of the historic streetscape or provide shade.
6. Grass and sod may be removed from front yards, side yards on a corner provided not more than 50% of the area is covered with gravel or other masonry. Grass and sod may be removed from parkways provided not more than 50% of the area is covered with gravel or other masonry that is made of impervious materials (brick pavers, gravel, and masonry pavers). The remaining 50% must be covered with trees and living plants that provide ground cover.

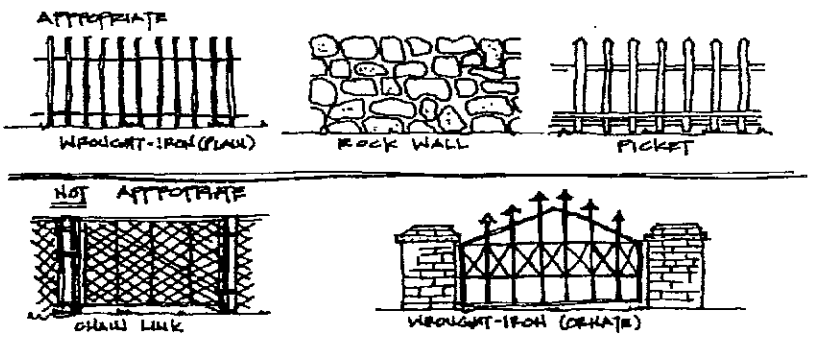
**Fencing, Walls and Site Features**

Construction of new fences, stairs, or sidewalk rails and replacement of older existing fences is allowed on historic properties provided that the proposed site feature is of a compatible material and scale. Rock, brick, wood and wrought iron are acceptable materials but each case is decided individually. Cinder block and chain link fencing are relatively recent developments and are therefore not appropriate fencing materials. The height of the proposed fence should complement the structure (primarily as viewed from the street) and should not obstruct the public's view of the building. For instance, a large structure set back far from the street may be a more appropriate site for the construction of a tall fence than a small house with a 25 foot front yard setback. Solid walls are appropriate for the side property lines while an open fencing material is more appropriate for the front portion of the property.

Site features that may exist on a property are swimming pools, pergolas, terraces and gardens and every effort should be made to retain those features that remain.

**Guidelines for Fences, Walls and Site Features**

1. Place non-traditional site features such as swimming pools, playground equipment, concrete pads and basketball goals, tree houses, dumpsters, and trash receptacles only in areas such as rear yards, where they are not visible from the street.
2. Trash receptacles and dumpster areas must be adequately screened from view of the public right-of-way and adjoining residences with shrubs and/or fencing.
3. Retain fences and walls that contribute to the historic character of the property and the district where possible. If replacement is necessary, replace only the deteriorated element to match the original in dimension, proportion, material, texture, and detail.
4. Introduce new retaining walls constructed of brick, stone, or stucco covered concrete in a design consistent with the property and the neighborhood. It is not appropriate to construct retaining walls of inappropriate materials such as landscape timbers, railroad ties, or concrete blocks where visible from the street.
5. Introduce new fences and walls compatible in material, design, scale, location, and size with original fences and walls in the historic district.
6. Retaining walls facing the street should be constructed according to the original design and materials.
7. The height of the proposed fence should complement the structure and should not obstruct the public's view of the building. Any proposed fence higher than 32" solid or 48" open, measured from ground level, at front property line or **a** side yard property line on a corner lot, shall be reviewed by the HLC. Any proposed fence higher than 6 ft., between buildings on an interior property line or across the rear property line, shall be reviewed by the HLC.




**Lighting**

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. If you wish to accent your property with exterior lighting it is recommended that you first try to find a genuine (or replica) late nineteenth or early twentieth century period style fixture. If you are buying a new fixture, keep it as simple as possible

such as a plain pole with one globe attached. All exterior lighting must comply with the city's dark sky ordinance/requirements.

**Guidelines for Lighting:**

**1.** Retain, maintain, and repair exterior lighting fixtures that contribute to the overall historic character of a building, site, or streetscape.

**2.** Replace a missing or deteriorated historic exterior lighting fixture with fixtures that are similar in appearance, material, and scale to the original and historic character of the building and the streetscape.

**3.** Introduce new site and street lighting that are 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.

**4.** Locate low-level or directional site lighting and motion detectors with care to ensure that the light does not invade adjacent properties.

**5.** It is not appropriate to introduce indiscriminate area lighting in the historic districts.

**6.** It is not appropriate to introduce new security lighting on standard-height power poles in the residential historic districts.

**7.** It is not appropriate to illuminate residential facades of houses with floodlights.

**Miscellaneous Details and Fixtures**

Throughout the city there are unique details that may be a part of a historic property. Whenever possible these should be preserved as many are very rare. Original site fixtures such as hitching posts, stepping blocks, water troughs, decorative downspouts, and cast iron fences are examples of some of these historic details.

**BUILDING MATERIALS AND FINISHES**

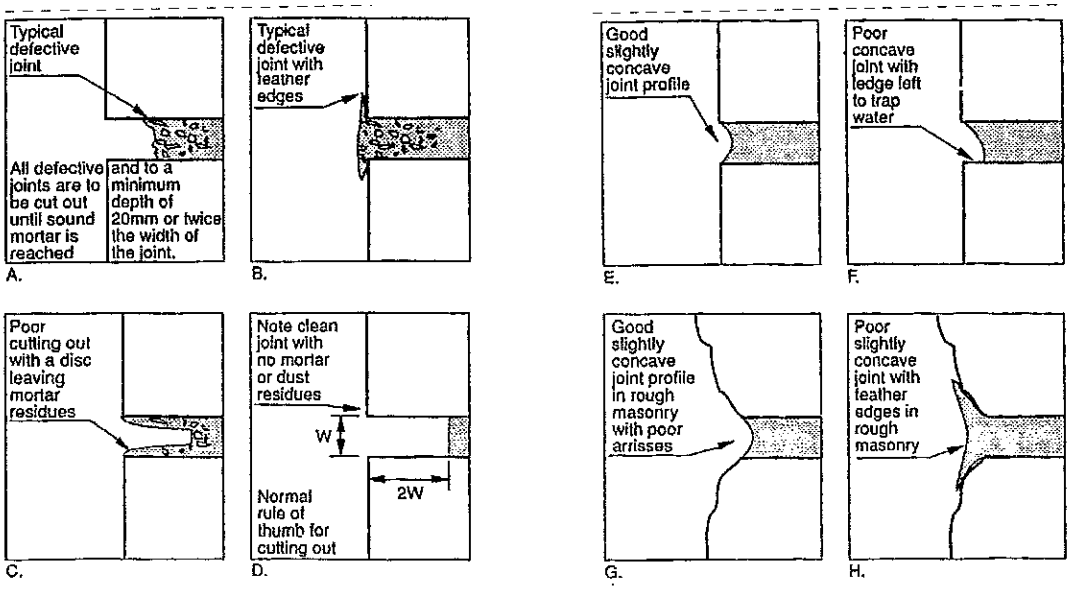
Preservation, restoration, or reconstruction of a structure's original fixtures is recommended. Source and select original materials and employ traditional construction methods as per preservation briefs or historic specifications.

**Masonry**

Masonry includes building materials such as brick, stone, terra cotta, concrete, adobe, stucco and mortar. Although masonry is probably the most durable of all building materials, it is also the most easily destroyed or damaged by improper cleaning and repair methods. Most masonry buildings require little maintenance except for adobe structures. However, it does become necessary to clean the masonry surface and re-point the mortar every 50 to 60 years or when deterioration occurs.

Masonry should be cleaned with the gentlest possible method available such as low pressure water with detergents and scrubbing with natural bristle brushes. Chemicals used to remove paint come in a variety of application methods from "spray on -peel off" to "paint on-wash off." High pressure washes are not recommended because porous masonry units and mortar may be damaged or washed away. Sandblasting is NEVER recommended as it will permanently damage the masonry. When mortar deteriorates re-pointing or replacing the mortar may be required. Follow the Secretary of the Interior's Standards for Rehabilitation when cleaning or repairing masonry.

Re-pointing Techniques



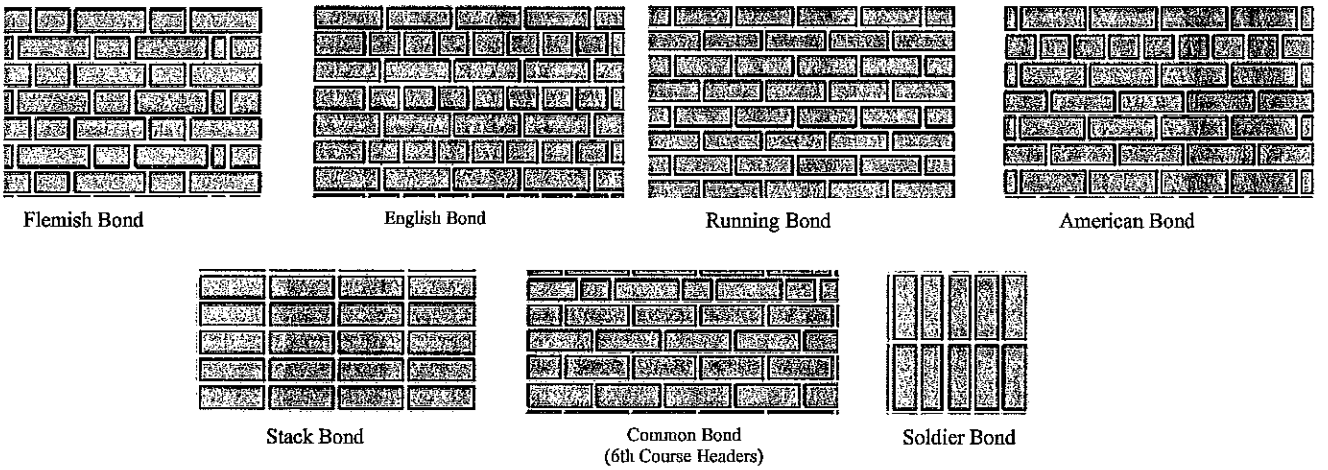

If it is necessary to replace masonry, always use materials that match the color, size and texture of the masonry being replaced. In the case of bonded masonry units extra care must be taken to match the existing masonry pattern, mortar color and joint construction (width and rake). If a brick surface has previously been stuccoed, it should probably remain stuccoed since removal may damage the underlying masonry. As well as matching the above mentioned details, new construction may utilize some of the masonry detailing found on the historic structure such as window and door arches, soldier and other types of coursing, and trim detailing.

**Guidelines for Masonry and Stone**

1. Preserve the shape, size, materials, and details of character-defining chimneys and foundations and other masonry/stone features. Significant chimney details include features such as brick corbelling, terra cotta chimney pots, and decorative caps. Decorative grills and vents, water tables, lattice panels, access doors, and steps are character-defining features of foundations that should be preserved as well.
2. Clean soiled, discolored, or painted masonry and stone surfaces using the gentlest methods possible to avoid damage to the brick and mortar. It is not appropriate to use high pressure cleaning methods such as sandblasting.
3. Maintain the integrity of masonry/stone features by re–laying loose bricks or stones and repairing deteriorated mortar joints as necessary. Match original brick coursing. When re-pointing or tuck pointing masonry surfaces, match the dimension, composition, color, texture, profile, and design of the old mortar joints as closely as possible.
4. Painting or applying coatings such as cement or stucco to exposed masonry/stone is not appropriate, because it will change the historic appearance of the masonry/stone feature, and can accelerate deterioration. Previously painted surfaces that were painted prior to designation or with a permit may remain painted.
5. It is not appropriate to introduce features such as access doors and vents in locations that diminish the original design or materials of a building's foundation.
6. It is not appropriate to shorten or remove original chimneys when they become deteriorated. Chimneys and furnace stacks that are not essential to the character of the structure, or that were added later, may be removed if it will not diminish the original design of the roof, or destroy historic details.

7. Construct new or replacement chimneys and foundations of historically appropriate materials such as brick or stone. It is not appropriate to use substitute materials that simulate brick or stone.
8. If metal chimney caps or other covers are necessary, install them so they do not diminish the original design of the chimney or damage historic materials.

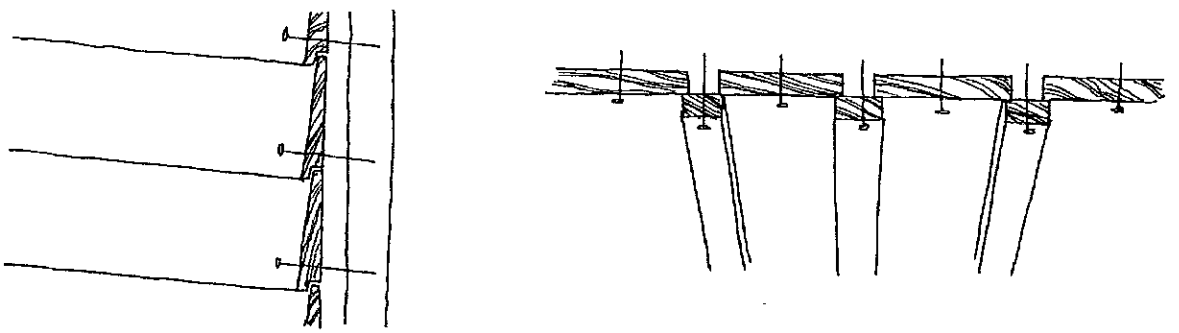
Common Brick Patterns




**Wood**

As with masonry, original wood finishes should be maintained where at all possible. Use chemical compounds and low pressure washes to remove paint. When high-pressure washes are used moisture may penetrate behind the exterior surface of the building and promote mold growth or the development of rot. Sandblasting is not an acceptable means of removing paint. If areas are deteriorated beyond repair they should be replaced in kind to match the original historic material compounds. Aluminum, vinyl, plywood or other synthetic sidings shall be reviewed by the HLC. However, some may be considered on an individual basis if fake wood grains are not used, the proposed material matches the existing historic material, all original detailing is left exposed, window and door trim are not covered, and any unique finishes are intact and not covered or damaged.

Traditional Siding Treatments



Bevel Siding
Clapboard

Vertical Siding
Board and Batten

**Metals**

The use of metal is usually that of pressed tin ceilings and exterior building details especially in the form of cornice moldings. Before cleaning or repairing, the type of metal should be determined. As with other historic materials cleaning should be done in the least abrasive manner. Proper anchoring to the structure is also important since some fastening devices may produce a galvanic reaction (a phenomenon caused when two dissimilar metals are placed in contact with one another) causing premature deterioration of the metals. Where replacement is required appropriate documentation should be made indicating the design and location of the material prior to removal and replacement with a matching material.

**COLOR**

Color is perhaps the single most personal choice which is made regarding a historic structure but there are general guidelines which should be followed. It is not appropriate to paint, stucco or spray texture brick, stone, or other historic materials. It is appropriate to paint wood, but not stucco or spray texture it. Documentation of colors from certain periods in history is available in many trade journals and paint manufacturer's brochures. Color choices may be made from those documented palates. Most paint colors can be approved administratively. The applicant must supply an application with paint chip samples to staff. Neutral tones and muted earth colors are strongly recommended for the main body of the structure. Trim color may be a darker or contrasting color than the body of the building. Paint colors must be of the period, times, architectural style of the building, and geographic location because what works for a color palette for a home in California does not necessarily fit with paint colors in El Paso.

The Historic Preservation Office has the right to defer any color request to the HLC.

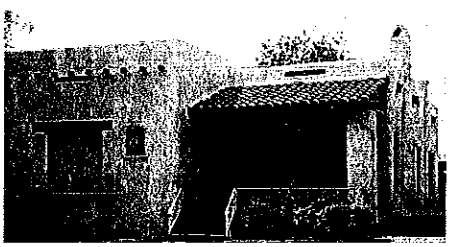
**Guidelines for Paint and Paint Color**

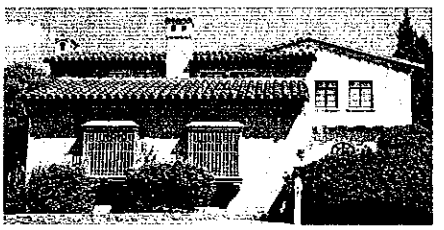
1. Preserve and protect original exterior building surfaces and site features that were painted, by maintaining a sound paint film on them.
2. Protect and maintain previously painted exterior surfaces in appropriate ways:
   - Inspect painted surfaces regularly for signs of discoloration, moisture damage, mildew, and dirt buildup.
   - Clean painted surfaces regularly to avoid unnecessary repainting. Use the gentlest means possible.
   - Remove deteriorated and peeling paint films down to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.
   - Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.
   - Repaint previously painted surfaces with compatible paint.
3. When repainting, select paint colors that are compatible with the historic building and district. Enhance the features of a building through appropriate selection and placement of paint color consistent with its architectural style.
4. It is not appropriate to paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted.
5. It is not appropriate to strip wooden surfaces that were historically painted down to bare wood and apply clear stains or sealers to create a natural wood appearance.
6. It is not appropriate to replace painted sound wooden siding with visible texture with new siding to achieve a uniformly smooth wooden surface.

## BUILDING ELEMENTS

### Roofs and Dormers

Each roof type appears in varying numbers within historic districts. Hipped roofs are roofs without gables, each of whose sides (generally four), lies in a single plane and joins the others at an apex or ridge. Gable roofs are high-pitched shingle roofs with front-facing gables. Flat roofs are characterized by parapets and flat wood eaves. The distinctive features of each roof type should be retained as they are character-defining elements. If a roof requires repair, the replacement materials must match the original or existing materials as closely as possible. Do not change the style or construction of the roof. For example, constructing a gable or hip roof on top of an existing historic flat roof would be inappropriate. Painting masonry roof tiles is not appropriate.

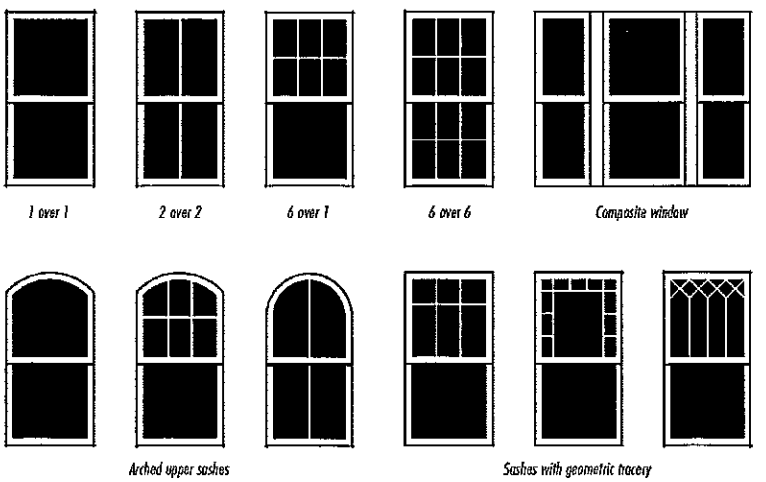




### Chimneys and Vents

Existing chimneys and vents should be maintained. If repair is required, the original materials, style, color, and construction should be matched. New construction should not cause the removal of these historic elements. Spark arrestors should complement the termination of the chimney in design, shape, and color. Installation of spark arrestors should not disturb the character of the chimney or the character of the structure. In addition, all spark arrestors must meet City code requirements.

### Door and Window Openings

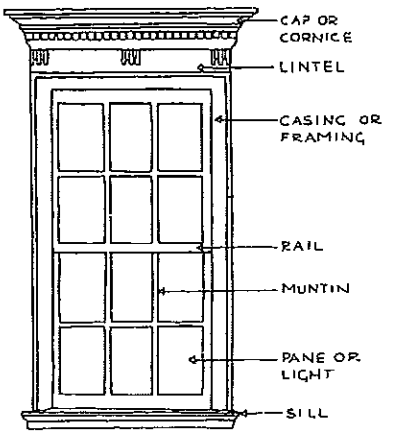
Doors and windows are considered important character-defining features because of significant detailing. When windows are involved in the construction process it is recommended to repair rather than replace. In many cases this will entail only the replacement of a broken sash cord, new weather stripping, removing old paint and repainting. Wood windows and doors, with proper insulation, will last longer and be more energy efficient than any affordable alternative. However, if windows are damaged beyond repair, replacement windows should match the




*In the districts, vertically proportioned wooden windows with operable double-hung sashes are quite common. The sashes are often subdivided into smaller panes, or lights.*

type (such as double hung), style (for example six panes over six panes), and finish (paint). Replacement windows on the main façade shall be comprised of the operable portions of the window and match the type, style, operation, configuration and finish of the original windows. Do not use single pane picture windows or horizontal sliding windows if they are not the original window types. Installation of windows similar to the original in appearance and structural purpose, regardless of construction materials is permitted. Windows in secondary facades shall be reviewed on a case by case basis.

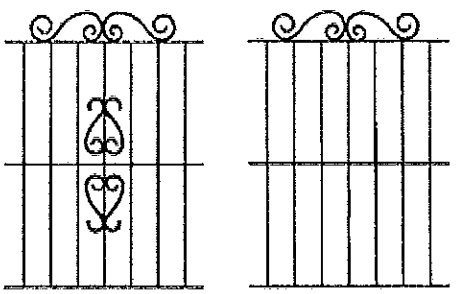
The size of the door or window opening should not be altered. New doors and windows should be constructed to fit into the existing opening. New construction should utilize doors and windows of compatible size, style, and material in an appropriate pattern so as not to detract from the historical significance of the existing building.




Storm windows should look like part of the building rather than something tacked on. Well-proportioned storm windows can be installed without causing adverse visual effects. Color, shape, and general appearance of storm windows should correspond to the inner windows as closely as possible. Unpainted aluminum, anodized, and other types of unfinished metal storm windows which may disturb the character of the building are not permitted. The use of interior storm windows should be the first consideration because they are more efficient and do not detract from any exterior architectural elements.

**Security**

Originally, wrought iron bars and grilles were decorative features typical of Mediterranean style buildings. In response to safety concerns, however, many residents have installed wrought iron bars on their homes for protection. Whether such bars are intended for security or decoration, an improper design and color can adversely affect the architectural style and design of a structure. Bars should be installed on the interior of doors and windows. This procedure, however, is not always feasible. Bars can also be mounted within the window opening on the exterior of the building. Each case will have to be considered individually, in order to determine the impact of bar installation on the structure. Bars should be spaced to coincide with vertical and horizontal mullions of windows and lights and panels of doors. Solid kick plates should be avoided. The installation of security measures requires a permit issued by the City of El Paso's Building Permits and Inspections Division, which will only approve those grille designs that do not impede egress from the building in the event of a fire.



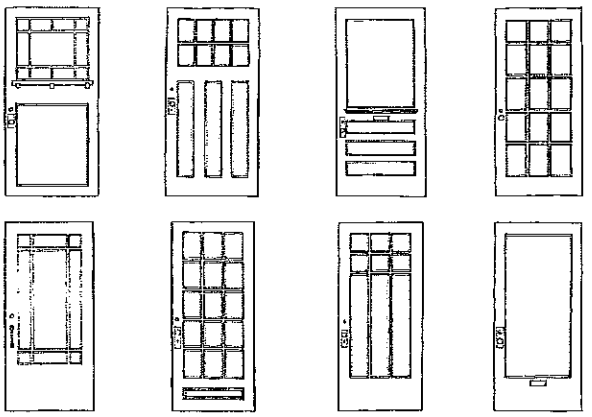
**Guidelines for Windows and Doors**

1. Retain and preserve the pattern, arrangement, and dimensions of door and window openings on principal elevations. Often the placement of doors and windows is an indicator of a particular architectural style, and therefore contributes to the building's significance. Doors and windows for new construction and additions should be compatible in proportion, location, shape, pattern, size, and details to existing units.
2. Retain and preserve original doors and windows, including such elements as sash, glass, sills, lintels, casings, muntins, trim, frames, thresholds, hardware and shutters. If repair of an original window or door element is necessary, repair only the deteriorated element to match the original in size, composition,

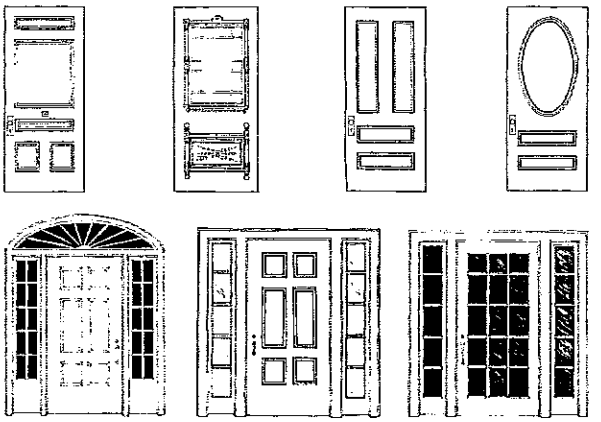
material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic materials should be avoided.

3. When repair is not feasible, door and window products will be reviewed on an individual basis using the following criteria:
   a. Architectural and historical compatibility
   b. Comparison to original profile
   c. Level of significance of original doors and windows to the architectural style of the building.
   d. Three dimensional exterior applied muntins that simulate or match the original muntins may be approved. Single dimension interior applied muntins are not appropriate.
4. For commercial and/or institutional buildings, or the replacement of steel casement windows, if it is not feasible to repair original windows, select replacement products that are compatible in proportion, location, shape, pattern, size, and details to the original window component.
5. Where historically appropriate, the installation of awnings may be acceptable so long as they do not damage or conceal architectural details or historic materials. Metal awnings may be appropriate for commercial and/or institutional properties when historically compatible with the architecture of the building.
6. Wood window shutters are best suited for historic buildings. Alternative materials can be considered on a case by case basis and designed to fit the window opening and attached to the window casing. Shutters should be introduced only when historically appropriate for the architecture of the building, or when it is documented that shutters are original to the building.
7. Visible door styles must be matched to the building's architectural style. An inappropriate door will require review by the HLC.

**Bungalow**



**American Foursquare**



**Late Victorian/Queen Anne**

**Colonial Revival**

**Entrances, Porches, and Decks**

Porches are functional as well as decorative features that help to define the overall character of a building. Many buildings feature porches, which are one of the most common architectural features. A porch and all of its architectural elements should be maintained and repaired. If elements must be replaced, materials should match the original construction. Porch railings and columns should be constructed of wood, pre-cast concrete, or brick. Stucco and wrought iron are permitted if original and characteristic.

Exterior stairs to upper floors should be located to the side and/or rear of a structure, rather than adjacent to the porch. Where major structural repairs are required, new construction should replicate the original work.

**Guidelines for Entrances, Porches, and Decks**

1. Locate decks at the rear of the structure, or in a location not readily visible from the street.
2. Decks should be of materials and dimensions that do not monopolize the rear elevation or significantly detract from the architecture of the building.
3. It is not appropriate to install decks that require the removal of historic materials, or otherwise damage or obscure architectural features. Design and construct decks so that they may be removed in the future without damage to the historic structure.
4. Select appropriate materials for patios, including wood, concrete, brick and stone to match the original.
5. Enclosure of a porch is not appropriate.

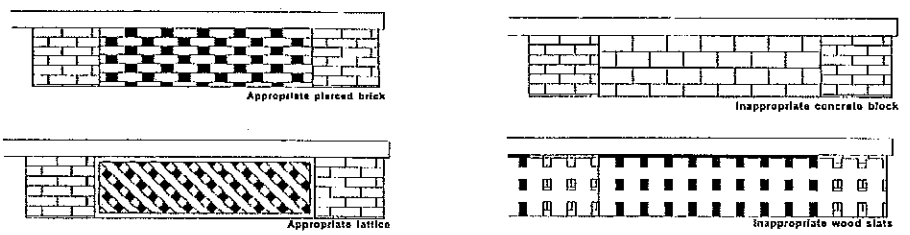
**Foundations**

Almost all buildings have foundations of one kind or another. Although an adobe structure may not have a visible foundation, most brick houses do. Some structures have foundations which are built of a different material such as stone in order to provide a distinguishing character. Others have crawl spaces because they were built on a slope. In general it is not appropriate to enclose or cover these areas. In the case of the open exterior spaces certain materials such as lattice and board and batten siding may be considered on an individual basis. Exposed rock foundations typically exhibit a rustic finish which contrasts with the smooth brick walls. This feature should not be covered or plastered to alter its appearance. Crawl space vents should be maintained and mortar joints re-pointed to match the original mortar joints as necessary.

Typical Foundation Types



Examples of Foundation Infill




**Secondary and Outbuildings**

Secondary buildings are structures which are detached from the primary structure. They were traditionally used as garages, stables, kitchens, caretaker cottages and privies. These structures were usually built at the same time and therefore are very important to the architectural character of the property.

**Guidelines for Accessory Structures and Garages**

1. Retain the original materials and features of historic garages and outbuildings including windows, doors, siding, trim, and latticework. If replacement of an element is necessary, match the original in design, and, if possible, materials.
2. Design new garages and outbuildings to be compatible with the main structure on the lot in material and design, using existing historic outbuildings in the districts as an example.
3. Limit the size and scale of garages and accessory structures so that the integrity of the original structure, or the size of the existing lot, is not compromised or significantly diminished.
4. New garages and accessory buildings should be located in rear yards.
5. Prefabricated wooden accessory structures are appropriate when they are designed to be compatible with the principal structure on the site, and with other outbuildings in the district.
6. It is not appropriate to introduce prefabricated metal accessory structures in the historic districts.

## MODERNIZATION & MECHANICAL EQUIPMENT

**Energy Retrofitting**

The installation of mechanical equipment, such as air conditioning units, television, radio antennae, satellite dishes, and solar panels often results in a visually cluttered appearance to a building's exterior. Mechanical equipment should be installed in the least-visibly obtrusive location on the building, preferably at the rear of the building. In no case should mechanical equipment be installed on a visually-prominent point on a roof or where it becomes the most noticeable component of the building.

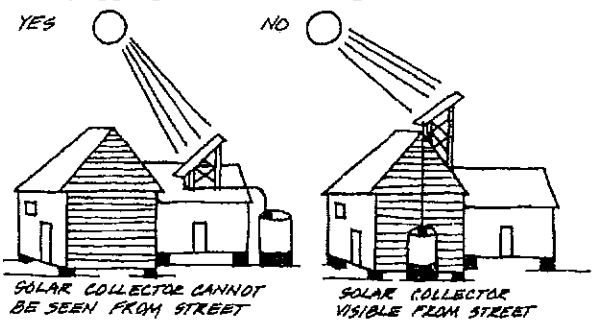


Yes No

Full view storm or screen doors are appropriate. It is inappropriate to conceal historic doors.

**Guidelines for Energy Retrofitting**

1. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather-stripping and caulking, and by introducing energy-efficient features, such as canvas or fabric awnings, operable historic shutters, and storm windows and doors, where appropriate.




3. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
4. If desired, introduce narrow-profile interior storm doors/windows so that they do not obscure or damage the existing sash and frame. Interior storm doors/windows should be the first consideration because they will not alter the exterior appearance of the building. If exterior storm doors/windows are preferred, select exterior storm doors/windows with a painted or baked-enamel finish color that is compatible with the sash color and a design that does not alter, obscure, or detract from the original door/window. For double-hung windows, operable storm window dividers should align with the existing meeting rails. Bare aluminum storm doors and storm windows are not appropriate.
5. Replace deteriorated or missing wooden blinds and shutters with matching new units sized to fit the opening and mounted so that they can be operated.

6. If desired and where it is historically appropriate, install fabric awnings over windows, doors, storefronts, or porch openings with care and to match the size and shape of the opening to ensure that historic features are not damaged or obscured.
7. Locate new mechanical equipment and utilities, including heating and air-conditioning units, meters, exposed pipes, and fuel tanks, in the most inconspicuous area, usually along a building's rear façade, screened from public view.
8. Underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged.
9. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
10. It is not appropriate to install mechanical equipment in locations that compromise character defining roofs or on roof slopes that are prominently visible from the street.

**Health, Safety and Code Requirements**
Structures that are fifty years of age or older frequently require improvements to existing and original plumbing, mechanical, and electrical systems. Contemporary health and safety codes must be met. Improvements to plumbing, mechanical, and electrical systems are permitted and typically require an Administrative Review application. If the proposed improvements require structural changes to a building, the scope of work would require a Certificate of Appropriateness.

**Guidelines for Health, Safety and Code Requirements**
1. Introduce fire exits, stairs, landings, and ramps on rear or inconspicuous side locations.
2. Construct fire exits, stairs, landings and ramps in such a manner that they do not damage historic materials and features. Construct them so that they can be removed in the future with minimal damage to the historic structure.
3. Design and construct new fire exits, stairs, and landings to be compatible with the scale, materials, details, and finish of the historic structure.
4. Features added to assist persons with disabilities should be designed and constructed so that the original design of the entrance or porch is not diminished and historic materials or features are not damaged.

**DEMOLITION**
Once a property is demolished it is gone forever and can never be replaced. It is rarely appropriate to demolish a historic structure unless it has suffered severe and irreparable damage. If a property reaches a point that an owner has no further economic use for it then it should be sold at a fair market price to a group, business, corporation, individual or government entity which is involved in the preservation and restoration of historic structures. It is recommended that all possible adaptive uses of the property be investigated prior to someone offering to sell the property. All demolition requests will be reviewed by staff and forwarded to the HLC for review.

# GUIDELINES FOR NON-RESIDENTIAL STRUCTURES

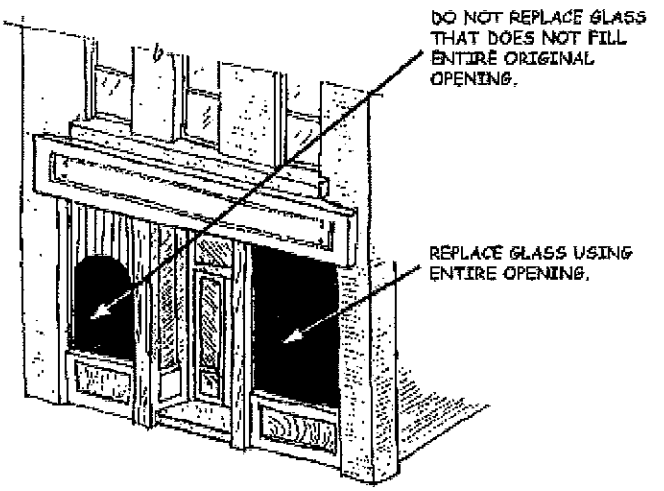
## GENERAL CONSIDERATIONS

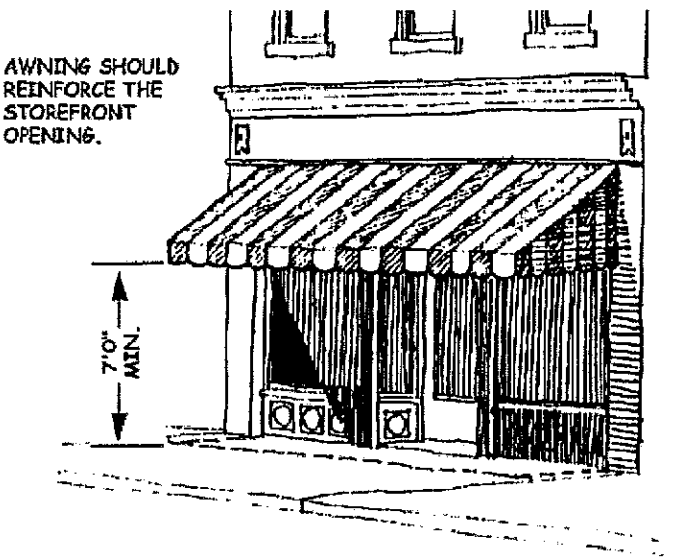
The guidelines and considerations previously discussed, primarily for residential structures, also apply for all commercial or non-residential structures as well. Again, you should be able to answer "yes" to all of the questions asked under the "General Considerations." Site design and development, material, building elements and modernization considerations are applicable for commercial properties but may require some modifications for certain cases. Two areas which need to be addressed separately are storefronts and signage.

Detailed brick work, pressed metal decoration, awnings and large, wood framed display windows are some of the most prominent elements of the historic storefront. It is important to document what the original storefront looked like by referring to old photographs prior to any construction. Storefronts are the predominant elements of a commercial streetscape and should be restored whenever possible.

### Guidelines for Storefronts

1. Retain and preserve storefronts that contribute to the overall historic character of a building, including such functional and decorative features as transoms, display windows, doors, entablatures, pilasters, recessed entries, and signs.
2. Protect and maintain historic storefront features and materials through appropriate methods.
3. Repair historic storefront features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.
4. If replacement of a deteriorated detail or element of a storefront feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. If replacement of an entire 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.
5. If a storefront feature or an entire storefront is missing, replace it with a new feature or storefront based on accurate documentation. If accurate documentation is not available, then utilize a new design compatible with the building in scale, size, material, and color.
6. Repaint storefront features in colors that are appropriate to the building and the district.



7. If desired and historically appropriate, introduce fabric awnings that are compatible with the storefront in scale, form, and color. It is not appropriate to install awnings that damage or compromise the storefront's character-defining features.
8. It is not appropriate to clean storefronts with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
9. It is appropriate to remove objects and later renovations to reveal original storefront openings obscured by the changes.
10. It is not appropriate to strip wooden storefront surfaces that were historically painted down to bare wood and apply clear stains or sealers to create a natural wood appearance.
11. It is not appropriate to introduce storefront features or details to a historic building in an attempt to create a false historical appearance.
12. It is appropriate to mount security grilles, tracks and roll down shutters on the interior.
13. All storefront glass shall be clear and un-tinted or un-mirrored.

**Signage**

The design, materials, size, lettering, lighting and mounting of the sign will be evaluated on a case by case basis to determine its compatibility with the historic structure and streetscape. The sign should not hide or cover any details or significant features of the building. Colors should be compatible with those of the building and lettering is best if kept simple. All signs must comply with sign regulations of the El Paso City Code.

**Guidelines for Signage**

**1.** Retain and preserve original signs that contribute to the overall historic character of the building or the district.
**2.** 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.



COMMERCIAL BUILDING

**3.** For commercial and institutional buildings, design building signs to be integral to the overall building facade. It is not appropriate to cover a large portion of a facade or any significant architectural features with signage.
**4.** Introduce new signs, including graphics for windows or awnings, that are easily read and of simple design. Keep the size of graphics on windows or awnings in scale with the feature. It is not appropriate to obscure the view through a large portion of a window with graphics.
**5.** Construct new signs that in keeping with the architectural style and period of the building.
**6.** Mount signs in appropriate locations on facades so that no architectural details or features are obscured, altered, or damaged. On masonry buildings, holes for fasteners should be placed in the mortar joints, not the masonry unit.
**7.** Install monument signs in appropriate locations on low standards or ground bases. Consider screening the base of ground signs with plantings to enhance its appearance.
8. All signage must comply with the current sign ordinance.

**Guidelines for Lighting**

1. Installation of architecturally appropriate lighting that doesn't alter, damage, destroy, or obscure original or significant architectural fabric.

# ADDITIONAL RESOURCES

There are varieties of resources, both published material and preservation groups, which may be helpful to a property owner wishing to restore, add to, or simply research a historic property. Below is a partial list. Contact the city preservation office for additional information.

Office of Historic Preservation, 5th Floor
2 Civic Center Plaza
El Paso, Texas 79901
915-541-4027 or 541-4329

Texas Historical Commission
P.O. Box 12276
Austin, Texas 78711
512-463-6094

U.S. Department of the Interior
National Park Service
Technical Preservation Services Division
Washington, D.C. 20240

National Trust for Historic Preservation
1785 Massachusetts Avenue, N.W.
Washington, D.C. 20036
202-673-4296

Publications:

Guide to the Identification and Preservation of El Paso's Cultural, Historic and Architectural Resources
Office of Historic Preservation
City of El Paso
2 Civic Center Plaza, 5th Floor
El Paso, Texas 79901

The Secretary of the Interior's Standards for Rehabilitation and Guidelines
For Rehabilitating Historic Buildings
U.S. Department of the Interior
National Park Service
http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm
http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm

Preservation Briefs
Technical Preservation Services Division
National Parks Service
http://www.nps.gov/tps/how-to-preserve/briefs.htm

# Frequently Asked Questions (FAQs) for Landmarked Properties and Properties in Historic Districts

**What is historic preservation?**

Historic preservation is the process by which buildings and structures of historic, cultural, architectural, archeological, or educational significance are preserved through the adoption of design guidelines aimed at protecting structures which would otherwise, if demolished or destroyed, constitute an irreplaceable loss to the quality and character of the city of El Paso.

**Why should we preserve historic buildings and structures?**

The preservation of historic buildings and structures helps to maintain the character and cultural significance of El Paso and the cultural flavor of our city through the preservation of architecturally significant buildings or structures within a district.

**What is a historic district?**

A historic district means an area, urban or rural, residential or commercial, defined as a "historic district" by City Council, state or federal authority and which contains within definable geographic boundaries one or more landmarks or clusters, including their accessory buildings, fences and other appurtenances, and natural resources having historical, cultural and archaeological significance, and which may have within its boundaries other buildings or structures, that, while not of such historical, cultural, architectural or archaeological significance as to be designated landmarks, nevertheless contribute to the overall visual setting of, or characteristics of the landmark or landmarks located with the district.

**How do I know if my property is located within a historic district?**

Historic districts are designated by an "H" overlay on the Official Zoning Map for the City of El Paso. You can verify if your property is located within a district by calling the office and having the staff check.

**How many historic districts are there in El Paso?**

Currently there are nine (9) locally designated historic districts in El Paso:
- Austin Terrace
- Chihuahuita
- Downtown
- Magoffin
- Manhattan Heights
- Mission Trail
- Old San Francisco
- Sunset Heights
- Ysleta

There are also two districts in El Paso that are on the National Register of Historic Places. They are the Rio Grande National Register district and the Montana Avenue National Register district.

**Will local historic designation affect the use of my property?**

No, the use of your property is regulated by the city's zoning ordinance. Whatever uses are permitted by the zoning for the property are not affected by district or landmark designation. Designation is concerned with aesthetics, not the uses of the property.

**Does being in a historic district or an individual landmark mean I can't make changes to my property?**

You can always make changes to your property. As part of a historic district, your property will require review by the HPO (Historic Preservation Office) whenever you want to make changes. Any proposed changes should be in keeping with the character of the building, the property, and the district.

**Does historic designation require me to "retrofit" my property to have a more "historic" character?**

No, historic designation will not require retrofitting. If a property owner elects to make an addition or a major exterior improvement to his/her property after designation the addition will need architectural review and approval by the Historic Landmark Commission (HLC). Many minor exterior changes can be administratively approved by the HPO and do not require review by the HLC.

**Does designation affect changes to the interior of the property?**

Unless the property's interior has been designated, no, the HLC and HPO only review exterior modifications. This includes alterations to the property such as landscaping, driveways, windows, roofing, fencing and walkways. The entire property is designated, not just the buildings. However, the majority of minor changes can be approved administratively by the HPO.

**What is a historic landmark?**

A historic landmark, also referred to as an "H" overlay property, means those buildings, objects, sites or structures of the highest historical, cultural, architectural or archaeological importance and whose demolition or destruction would constitute an irreplaceable loss to the quality and character of El Paso; certain inventoried interior spaces designed or intended to be occupied as part of the structure or which are accessible to the public; such buildings, objects, sites or structures, their appurtenances, and the property which they are located, having been so designated by city council.

**Are applicants required to notify their neighbors of proposed work?**

Applicants are not required to provide notice to neighbors, although this may be advisable as a courtesy. The HPO (Historic Preservation Office) posts the agenda prior to HLC (Historic Landmark Commission) meetings and provides copies of the HLC agenda to the neighborhood associations which then distribute the agenda.

**What is the Historic Landmark Commission?**

The Historic Landmark Commission ("HLC") consists of nine members appointed by the Mayor and the City Representatives who have a particular interest or expertise in the field of Historic Preservation and serve without compensation. The functions of the HLC include reviewing applications for appropriateness and establishing criteria to be used in determining whether certain buildings, interiors, structures, sites, districts, areas, lands and other objects should be designated as historic landmarks. The HLC creates and recommends to city council for approval

guidelines for designated historic buildings. The HLC may also provide information and counseling to owners of designated historic landmarks; rule on requested exceptions to the guidelines based upon the overall visual effects of the proposed exceptions; conduct surveys and maintain an inventory of historic, architectural, archeological and cultural landmarks located within the city; approve work completed on a historic property which adheres to the administrative review design guidelines as approved by city council; and assist the historic preservation office with supporting and promoting the historic preservation program.

**What is a Certificate of Appropriateness ("COA")?**

The certificate of appropriateness (COA) is a document rendered by the HLC which is required to be issued prior to the issuance of a building permit granted for the alteration, rehabilitation, construction, reconstruction or demolition of a landmark structure, landmark site or any improvement in an historic district.

**What criteria are used in approving work to be done on my property?**

The HPO uses the design guidelines adopted by city council for a particular historic district. When no guidelines have been adopted for a particular district, the guidelines from the district most similar in character, design, materials, workmanship, and time of construction shall apply. When the preceding does not provide guidelines applicable to the project, then the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall apply. If the proposed work does not comply with either the city's guidelines or the Standards, a review by the HLC may be required.

**What type of work can I do on my property?**

Interior work is acceptable as long as no structural members affecting the facades are modified. Exterior work that is covered by the guidelines and does not require a structural permit can be approved administratively. Exterior work that is not covered by the guidelines and alters the character, design, composition, form, or appearance of the property requires a COA from the HLC.

**How does the HPO conduct its review?**

The HPO evaluates the application to determine whether the proposed work is compatible with the character of the historic property and in keeping with the guidelines. The staff contacts the applicant to address questions and discuss modifications, if any, that are recommended to the proposed scope of work. The staff may also consult with other interested parties. The staff attempts to resolve any outstanding issues in consultation with the applicant so that projects can be approved administratively or recommended for approval by the HLC. Once the staff has completed its review, either the project is approved administratively or it must be reviewed by the HLC. If HLC review is required, staff prepares a written report for HLC either recommending approval, approval with modifications, or denial.

**If a proposal is modified, is a new application required?**

No. If the HPO staff and applicant agree on changes to an application, these changes can generally be incorporated into the application without re-filing for review.

**What do I need to submit for a COA?**

When applying for a building permit for work on a historic landmark or on a property within a historic district, the applicant shall submit an application for a COA signed by the property owner,

copies of proof of ownership along with all detailed plans, elevations, perspectives, specifications, and other documents pertaining to the work to the HPO.

**What other type of documentation is needed?**

The applicant is required to submit current photographs of the subject property, a generalized site plan, and detailed site plan depending on whether the property is vacant or there are existing structures. Existing and proposed elevations of the facades are also required.

**What is the process for obtaining a COA?**

A pre-application conference is encouraged for applicants seeking a COA from the HLC. At this meeting, the applicant is informed of the requirements needed to complete the application, the proposed timeline, and the application is logged in after all documentation has been submitted and the application is complete. Applications for COAs along with all supporting documentation are due at the deadline which is two weeks prior to the HLC meeting. The regular scheduled meetings of the HLC take place every other Monday of the month. The HPO conducts site visits for cases placed on the agenda and makes a recommendation based on the design standards for each particular district. At the HLC meeting, the case is presented by the HPO and discussion is held by the HLC, along with public comment, and action is rendered based on the design guidelines for each district and the staff recommendation. Based on the action by HLC, a COA is rendered or, if denied, an applicant may appeal to city council.

**What role do community organizations play?**

The HPO staff is available to review applications with any community group or interested party prior to HLC meetings. Some community organizations conduct this review on a regular basis. Community representatives and interested parties may also participate in HLC meetings.

**How long does this process take?**

The timeline for a COA is approximately one (1) month, pending any postponement or delayed action by the HLC. All meeting notices are posted and open to the public. Applicants or their representative(s) are strongly encouraged to appear before HLC to address any questions relevant to the proposed work.

**What about minor work and routine maintenance?**

Administrative review will be conducted according to the Administrative Review Guidelines or historic district guidelines approved by city council and administered by the HPO for the following types of work:
- Landscape materials including vegetation, irrigation, and xeriscaping, in the front, rear, side yards, and parkways;
- New fencing on the front, rear and side yards;
- Wrought iron security coverings for windows and doors;
- Skylights;
- Off-premise and on-premise commercial and residential signs within historic districts;
- Replacement of garage or household exterior doors that match the original doors;
- Walkways, driveways, and aprons;
- Swimming pools in the rear yard;
- Routine maintenance, including but not be limited to: painting, re-roofing, repair of walks, driveways, fences, and installation of windows similar to the original in appearance and strength of purpose, regardless of construction materials.

Administrative review can be done in-house at City Hall during regular working hours which are Monday through Thursday, 7:00 AM to 6:00 PM. City Hall is closed on Fridays. If an applicant does not agree with the staff's administrative review, he/she may appeal to the HLC by being placed on the regular agenda for the next HLC meeting.

**What if I do not agree with the HLC action?**

Any applicant or the owner of any property located within three hundred feet of any landmark, or the owner of any property within the same historic district as the subject of the appeal, who is aggrieved by a ruling of the HLC concerning that property, may, within fifteen days after the ruling of the HLC, appeal to the city council by filing written notice of such appeal with the City Clerk. Following a public hearing after the filling of such notice of appeal, the city council may, by a simple majority vote, uphold or overturn any ruling of the HLC. The ruling of the city council is final.

**What is the standard by which applications are evaluated?**

Proposals are evaluated based on their compliance with the guidelines and/or the Secretary of the Interior's Standards for Rehabilitation. These purposes are to retain and enhance historic properties, to encourage their adaptation for current use, and to ensure that changes to designated properties are compatible with their historic character.

**Will my taxes increase?**

No, historic designation alone does not increase taxes. Property taxes are based upon the assessed valuation (property value) of the land plus the improvements on the land. Historic designation may add to the desirability of a neighborhood, resulting in increased real estate market activity, which could be reflected in higher assessed valuations by the property appraiser. The HPO offers tax incentives for contributing properties within historic districts that undergo a substantial rehabilitation.

**What are the Secretary of the Interior's Standards for Rehabilitation?**

Rehabilitation is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those features that convey its historical, cultural or architectural values.

The Standards apply to historic buildings of all materials, types, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

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.

## GLOSSARY OF TERMS

Addition: A completely new structure or new component to an existing structure.

Administrative Review: The approval process by which the historic preservation officer (HPO) or his designee administratively approves or denies submitted applications in accordance with the Administrative Review Design Guidelines.

Alteration: Any construction or change of the exterior of a building, site or structure including, but not limited to, the erection, construction, reconstruction or removal of any structure or of an interior space designated as a landmark. Alteration shall include, but not be limited to, the changing of roofing or siding materials; changing, eliminating or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, signs or other ornamentation; the changing of paint color; re-grading; fill; imploding or other use of dynamite. Alteration shall not include ordinary repair and maintenance.

a. "Alteration, major" an alteration shall be deemed to be major if it is the kind of work, which is customarily done with the aid of plans or specifications.

b. "Alteration, minor" an alteration shall be deemed to be "minor" if it is the kind of work which is customarily done without the aid of plans and which would not substantially change the external appearance of the building, site, or structure, and if new material added does not exceed one hundred square feet of floor area.

Appurtenance: Any accessory or subordinate building, object or structure, fence, street furniture, fixture, vending machine, fountain or artwork, located on the grounds of an historic landmark or in an historic district.

Archaeology: The science or study of the material remains of past life or activities and the physical site or context in which they are found.

Architectural Style: The architectural character and general composition of a structure, including but not limited to, the kind, color and texture of the building material and the type, design and character of all windows, door, light fixtures, signs and appurtenant elements.

Area: A specific geographic division of the City of El Paso.

Asphalt Shingle: A shingle manufactured from saturated roofing felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to weather.

Awning: A projecting shading device, usually of canvas, mounted on the outside of a door or window.

Baluster: One of a series of short vertical posts, often ornamental, used to support a rail.

Balustrade: A railing composed of balusters and a top rail running along the edge of a porch, balcony, roof or stoop.

Band, Band Course, Bandmold, Belt: Flat trim running horizontally in the wall to denote a division in the wall plane or a change in level.

Bay: A regularly repeating division of a façade, marked by fenestration.

Beveled Glass: Glass panes whose edges are ground and polished at a slight angle so that patterns are created when panes are set adjacent to one another.

Blinds: External or internal louvered wooden shutters on windows or doors that exclude direct sunlight but admit light when the louvers are raised.

Bracket: A projecting angled or curved form used as a support, found in conjunction with balconies, lintels, pediments, cornices, et cetera.

Building: A structure created to shelter people or things, such as a house, barn, church, hotel, warehouse or similar structure, including a historically related complex, such as a courthouse and jail or a house and barn.

Bulkhead: The area below the display windows on the front facade of a commercial storefront.

Cap Flashing: A waterproof sheet that seals the tops of cornices and walls.

Casement: A window sash that is hinged on the side.

Cast iron: A type of iron, mass-produced in the nineteenth century, created by pouring molten iron into a mold; used for ornament, garden furniture, and building parts.

Caulking: A resilient mastic compound, often having a silicone, bituminous, or rubber base; used to seal cracks, fill joints, prevent leakage, and/or provide waterproofing.

Certificate of Appropriateness: The certificate issued by the historic landmark commission after review of a submitted application, and it is determined that the proposed project is appropriate for the historic district for which it is requested. It is not considered or defined as a building permit.

Chalking: The formation of a powder surface condition from the disintegration of a binder or an elastomer in a paint coating; caused by weathering or an otherwise destructive environment.

Chamfer: A beveled edge or corner.

Character-defining architectural element: A distinctive architectural feature, quality, or combination thereof, that distinguishes one structure from another or which is unique to that structure.

Clapboard: Wood siding composed of horizontal overlapping boards, the lower edges of which are usually thicker than the upper.

Column: A vertical cylindrical support. In classical design, it is composed of a base (except in the Greek Doric order), a long, gradually tapered shaft, and a capital.

Console: A scroll-shaped projecting bracket that supports a horizontal member.

Construction: The act of adding new material to an existing building, structure or site.

Contributing Property: A building, object, site or structure, in a historic district or "cluster" that contributes to the district's or cluster's historical significance through location, design, setting, materials, workmanship, and/or association.

Coping: A protective cap, top, or cover of a wall parapet, commonly sloping to protect masonry from water.

Corbel: An architectural member which projects upward and outward from a wall that supports a horizontal member.

Cornice: A projecting molding that tops the elements to which it is attached; used especially for a roof or the crowning member of an entablature, located above the frieze.

Cultural: The quality in a society that arises from an interest in or an acquaintance with what is generally regarded as excellence in arts, literature, architecture, manners, or scholarly pursuits and/or the socially transmitted behavior patterns, arts, beliefs, institutions, and all other products of human work that are considered as the expression of a particular period, class, community or population.

Cultural Resources: Districts, sites, or structures that possess integrity of location, design, setting, materials, workmanship, congruency, and association in such a way that they are symbolic of excellence in North American, Texas, or El Paso history, architecture, archeology or culture.

Deck: An uncovered porch, usually at the rear of a building; popular in modern residential design.

Design Guidelines: The written standards adopted by the city council which are intended to provide guidelines to the historic landmark commission and historic preservation officer to govern construction to preserve the historic, cultural and architectural character of an area or of a building, object, site or structure.

Demolition: Any act or process that destroys, razes, or permanently impairs the structural integrity, in whole or in part, of any mobile or immobile structure governed by this chapter.

Dentil: A small, square, tooth-like block in a series beneath a cornice.

Doric: One of five classical orders, recognizable by its simple capital. The Greek Doric column has a fluted shaft and no base; the Roman Doric column may be fluted or smooth and rests on a molded base.

Dormer: A vertical structure, usually housing a window, which projects from a sloping roof and is covered by a separate roof structure.

Double Hung: A type of window with two sashes, each sliding on a vertical track.

Downspout: A vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or a cistern.

Eave: The overhanging edge of a roof.

Economic Return: A financial profit or capital appreciation from use or ownership of a building, object, site or structure.

Effect: A change in the quality of the historical, architectural, archaeological, or cultural significance of a resource, or in the characteristics that qualify the resource as historically important.

Effect, adverse: A negative change in the quality of the historical, architectural, archaeological or cultural significance of a resource, or in the characteristics that qualify the resource as historically important.

Egg and Dart: An ornamental band molding of egg forms alternating with dart forms.

Elevation: An exterior face of a building; also a drawing thereof.

Enclosure: Refers to fences, walls or other physical features used to contain open space or provide privacy.

Escutcheon: A protective plate, sometimes decorated, surrounding the keyhole of a door, a light switch, or a similar device.

Etched Glass: Glass whose surface has been cut away with a strong acid or by abrasive action into a decorative pattern.

Façade: Any of the exterior faces of a building.

Fanlight: A semicircular or semi-elliptical window above a door, usually inset with radiating glazing bars.

Fascia: A horizontal, flat element often combined with a cornice and architrave.

Fenestration: The organization and design of windows in a building.

Flashing: A thin impervious material placed in construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.

Foundation: The supporting portion of a structure below the first-floor construction, or below grade, including footings.

French Window: A long window reaching to floor level and opening in two leaves like a pair of doors.

Gable: The upper portion of an end wall formed by the slope of a roof.

Galvanize: To coat steel or iron with zinc, as, for example, by immersing it in a bath of molten zinc.

Gambrel Roof: A gable roof more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.

Gingerbread: Thin, curvilinear ornamentation produced with machine-powered saws.

Grille: A decorate, openwork grating, usually of iron, used to protect a window, door, or other opening.

Gutter: A shallow channel of metal or wood set immediately below and along the eaves of a building to catch and carry off rainwater.

Hipped Roof: A roof without gables, each of whose sides (generally four), lies in a single plane and joins the others at an apex or ridge.

Historic District: An area designated by city council, state or federal authority and which contains within definable geographic boundaries one or more "H-overlay" properties or clusters, including their accessory buildings, fences and other appurtenances, and natural resources having historical, cultural and archaeological significance, and which may have within its boundaries other noncontributing buildings or structures.

Historic Landmark: Also referred to as an "H-overlay" property, means those buildings, objects, sites or structures of historical, cultural, architectural or archaeological importance and whose demolition or destruction would constitute an irreplaceable loss to the quality and character of El Paso; certain inventoried interior spaces which are

accessible to the public; such buildings, objects, sites or structures, their appurtenances, and the property which they are located, having been so designated by city council.

Historic Landmark Commission ("HLC"): The commission appointed by the mayor and city council to assist in the preparation of the city's historic preservation plan, to create and review guidelines for historic districts, to review and approve, approve with conditions or deny applications relating to historic properties and to perform other functions as delineated in the El Paso city code.

Historic Preservation Program: The city program under the direction of the city manager's office to encourage historic preservation through education, advocacy and incentives, and to oversee the application and enforcement process for historic properties.

Intrusion: A building, object, site or structure which detracts from a district's or cluster's historical significance because of its incompatibility with the district's or cluster's sense of time, place, and historical development; or its incompatibility of scale, materials, texture or color, whose integrity has been irretrievably lost; or whose physical deterioration or damage makes it infeasible to rehabilitate.

Jamb: The vertical sides of an opening, usually for a door or a window.

Landscape Architectural Feature: The general arrangement of grounds including, but not limited to, the topographic grade water pooling and runoff, types and sites of plant materials, type and sites of surface materials such as decorative bark, rock, stone, gravel, concrete asphalt, brick, and the types and sites of constructions not otherwise deemed to be structures per se, such as fences, retaining walls, decks and other miscellaneous fixtures.

Lattice: A network, often diagonal, of interlocking lath or other thin strips used as screening, especially in the base of a porch.

Leaded Window: A window composed of small panes, usually diamond-shaped or rectangular, held in place by narrow strips of cast lead.

Leader: A horizontal or vertical cylinder, usually made of metal, which carries water from the gutter to the ground.

Light: A pane of glass.

Lintel: A horizontal structural element over an opening which carries the weight of the wall above it.

Loggia: 1. An arcaded or colonnaded structure, open on one or more sides, sometimes with an upper story. 2. An arcaded or colonnaded porch or gallery attached to a larger structure.

Lunette: A crescent-shaped or semicircular area or opening on a wall surface.

Mansard: A roof having a double slope on all four sides, the lower slope being much steeper.

Minor Modification: A change or changes to an approved application that is in substantial conformity with the approved plans and application.

Molding: A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around openings.

Mortar: The material used to fill the joints of masonry.

Mullion: A vertical primary framing member that separates paired or multiple windows within a single opening.

Muntin: A thin framing member that separates the panes of a window sash or glazed doors.

National Register: The National Register of Historic Places maintained by the Secretary of the Interior.

National Historic Landmark: A historic property that the Secretary of the Interior has designated a national historic landmark.

Non-contributing Property: A building, object, site or structure in an historic district which does not contribute to the district's or cluster's historical significance through location, design, setting, material, workmanship, feeling and association, but due to its proximity to historic landmarks and contributing properties, has the potential to affect the character of the historic district or cluster that it is located within.

Object: A material thing of functional, aesthetic, cultural, historical, archaeological or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Ordinary Repair and Maintenance: Any work, the purpose and effect of which is to correct or prevent any deterioration or decay of or damage to a building, object or structure or any part thereof and to restore same, as nearly as may be practicable, to its condition prior to such deterioration, decay or damage, using the same materials or those materials which are, in appearance, as close as possible to the original.

Palladian Window: A three-part window opening with a tall, round-arched center window flanked by smaller rectangular windows and separated by posts or pilasters.

Parapet: A low wall that serves as a vertical barrier at the edge of a roof, terrace, or other raised area; in an exterior wall, the part entirely above the roof.

Parkway: That area of street right-of-way between the property line and the curb or, in the absence of a curb, between the property line and the nearest edge of the street paving.

Patio: An open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete and at ground level.

Paver: A block of stone used in sidewalk or areaway paving.

Pitched: Sloping, especially referring to a roof.

Plinth: A platform base supporting a column or pilaster.

Pointing, Repointing: The treatment of joints between bricks, stone, or other masonry components by filling with mortar; also called tuck-pointing.

Portico: A small porch composed of a roof supported by columns, often found in front of a doorway.

P.S.I.: Pounds per square inch, a term generally used when describing water pressure when cleaning a building.

Primary/Main Façade: The front wall of a building or the wall in which the principle building entrance is located.

Primer: A paint applied as a first coat that serves the function of sealing and filling.

Quoin: In masonry, a hard stone or brick used, with similar ones, to reinforce an external corner or edge of a wall or the like; often distinguished decoratively from adjacent masonry.

Recessed Light: A light that has been placed into a surface so that its face is flush with the surface of a ceiling or a wall.

Reconstruction: The act or process of reassembling, reproducing or replacing by new construction, the form, detail and appearance of a destroyed or vanished property and its setting as it appeared at a particular period of time by means of the removal of later workmanship, or by the replacement of missing earlier work, or by reuse of original materials.

Rehabilitation: The act or process of returning a building, object, site or structure to a state of utility through repair, remodeling or alteration that makes possible an efficient contemporary use while preserving those portions or features of the building, object, site or structure that are significant to its historical, architectural and cultural values.

Relocation: Any change of the location of a building, object or structure in its present setting to another setting.

Residential Driveway: Any passageway designed or intended for vehicular movements between the roadway and any point outside the street right-of-way, when such passageway leads to any public or private area designed or intended for the parking of not more than three passenger vehicles; provided, however, that driveways to gasoline service stations shall be considered as commercial driveways.

Resource: A source or collection of buildings, objects, sites, structures or areas that exemplify the cultural, social, economic, political, archaeological or architectural history of the nation, state or city.

Restoration: The act or process of accurately recovering the form and details of a building, object, site or structure and its setting as it appeared at a particular period of time by means of the removal of later work or by the repair or replacement of missing earlier work.

Return: The part of a molding, cornice, or wall surface that changes direction, usually at a right angle, toward the building wall.

Reveal: The side of an opening for a door or window between the frame and the outer surface of a wall, showing the wall's thickness.

Riser: The vertical portion of a stair, connecting two steps.

Roofing Tile: A tile for roofing, usually of burnt clay; available in many configurations and types, such as plain tiles, single-lap tiles, and interlocking tiles.

Rusticated Stone: Masonry in which each principal face is rough or highly patterned with a tooled margin.

Sandblasting: An extremely abrasive method of cleaning that involves directing high-powered jets of sand against a surface.

Sash: The secondary moving part of a window which holds the glazing in place; may be operable or fixed; usually constructed of horizontal and vertical members; sash may be subdivided with muntins.

Secondary Façade: The façade that does not face a public thoroughfare, mews, or court and that does not possess significant architectural features.

Shingle: A unit composed of wood, cement, asphalt compound, slate, tile or the like, employed in an overlapping series to cover roofs and walls.

Shutters: Small wooden louvered or solid panels hinged on the exterior of windows, and sometimes doors, to be operable.

Sidelight: A vertically framed area of fixed glass, often subdivided into panes, flanking a door.

Sidewalk: That portion of the public right-of-way which is designated for the use and movement of pedestrians.

Significant Historic Landmark: Those buildings, objects, sites, site improvements, appurtenances or structures of the highest and most unique historical, cultural, architectural or archaeological importance whose demolition or destruction would constitute an irreplaceable loss to the quality and character of El Paso.

Sill: The horizontal member at the bottom of a window or door.

Site: The location of a significant event, a prehistoric or historic occupation or activity, or a building, structure or cluster, whether standing, ruined or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.

Soffit: The exposed underside of any architectural element, especially a roof.

Stabilization: The act or process of applying measures designed to reestablish a weather-resistant enclosure or the structural stability of an unsafe or deteriorated building, object, site or structure while maintaining the essential form as it exists at present.

Stucco: A coating for exterior walls made from Portland cement, lime, sand, and water.

Substantial Conformity: The revisions to approved applications that do not significantly alter the historic character or alter additional physical elements of the structure as approved in the original application.

Surround: The ornamental frame of a door or window.

Terra-Cotta: Hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used as a surface.

Transom: 1. A horizontal bar of wood or stone across a window.
2. The cross-bar separating a door from the window, panel, or fanlight above it.
3. The window above the transom bar of a door.

Tread: The horizontal surface of a step.

Trim: The finish material on a building, such as moldings applied around openings or at the floors and the ceilings of rooms.

Unreasonable Economic Hardship: An economic burden imposed upon the owner which is unduly excessive and prevents a realization of a reasonable rate of return upon the value of his property.

Vista: A view through or along a right-of-way opening, including those along the river's banks, which, as a view corridor, frames, highlights or accentuates a prominent building, object, site, structure, scene or panorama, or patterns or rhythms of buildings, objects, site or structures; to include views of areas at a distance, such as a remote view of the downtown or the mountains.

Waterblasting: A cleaning method similar to sandblasting except that water is used as the abrasive. As in sandblasting, high-pressure water jets can damage wood and masonry surfaces.

Water Table: A belt course differentiating the foundation of a masonry building from its exterior walls.