

# Architectural Review Board

## Guidelines



City of Montgomery  
Planning Controls Division  
March 1985

Adopted 8/27/85

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## ARCHITECTURAL REVIEW BOARD GUIDELINES

### I. Introduction

In 1967, the Architectural Review Board (ARB) was established to monitor external changes, such as alterations and additions, to locally designated historic structures. The purpose of this review is to prevent the overall historic and architectural character of the historic district from changing through many small, or a few large, detrimental changes. Changes which can be seen from the street are more intensively reviewed. This document provides a set of guidelines on materials which have been consistently approved by the Board. Many of these materials are similar to those which were used in the historic structures when they were built. The list of Acceptable materials is not comprehensive and in special instances materials which are listed on the Not Acceptable list may be approved. Each case is considered separately and on its own merits. No particular architectural style, whether traditional or modern, is preferred.

Again, these guidelines are not to be construed as the only criteria for renovation, but are to be used to assist the home owner in selecting materials that would add historic merit to the individual character of the structure and district.

The Architectural Review Board (ARB) reviews all external changes to buildings in a historic district. Repairs, maintenance, and minor work can be approved in the office. When the contractor or owner comes down to get a building permit in Building Inspections (Room 134, City Hall), ~~if the property has been locally designated then the individual is referred to Room 227 for Architectural Review Board approval.~~ If the exterior work falls within the "List of Minor Work" it is approved subject to confirmation at the next regularly scheduled ARB meeting. In this case the staff writes a letter to Building Inspections approving the proposal subject to confirmation and the applicant receives a copy of the letter and application and finishes applying for a building permit. If the work alters the front of the building or is a structural change which can be seen from the street, then the applicant is scheduled for full review at the next regular meeting. Meetings of the Architectural Review Board are held on the fourth Tuesday of each month at 4:00 P.M. in the City Council Chambers. The agenda for each meeting closes 12 days in advance so that items can be advertised in the newspaper and a sign can be posted on the property for full review items. Elevation drawings are required for changes to the front of the house. Paint samples are required for painting review applications. Site plans are required for fencing, landscaping, and other work done in the yard of the building. At the meeting the plans and samples submitted are reviewed, the applicant explains any details omitted from the writeup on the agenda, and the Board requests further information from the applicant as necessary. Then the Board makes a decision to approve, approve with stipulations, or deny the request. The applicant can get a

This is NOT current 2013

## DRAFT ARCHITECTURAL REVIEW BOARD GUIDELINES

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Again, these guidelines are not to be construed as the only criteria for renovation, but are to be used to assist the home owner in selecting materials that the Board feels would add historic merit to the individual character of the structure and district.

## II. The Difference between National and Local Historic Designation

National and local historic designation helps to preserve Montgomery's structures of historic and architectural significance. Property owners in historic districts benefit from increased stability and preservation of the character of the neighborhood.

Local historic designation of a structure or district is accomplished through nomination by the Montgomery Historic Development Commission and formal designation by the City Council. "Category A" designation means that the owner of the structure has approved the nomination or that 75 percent of the property owners in the district have agreed to local historic designation. Once designated, outside structural changes such as repair, renovation, and additions must be approved by the Architectural Review Board. The Board is particularly concerned with how the structural alteration will look from the street. "Category B" designation occurs when consent for historic designation has not been received from the owner, but the City Council votes to designate the property to protect it from future demolition or destructive changes. The Historic Development Commission, instead of the Architectural Review Board, reviews proposals to destructively alter or demolish "Category B" designated properties. Unlike National Register properties, tax incentives are not available for locally designated properties.

National Register Listing, administered through the Alabama Historical Commission for the U. S. Department of Interior, requires full documentation of the significance of the structure. It provides federal tax incentives for owners of income producing properties who rehabilitate the structure inside and outside following specific rehabilitation standards. If these Federal standards are not followed, the federal tax incentives cannot be used.

## III. General Information

The Architectural Review Board (ARB), comprised of five regular members and four supernumery members, hears all requests for repairs, additions and new construction in historic districts. Its primary goal is to insure that exterior changes to structures and landscaping in historic districts are in keeping with the character of the neighborhood, thus protecting the uniqueness of the neighborhood and the investment of property owners. Structural changes which alter the front of the building or which can be seen from the street (on a corner lot, from either street) are more carefully considered.

1. The ARB meets on the fourth Tuesday of each month. The deadline for application to the ARB for renovation or construction in an historic district is 10 days before the next scheduled meeting. Supporting materials such as paint samples, site plans and drawings are required with the application to the Planning Controls Division, Room 227, City Hall. Proposals will be advertised in the Legal Notices section of the Montgomery Advertiser/Journal.
2. Advisory opinions are issued by the Board upon the request of the property owner.
3. Add-ons to the agenda (requests for review or confirmation after the deadline for application) may be heard at regularly scheduled meetings.
4. There is a one-year time limit on the implementation of any approval granted by the ARB.
5. If you need assistance in preparing your application, or if you have any questions about the process, please call the Planning Controls Division at <sup>625</sup>832-2722 between 8:00 AM and 5:00 PM Monday through Friday.

#### IV. Supporting Materials For The ARB Presentation

- A. For new construction, or for extensive renovation or repair of existing structures:
  1. Site plans and elevations including the following:
    - a. Overall dimensions with elevation details where necessary;
    - b. Type of materials to be used on walls, roof, windows, trim, etc. (Submit samples if possible);
    - c. Screening for utilities; and
    - d. Color samples for exterior finishing.
  2. Site plans with dimensions, proposed fences, accessory buildings, parking facilities, exterior lighting, landscaping, etc.
  3. Renderings of signs, with lettering, size, colors, type of support, and lighting to be used.
- B. For minor renovation or repair:
  1. Drawings or photographs showing the front elevation of the building;

2. Drawings or photographs of the area of the building to be altered or added to if different from the front (additions to the building must more closely match the existing structure if they are visible from the street);
  3. Either a written description or drawing of the work to be done, including materials to be used and paint samples; and
  4. Either a written description or a drawing of the site plan explaining fencing, screening, accessory buildings, etc.
- C. For Painting Renovation only, Samples of the Paint Colors to be Used for:
1. Main building;
  2. Trim or decorative features; and
  3. Other areas such as shutters, foundation walls, etc.
- D. For Signs Only:
1. Site plan showing proposed location of sign on lot;
  2. Length and width of sign;
  3. Sample of lettering to be used;
  4. Colors to be used;
  5. Type of support for sign; and
  6. Proposed lighting, if any.
- E. For Fencing Only, Either a Drawing or a Photograph of the Type of Fencing Proposed Showing:
1. Site plan showing placement on the lot;
  2. Materials to be used (Note: Metal fences are not generally acceptable); and
  3. Proposed height (Fences in historic districts are generally limited to 6 feet).
- F. For Demolition Permits:
1. Photograph of the building to be demolished.
  2. Statement of purpose of the demolition, with reference to the future land use of the site. NOTE: If the ARB determines the building to be of architectural or historic value it may delay demolition for 6 months while alternatives such as moving the building are explored. If no alternate plan acceptable to the ARB and the owner is developed a permit to demolish the structure at the end of the six month "grace period" can be issued.

## MATERIAL STANDARDS

### I. Purpose of Guidelines

It is the intent of the following information to provide a set of guidelines on how restoration, renovation, building additions, and new construction can be improved through the use of materials which are the same or similar to those used in the period in which the historic structures were built. The materials suggested in these guidelines are not the only materials which may be used in renovation and construction, but rather are those which have been consistently approved by the Architectural Review Board. HOWEVER, EACH CASE IS CONSIDERED ON ITS OWN MERITS AND MATERIALS WHICH ARE NOT ON THE APPROVED LIST OR WHICH ARE ON THE NOT APPROVED LIST MAY BE ALLOWED IF THEY ARE CONSISTENT WITH THE CHARACTER OF THE HISTORIC STRUCTURE AND THE NEIGHBORHOOD.

### ROOF STYLE

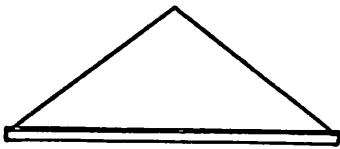
#### Acceptable

Hip  
Mansard  
Gable  
Gambrel

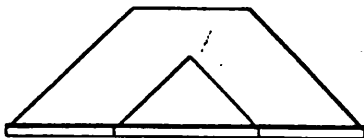
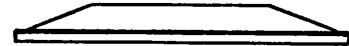
#### Not Acceptable

Flat

All illustrations shown are of acceptable forms.



Hip



Gable



Gambrel



## ROOFING MATERIAL

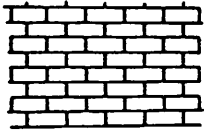
### Acceptable

Slate  
Asbestos shingle  
Asphalt shingle  
Wood shingle  
Tile  
Galvanized metal  
Copper  
Tin  
Terne metal

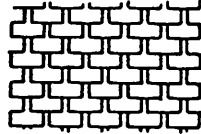
### Not Acceptable

Built-up (on sloped roofs)  
Asphalt roll roofing

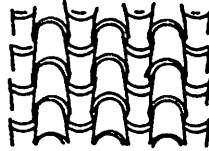
All illustrations shown are of acceptable forms.



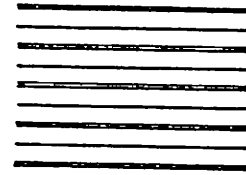
Slate



Shingle



Tile



Galvanized  
Metal

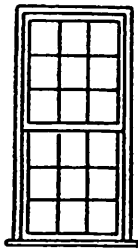
## WINDOWS

### Acceptable

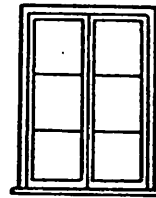
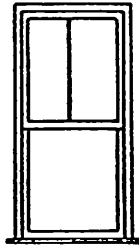
Wood, double-hung  
Wood or metal casement  
Stained or art glass  
Awnings, if appropriate  
Clear-paned storm windows - frame color must be reviewed  
All illustrations shown are of acceptable forms.

### Not Acceptable

Metal sash  
Seamed metal



Wood, Double-hung



Casement



Window with  
Transom

## WINDOW PANES

### Acceptable

Clear  
Art Glass  
Stained Glass

### Not Acceptable

Solar bronze  
Other tinted panes

## SIDING

### Acceptable

Wood, (6" lap or less)  
Brick  
Stone  
Wood shingle  
Stucco  
Pebble stone

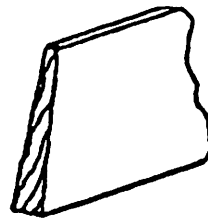
### Not Acceptable

Asbestos shingle or panel  
Metal  
Plastic  
Imitation stone or brick  
Plywood or hardboard  
Asbestos  
Concrete block

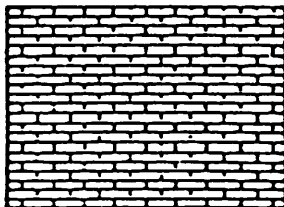
All illustrations shown are of acceptable forms.



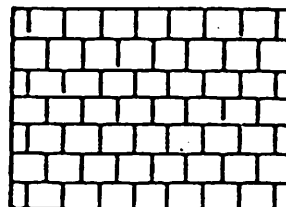
Wood



Bevel Type



Brick



Wood Shingle

## PAINTS AND FINISHES

All colors for exterior painting must be submitted by sample or paint number. Textured or smooth coatings (such as "Dan-Tex" or "Uni-Crete") may be approved for properly prepared surfaces such as stucco, but shall be rejected as a substitute for stucco.

## SHUTTERS

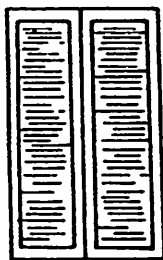
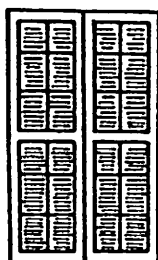
### Acceptable

Wood louvered, operable  
 Wood louvered, fixed  
 Wood solid, panel  
 Wood solid, decorative perforations

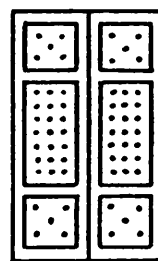
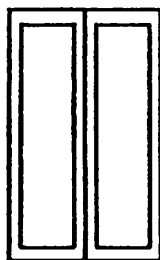
### Not Acceptable

Metal  
 Other

All illustrations shown are of acceptable forms.



Wood Louvered



Wood Solid

## DOORS

### Acceptable

Wood-paneled, carved and decorative  
 Wood with glass lights  
 Wood with glass sidelights and/or transom

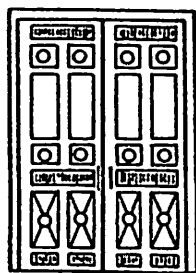
### Not Acceptable

Metal  
 Wood-flush type  
 Other

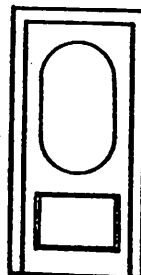
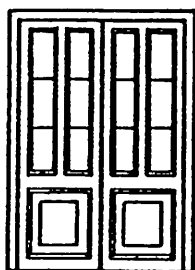
All illustrations shown are of acceptable forms.



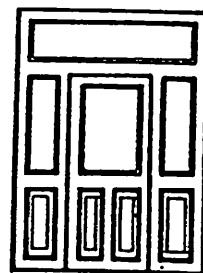
Paneled



Decorative



Glass Lights



Sidelights  
 and/or Transom

## PORCHES

Canopies must have a nine foot clearance and style must be submitted for approval

### Wood Frame Buildings

#### Acceptable

Shaped or square wood columns  
Shaped or square wood railing members  
Wood stairs and floor  
Wrought iron or cast iron columns and railings  
Concrete stairs at rear of house

#### Not Acceptable

Aluminum  
Concrete stairs and floor  
Metal pipe or tubing post and railings  
Other

### Brick and Stone Buildings

#### Acceptable

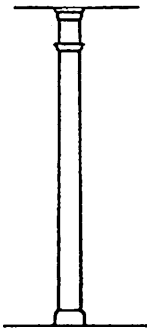
Shaped or square wood columns  
Shaped or square wood railing members  
Wood stairs and floor  
Wrought iron or cast iron columns and railings

#### Not Acceptable

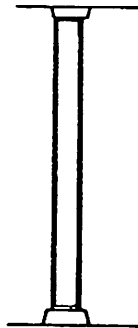
Aluminum  
Metal pipe or tubing post and railings  
Other

All illustrations shown are of acceptable forms.

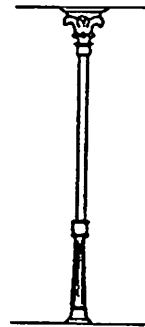
### Columns



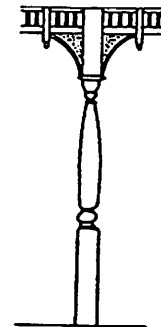
Round



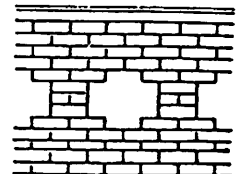
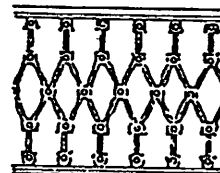
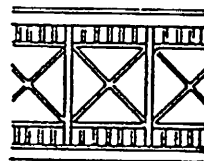
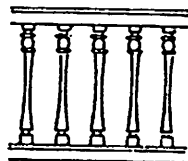
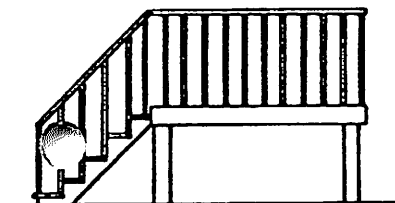
Square



Shaped



### Railings



## RAISED FOUNDATIONS--CLOSURES FOR

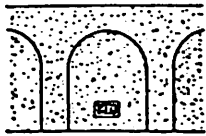
### Acceptable

Concrete with stuccoed surface  
Brick or stone  
Wood (horizontal or vertical boards)  
Lattice

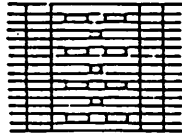
### Not Acceptable

Metal  
Plywood panels  
Asbestos panels  
Concrete without  
stuccoed surface  
Concrete block  
Other

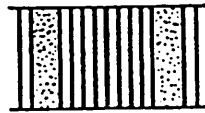
All illustrations shown are of acceptable forms.



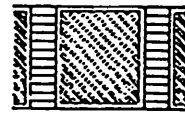
Concrete



Brick



Wood



Lattice

## ACCESSORY BUILDINGS

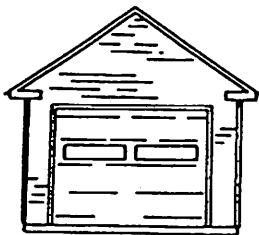
### Acceptable

Materials conforming to the style of the building they are an accessory to, including roof type and slope, siding, doors, windows, and ornamentation. For accessory buildings not visible from the street roof type, slope, and siding should conform to main building. Metal buildings will be closely scrutinized based on screening (landscaping) and location on the lot.

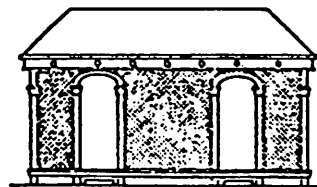
### Not Acceptable

Not conforming to acceptable styles and materials

All illustrations shown are of acceptable forms.



Garage



Summerhouse

## FENCES, GATES, AND WALLS

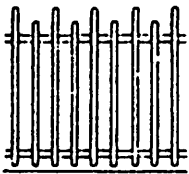
### Acceptable

Wood picket  
 Wood slat or lattice  
 Post and rail  
 Wrought iron  
 Brick  
 Stone  
 Concrete or masonry with  
 cement plaster coating

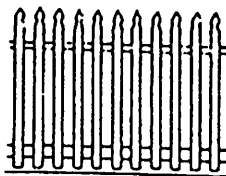
### Not Acceptable

Chain-link  
 Stockade  
 Bamboo or reed  
 Hardboard or asbestos  
 panel

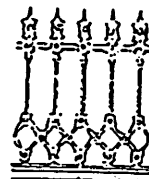
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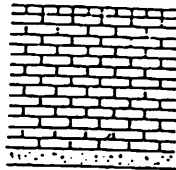
Square Pickett



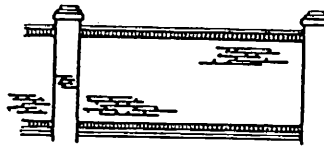
Flat Pickett



Cast Iron



Brick



## WALKS AND DRIVEWAYS

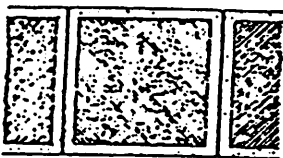
### Acceptable

Concrete  
 Brick  
 Unglazed tile  
 Sandstone, marble, and  
 slate paving stones  
 Concrete paving blocks  
 Packed earth or soil cement  
 mixture  
 Asphalt (driveways only)  
 Loose gravel walks or drives

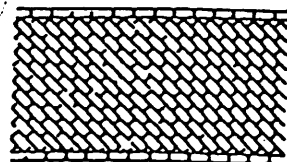
### Not Acceptable

Asphalt walks

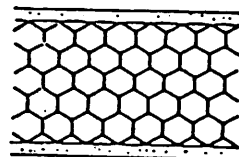
Subject to Engineering standards  
 All illustrations shown are of acceptable forms.



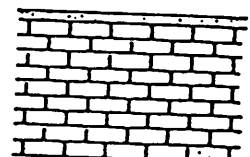
Concrete



Brick



Unglazed Tile



Slate/Stone

## LIGHTING

### Acceptable

Incandescent security lights for residences

### Not Acceptable

Mercury vapor floodlights for residences

## SIGNS

### Acceptable

Proposed signs should not exceed 20 square feet of surface area. Designs for the mounting, framing, etc. must be approved. The material for the mounting should be compatible with the materials in the building. Style and color of lettering must be compatible with the building and location. Location of sign on lot must be approved. Lighting: top or ground lighting such as floods or spots. Interior lighting, if shielded.

### Not Acceptable

No moving or flashing lights.

## PARKING LOTS

### Acceptable

Fencing or screening that is high enough to conceal parked cars. Materials acceptable for fences are acceptable for parking lots. Chain-link fences may be used if screened by vines and shrubs - prior and follow-up review is required. Type of paving must be included in request. Any visible lighting must be included in request. Planted shrubs that are high enough to conceal parked cars may be used.

### Not Acceptable

Any screening that does not conceal parked cars.

## LANDSCAPING

Landscaping can add to the beauty, uniqueness, and character of the neighborhood. Landscaping should be compatible in scale and type of planting with the historic structure and neighborhood. A site plan for the proposed landscaping should be included with the application for review by the ARB.

### II. New Construction

New buildings that are constructed in historic districts should try to harmonize with adjacent buildings and the neighborhood through the use of scale, materials, design elements, roof style, and landscaping. It is not necessary to attempt to duplicate a particular historic period or style.

The appropriateness of each proposed structure will be evaluated by whether it fails to substantially contradict the following elements:

**SCALE:** New buildings should be similar in proportion to existing buildings in the neighborhood. They should not be noticeably taller, shorter, wider, or narrower than adjacent buildings. Design elements within the building, such as windows, doors, railings, sidings, and similar details, should be similar to neighborhood buildings. Setbacks should be similar.

**MATERIALS:** New materials should complement the materials used in the district--wood siding, stone, brick, and stucco.

**DETAILS:** Details such as cornices, arches, lintels, column styles, and chimneys should be compatible with those on nearby buildings. Duplication of existing styles is unnecessary. The colors used on new buildings should also coordinate with those on historic buildings.

**ROOFS:** Roof shapes and materials for new buildings should harmonize with the shapes and scale of those in the historic district because this is such a noticeable building element.

**LANDSCAPING:** Landscaping of the new building should be compatible with nearby buildings in visual effect and types of plants. Paving materials that are similar to those in the historic district would be considered favorably.



## PROCEDURES FOR DEMOLITION

### ARCHITECTURAL REVIEW BOARD

#### DEMOLITION IN A HISTORIC DISTRICT

1. Photograph of the building to be demolished.
2. Statement of purpose of the demolition, with reference to the future land use of the site. It is the policy of the ARB to require the submission of plans for any building or other project which will be constructed on the site, before the issuance of a demolition permit. The applicant shall present evidence on the present condition of the building and the cost of rehabilitating it and maintaining it.  
NOTE: If the ARB determines the building to be of architectural or historic value it may delay demolition for 6 months while alternatives such as moving the building are explored. If no alternate plan acceptable to the ARB and the owner is developed, a permit to demolish the structure at the end of the six month "grace period" can be issued.
3. Request for the removal of a designated house shall be subject to the same criteria as if the house were to be demolished.

#### BUILDING DEPARTMENT PERMIT:

1. A health clearance must be obtained from the Environmental Division, Montgomery County Health Department, 515 West Jeff Davis, phone 263-6671, extension 29.
2. A clearance must also be obtained from the Water Works Board, 22 Bibb Street, phone 264-3490.
3. It is necessary to post a \$200.00 bond with the Finance Department, City Hall (Monroe Street side) for house and commercial structure demolition. Small accessory buildings and residential garages do not require this deposit.
4. A Demolition Permit is then needed. This can be obtained from the Permit Section of the Building Department, Room 134 at a cost of \$25.00. Small accessory buildings and residential garages repair permits are \$5.00. This permit can only be issued to a licensed contractor or to the owner. If an agent comes in for the licensed contractor, a written request is required.
5. Demolition must be completed within thirty days from the date of permit.

LIST OF MINOR WORK

1. Repairs, ordinary maintenance and painting that do not change the character or style of the house, building, or structure to be rehabilitated. The rule on painting shall include painting structures where the paint being used is included in an "Historic Color Palette" adopted by the Board.

Note: Property owners and tenants are allowed to repaint their buildings the identical color without an application to the Architectural Review Board.

2. Reroofing of any building, house, or structure using materials that will not change the appearance or style of the architecture such as: black, grey, or weatherblend or similar color, three-tab shingles.
3. Repair or replacement of fencing and walls that are in harmony with the character and architectural style of the structure and historic district in which it is located; or the repair, replacement, or construction of fencing and walls that will not be visible from any street.
4. Repair, replacement or construction of an accessory structure (carport, garage, or storage building) located in the rear yard that is not visible from the street, and is in harmony with the character and architectural style of the main structure and the historic district in which it is located.
5. Minor landscaping and site alteration, including sodding, pruning, planting of shrubbery around existing structures, construction of retaining walls and terraces, and small tree removal\* (tree less than eight inches in diameter).

\*Removal of trees on City right-of-ways must be referred to the City Nursery as authorized by Ordinance 94-84.

NOTE: Proposals from historic property owners whose work falls under one of the above items may be approved by Mr. Calvin Lott as a confirmation, subject to approval at the next ARB meeting.

Adopted 11/26/85.