COLLIERVILLE

HISTORIC DISTRICT DESIGN GUIDELINES

ACKNOWLEDGEMENTS

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OWNING PROPERTY IN THE HISTORIC DISTRICT

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OWNING PROPERTY IN THE HISTORIC DISTRICT

A. BRIEF HISTORY OF COLLIERVILLE'S DEVELOPMENT

The Town of Collierville began as hunting grounds for the local Chickasaw Indians, who ceded the land with the Treaty of 1818. The original site of the town, named for Jesse R. Collier, was located near the intersection of Poplar Avenue and Mount Pleasant Road. An additional 7600 acres along present day U.S. Highways 57 and 72 came from four major land grants. In the late 1820's, settlers started moving to the area and, by the mid-1830's, the population boomed in response to advertisements of lots for sale. In 1837, the Federal Post Office moved the State Line Post Office to the area, renaming it the Collierville Post Office. This official recognition of the town, along with its adjacency to the Wolf River and the Memphis-Charleston Railroad, supported further development of the area. The town was first incorporated in 1850, and re-chartered in 1870 with town limits designated as one square mile from the center of Town Square, as it would be defined until the 1950's.

Cheese Carnival on the Town Square ca. 1939.

During the Civil War, the town was involved in a few skirmishes, including an incident between Union Major General W.T. Sherman and Confederate forces in 1863. The Wigfall Grays of Company C, a local militia of eighty men, also played an important role in the town's history, fighting in some of the deadliest Civil War battles. In 1863, the town center was destroyed by Civil War hostilities and, in 1867, a new Town Square development was begun. Through a series of fires and redevelopment, the Town Square changed from large frame buildings to the typical brick commercial buildings we see today. A Yellow Fever epidemic in 1878 hit Collierville nearly as hard as the Civil War. The entire town was quarantined; the small village suffered 135 cases of the fever and 57 deaths.

Over time, Collierville has grown and prospered, maintaining its own identity adjacent to the thriving metropolis of Memphis. The mid-twentieth century brought about a time of great development and expansion further out into suburbia. The face of the Town Square and even some of its surrounding neighborhoods changed as commercial use spread and relocated to other parts of the city. Today, Collierville is one of the fastest growing communities in Tennessee. While it is important for the town to continue to prosper, it is equally important to maintain the heritage that has lasted for almost two hundred years. Historic district guidelines will help ensure that future growth and development within the district respect its distinctive character and that the history of the town and its historic resources will not be lost.

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Main Street at the Town Square ca. 1948.

B. COLLIERVILLE'S PRESERVATION PROGRAM

1. National Register Historic District

The National Register of Historic Places is the "official Federal list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering and culture." The impact of any federally funded or assisted projects planned within National Register historic districts must be considered and mitigated if possible. Also property owners within the National Register historic district are eligible for federal tax benefits.

Collierville's National Register of Historic Places historic district is significant as a small trade center for the surrounding agricultural plantation economy. The district is also nominated for significance in the area of community planning and development for its Town Square plan. Furthermore, the district represents a microcosm of small town life in the nineteenth and twentieth centuries in Western Tennessee. There are a total of 127 buildings, sites, structures and objects within the National Register district. Ninety-four of these are "contributing structures," those historic buildings that are 50 years old or older and have not been substantially altered. The remaining 33 structures are non-contributing resources, buildings that are not yet 50 years old and do not add to the historic significance of a property. (See map, page 7).

2. Local Historic District

Collierville's local historic district (H-1) was established in 1989 to develop regulations that offer protection to important historic resources. This larger local historic district includes the National Register district and surrounding areas, as well as numerous other individual listings on the National Register. The boundaries of the H-1 district offer a buffer area of protection for the existing National Register district. The local district is approximately twice the geographic size of the National Register district and totals about 300 properties. (See map, page 7).

The district has a Historic District (H-1) zoning overlay. Any use permitted by the existing zoning classification is also permitted by the H-1 zoning. H-1 zoning regulations are described in more detail in Section C of this chapter and procedures for obtaining this designation are outlined in Chapter 13 (Historic Preservation Ordinance) of the Zoning Ordinance.

In order for a property or district to obtain the H-1 zoning classification, the Historic District Commission must find that:

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings and structures that posse integrity of location, design, setting, materials, workmanship, feeling and association, and:

a. that are associated with events that have made a significant contribution to the broad patterns of our history; or

b. that are associated with the lives of persons significant in our past; or

c. that embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant distinguishable entity whose components may lack individual distinction; or

d. that have yielded, or may be likely to yield archaeological information.

3. District Character

The Collierville local historic district is an architecturally diverse area with many different building scales, forms and types. The district has a small village feel that revolves around many of its historic buildings. With the commercial and business area being its main core, Collierville has a strong central area and a variety of other neighborhoods representing its historic district. Collierville's historic areas retain a strong sense of place and an integrity of design.

Older homes within the Historic District vary in size and architectural type. There are examples of small bungalows and large foursquare homes. Building materials range from brick masonry on the larger homes to smaller wood frame dwellings. There have been limited changes to most of these older houses, which are set back towards the middle or rear of lot. There are also many large old deciduous trees and landscaping on the older lots.

New residential development in Collierville's Historic District is mostly

Center Street at the Town Square ca. 1947.

small to medium brick houses, in cul-de-sac type areas. Lots tend to be fairly small with narrow spacing between lots and little setback. New developments rarely have trees or landscaping and have a different overall character from the rest of the district.

Walnut Street is one road in the Historic District that bridges the residential areas and the commercial business district. On the east side of Walnut are a variety of older homes, typical of the character of the district. The west side of the street contains mostly institutional buildings including the Town administrative offices and a church. This street acts as a connector between the Poplar entry into the district and the Central Business District.

The Central Business District contains traditional commercial blocks of one- and two-story brick buildings. The Town Square area is very dense with no spacing between the buildings and little setback. Further commercial development extends off of the square onto Main Street and Center Street. The commercial buildings along these streets are individual, newer buildings, spread out along their own plots of land. The southern entry into the district on Center and South Main Streets includes a mixture of uses: commercial adaptive reuse for residential structures, some light industrial and limited residential uses. This area lacks a cohesive architectural and characteristic identity.

PRESERVATION BRIEF

NOTE: Consult Preservation Brief #17 for information on architectural character. (Publication available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

Mulberry Street at the Town Square ca. 1940's.

4. Preservation Plans And Past Guidelines

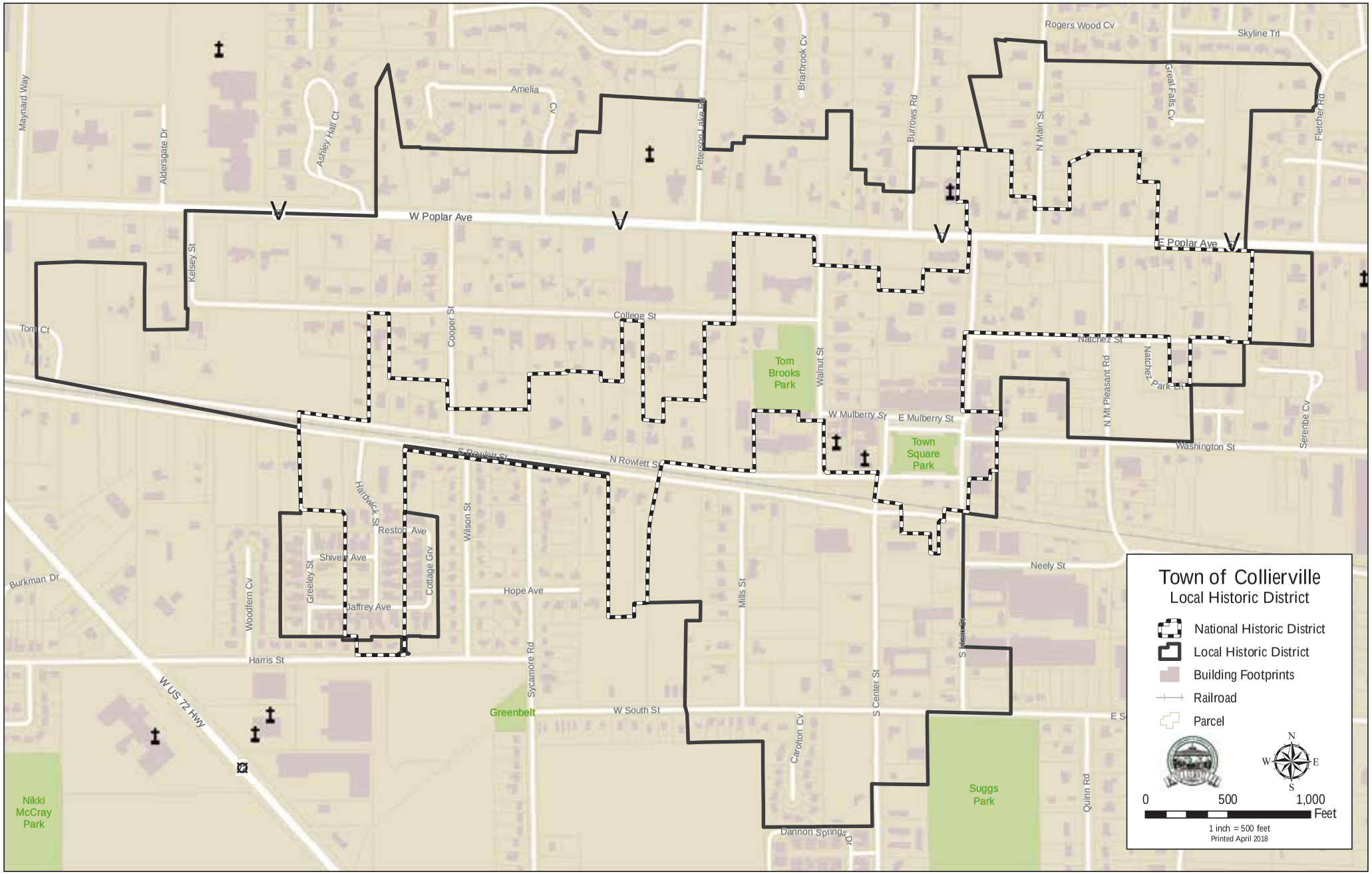
Collierville has completed two sets of guidelines for its historic district and one comprehensive plan in the past.

a. The Collierville Traditions Preservation Plan was created in 1992 to focus on the core commercial area within the town district. Its scope of work is limited to the Town Square and its adjacent commercial buildings. The Traditions plan was approved by the Historic District Commission in 1992 but was not formally adopted by the Board of Mayor and Alderman. It has been utilized as an advisory document by the Historic District Commission but is replaced by these guidelines.

b. The second set of guidelines were contained within the Historic District Ordinance. These guidelines included all properties within the historic district boundaries and overrode the Traditions plan. However, these guidelines were deemed outdated. They focused mostly on residential buildings and the lack of formatting and graphics made them difficult to read and understand. These historic district guidelines are a supplement to the existing Historic District Ordinance.

c. Collierville also has a Comprehensive Preservation Plan that was adopted in June of 2001 and provides a clear strategy for addressing Collierville's future historic preservation challenges. The recommendations in the Plan are based upon the history and historic resources in the area, analysis of economic and public policy which impact the historic district and public input received during the process. The plan currently serves as an effective framework for historic preservation in Collierville. The historic district guidelines included herein are based on recommendations from that document.

Mule hitching at the Town square ca. 1948.


Rogers Wood Cv
Skyline Trl
Maynard Way
Aldersgate Dr
Ashley Hall Ct
Amelia Cv
Peterson Lake Rd
Briarbrook Cv
Burrows Rd
N Main St
Great Falls Cv
Fletcher Rd
W Poplar Ave
E Poplar Ave
Kelsey St
Tom Ct
Cooper St
College St
Natchez St
Natchez Park Ln
N Mt Pleasant Rd
Tom Brooks Park
Walnut St
W Mulberry St
E Mulberry St
Town Square Park
Washington St
Serenbe Cv
S Rowlett St
N Rowlett St
Hardwick St
Restore Ave
Wilson St
Shively Ave
Greeley St
Cottage Grv
Burkman Dr
Woodfern Cv
Jaffrey Ave
Hope Ave
Mills St
Neely St
S Main St
Harris St
Sycamore Rd
W US 72 HWY
Greenbelt
W South St
S Center St
Carolton Cv
Quinn Rd
Nikki McCray Park
Suggs Park
Dannon Springs Dr
Town of Collierville
Local Historic District
National Historic District
Local Historic District
Building Footprints
Railroad
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500
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Feet
1 inch = 500 feet
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C. PLANNING A PROJECT IN THE HISTORIC DISTRICT

1. ROLE OF HISTORIC DISTRICT COMMISSION

The Historic District Commission (HDC) was created to ensure that proposed structures conform to proper design standards and the general character of the area (See map, page 7). It also reviews all exterior building plans for all land use categories and final plans for planned unit developments, fences, signs and landscaping.

The HDC has the power to request detailed construction plans and related data pertinent to thorough review of any proposal before the Commission. A Certificate of Appropriateness is issued by the HDC to the owner after the project is approved.

The Historic District Commission gives prime consideration to the following criteria when reviewing projects:

a. the historic and/ or architectural value of present structure
b. the relationship of exterior architectural features of such structures to the rest of the structures of the surrounding area
c. the general compatibility of exterior design, arrangement, texture and
d. any other factor, including aesthetics, which is deemed to be pertinent.

With respect to the historic district, it is the duty of the Historic District Commission to make the following determinations:

a. Appropriateness of altering or demolishing any building or structure within the historic district (see Appendix D). The Commission may require interior and exterior photographs, architectural measured drawings of the exterior, or other notations of architectural features to be used for historical documentation as a condition of any permission to demolish a building or structure.
b. Appropriateness of the exterior architectural features including signs and other exterior fixtures of any new building and structures to be constructed within the historic district.
c. Appropriateness of exterior design of any new extension of any existing building or structure within the historic district.
d. Appropriateness of front yards, side yards, rear yards, off-street parking spaces, location of entrance drives into the property, sidewalks along public right-of-way, which might affect the character of any building or structure within the historic district.
e. The general compatibility of exterior design, arrangement, texture and material of the building or other structure in question and the relation of such factors to similar features of buildings in the immediate surroundings.

The Historic District Commission does not consider interior arrangement or design, nor does it make any requirements except for the purpose of preventing extensions incongruous to the historic aspects of the surroundings.

A Certificate of Appropriateness is <u>not required</u> for the following:

- ☐ interior work;
- ☐ routine maintenance;
- ☐ minor repairs;
- ☐ landscaping for existing single family dwellings;
- ☐ paint colors for wood and painted (previously painted) masonry; or
- ☐ removal of hazard trees and tree mitigation on non-residential zoned property.

A Certificate of Appropriateness* is required for the following within in the Historic District:

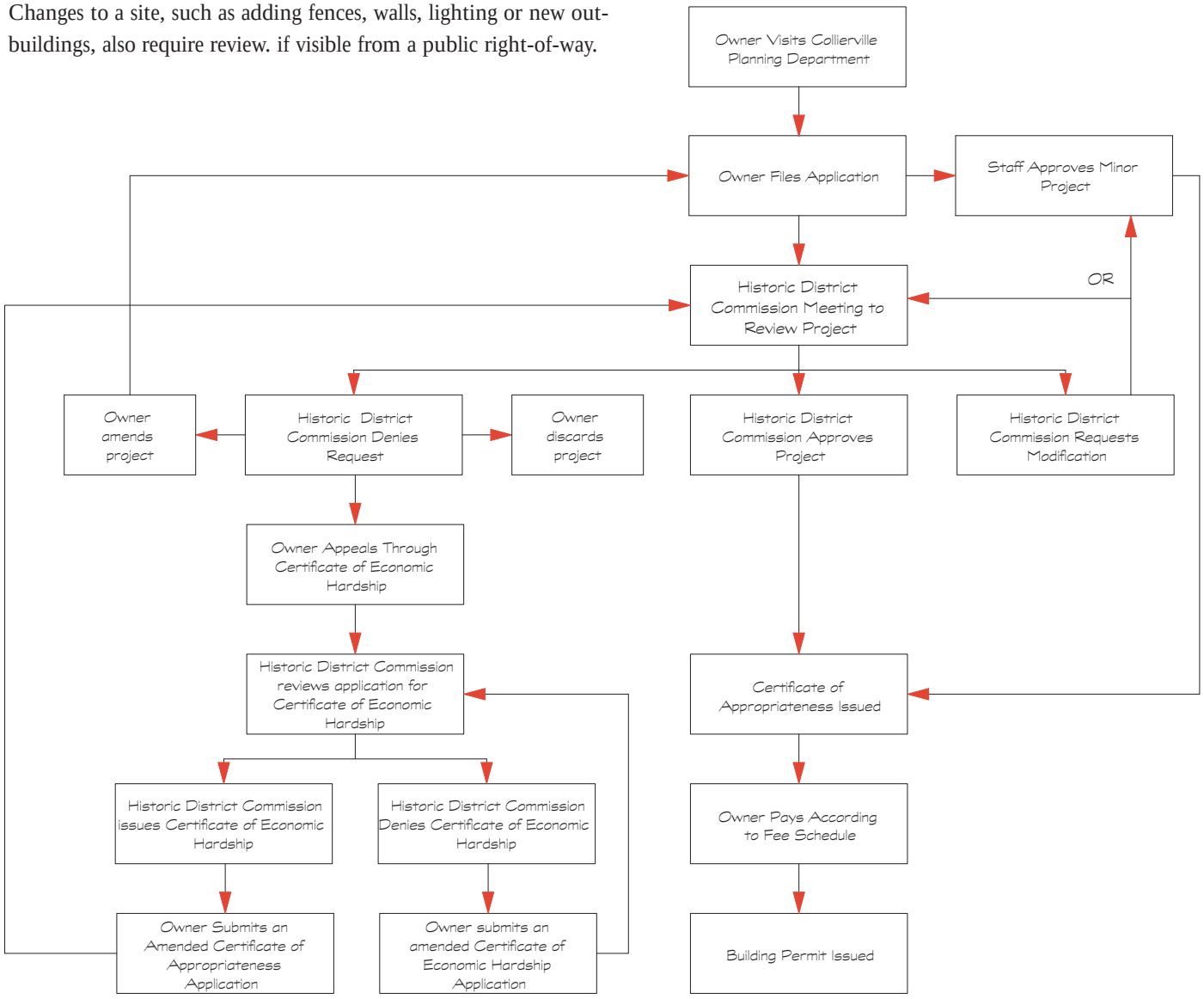
- ☐ moving any building;
- ☐ demolishing any building; and
- ☐ the following, <u>but only when visible from public right of way</u>:
  - ☐ alterations and rehabilitations;
  - ☐ additions;
  - ☐ fences and decorative walls;
  - ☐ new construction;
  - ☐ major changes to a site (new parking, mass grading, clear-cutting of trees, removal/ alteration of screening, buffering, or street trees); and
  - ☐ painting an unpainted masonry building

* See page 141 of the Appendix for a listing of circumstances when Town staff can administratively review and issue a Certificate of Appropriateness.

2. Role of Property Owner

As a building owner, the first step is to determine if you need to go through the design review process as shown on the chart below and what types of approvals, permits, and certificates are needed for your project. Contact the Collierville Planning Department, which takes all applications for the HDC. Minor actions, such as routine maintenance and interior work do not require a Certificate of Appropriateness. Some minor projects, such as landscaping, painting or roof replacement, may even be approved by the administrative staff. These types of projects, although they may not require HDC approval, may require a building permit depending on the scope of work.

Any other alterations (beyond routine maintenance), additions, new construction, demolitions or moving of buildings require review by the HDC. Changes to a site, such as adding fences, walls, lighting or new outbuildings, also require review. if visible from a public right-of-way.



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The HDC must receive enough information on which to base its decision. You will need to fill out an application provided by the Collierville Planning Department (http://www.collierville.com for an application). In addition, you will be requested to provide photographs, drawings and plans or other documentation as required by the commission. These submissions do not have to be prepared by a professional, but should be prepared in such a way as to be easily understood by the commission members. The application spells out the requirements for submission to the HDC. There may be other types of permits or approvals required depending on the type of work involved. Examples could include zoning, sign permits, and asbestos removal. You are expected to be present at the HDC meeting to present your request and answer any questions that the commission members may have.

Review the Secretary of the Interior's Standards for Rehabilitation found in the Appendix of this publication. These ten standards must be followed if you are using federal tax credits. The Historic District Commission (HDC) follows these standards when reviewing applications for Certificates of Appropriateness. This publication is also based on these standards.

PROJECT CHECKLIST

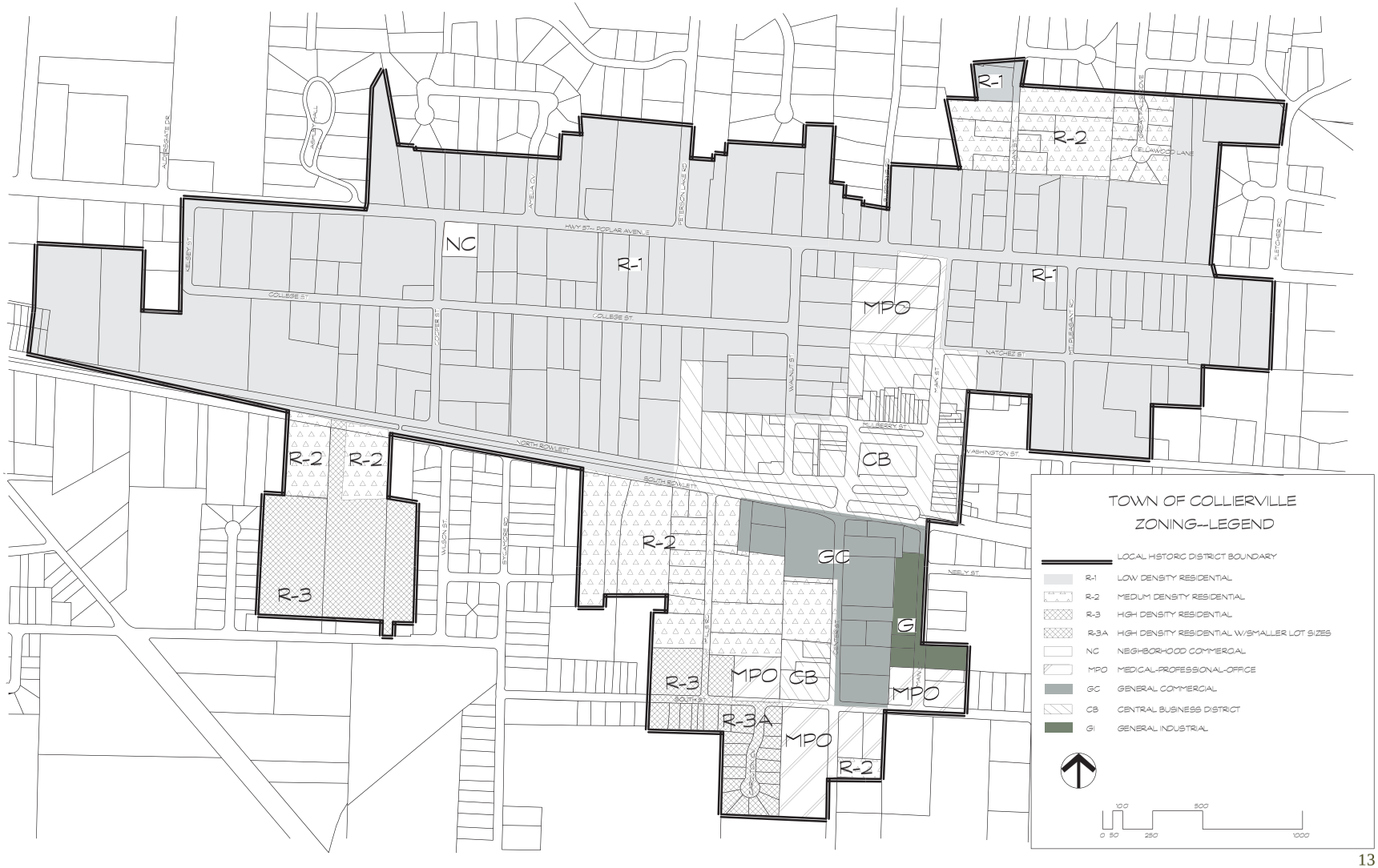
- ❑ Look at your building to determine its style, age, and the elements that help define its special character. Refer to Chapter II, A: "Architectural Styles" on page 24 for examples of local architectural styles.
- ❑ Buildings within Collierville's National Register Historic District may qualify for federal tax credits for income-producing properties as well as state and federal loan and grant programs. See the next section for more information on federal tax credits. Check with the Collierville Planning Department or the Tennessee Historical Commission to see if your project qualifies for these special financial incentives.
- ❑ Check the Zoning Ordinance to make sure that your planned use is allowed. If you are changing the use or working outside of the existing walls, you may need to request rezoning your property or secure a variance from the zoning regulations. See the Zoning map on page 13.
- ❑ Chances are you will need a building permit. Become familiar with the local building code as it applies to your building and meet with your building inspector early on about your plans.
- ❑ Seek advice on technical preservation issues from these guidelines, the Collierville Planning Department, or the Tennessee Historical Commission. Refer to the Appendix for a list of Resource Organizations and Websites.
- ❑ Use contractors with prior successful experience in working with historic buildings and materials. Some tasks, such as re-pointing or cleaning historic masonry, require special knowledge, techniques, and methods. Check with the Tennessee Historical Commission for potential names of such contractors.
- ❑ If your project is complicated or large scale, strongly consider employing an architect experienced in working with historic buildings.

Former Sam Hinton residence.

3. Incentives: Federal Tax Credits for Rehabilitation

If you are undertaking a major rehabilitation of a contributing historic building in the National Register Historic District, you may be eligible for certain federal tax credits. The building must be income-producing; homeowners are not eligible for this program. You also must spend a substantial amount of the value of the building on the rehabilitation. The tax credit is calculated as twenty (20) percent of these rehabilitation expenses. There is also a ten (10) percent tax credit for the rehabilitation of a non-historic, non-residential building built before 1936.

An application must be filed with the State Historic Preservation Office before any construction begins and the rehabilitation must follow *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.* Consult the Collierville Planning Commission or the Tennessee Historical Commission for more specific information or go to the National Park Service Website (http://WWW2.CR.NPS.GOV/tps/tax/index.htm).


R-1
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R-2
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CB
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R-3A
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R-2
HWY 57- POPLAR AVEN..E
COLLEGE ST
COLLEGE ST
NORTH BOWLES
SOUTH BOWLES
WASHINGTON ST
NEELY ST
NATCHEZ ST
ELDAWOOD LANE
TOWN OF COLLIERVILLE
ZONING--LEGEND
LOCAL HISTORIC DISTRICT BOUNDARY
R-1 LOW DENSITY RESIDENTIAL
R-2 MEDUM DENSITY RESIDENTIAL
R-3 HIGH DENSITY RESIDENTIAL
R-3A HIGH DENSITY RESIDENTIAL W/SMALLER LOT SIZES
NC NEIGHBORHOOD COMMERCIAL
MPO MEDICAL-PROFESSIONAL-OFFICE
GC GENERAL COMMERCIAL
CB CENTRAL BUSINESS DISTRICT
GI GENERAL INDUSTRIAL
0 50 100 250 500 1000

D. GUIDELINES FOR PROPER MAINTENANCE

1. Hazardous Materials

Maintenance and rehabilitation of buildings can bring hazardous materials, such as asbestos or lead, to the surface. Before beginning any work on your building, it is important to be familiar with these materials, as interaction can be hazardous to your health. In light of these hazards, it is usually best to seek professional assistance for major rehabilitation and maintenance on your building.

For more information on asbestos call:

Environmental Protection Agency
800-368-5888

Or visit their website:
http://www.epa.gov/

For more information on lead call:

National Lead Information Center
800-424-LEAD

Or visit their website:
http://www.epa.gov/lead

For more information on radon call:

National Radon Information Line
800-SOS-RADON

Or visit their website:
http://www.radon.com/

2. Maintenance Codes

Demolition by neglect is defined as a deliberate lack of maintenance, which leads to the eventual destruction of a building. Collierville has adopted the International Property Maintenance Code and the Standard Building Code to protect the public health, safety and welfare by regulating the maintenance of structures and exterior properties in the Historic District. For more information on the Property Maintenance Code, contact Collierville's Code Enforcement Office.

Collierville Maintenance Code (excerpt taken from Chapter 13: Collierville Historic District Ordinance, Section 11-1306.)

"Every person in charge of an improvement in a historical district shall keep in good repair all of the exterior portions of such improvements and all interior portions thereof which, if not so maintained, may cause or tend to cause the exterior portions of such improvements to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair.

Any person, firm or corporation who shall violate a provision of this code or fail to comply with any of the provisions thereof, or violate any of the provisions thereof, shall be guilty of a separate offense for each day during which any violation of any of the provisions of this code is committed or continued, and upon conviction in the court of jurisdiction for any such violation, such person shall be punished by a fine of not more than $500 for each offense. Each day that a violation continues shall be deemed a separate offense."

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #1, 2, 6,15, 22, 27, 38, 40, 42 for information on material preservation and maintenance. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

3. Preventative and Cyclical Maintenance Checklist

Proper maintenance of a building includes periodic inspections to identify problems before they cause significant damage. Regular maintenance will stop any deterioration already begun and provide an easy and less expensive way to maintain the physical condition of your building. It is a good idea to keep documentation of yearly maintenance for present and future homeowners.

Refer to the list of Preservation Briefs in the Appendix for specific information regarding maintenance and repair.

Preventive and Cyclical Maintenance Checklist

Perform this maintenance check once each year, preferably after a moderate rainfall.

Roof

What to look for…

- ❑ Materials: Is there warping, severe wear, cracking, lumps, curling, decay, splitting, rusting, loose pieces, missing pieces, broken pieces, thin material?
- ❑ Structure: Is the roof level, or does it sag?
- ❑ Roof flashing, Gutters, Downspouts: Is there rusting, paint loss, sagging, missing, or thorn pieces, blockages, poor drainage?
- ❑ Decorative elements (finials, cresting, etc.): Are there loose pieces, rust, missing pieces, deteriorated cornice?
- ❑ Chimney and parapet: Is the chimney sagging, leaning, or bowing? Are the mortar joints tight? Is the chimney cap rusting or missing? Are bricks loose or missing?

Estimated Life Span and Repairs Required

1. Metal roofing: repair and paint every 5-10 years. Others: 20-50 years.
2. Repair and repaint other roof materials every 5-10 years.
3. Pointing should last 50 years or more.

Exterior Walls

What to look for…

- ❑ Structure: Are the walls leaning, bowing, or bulging? Are cracks evident? Are the door and window openings square?
- ❑ Materials: Is the surface of masonry or stucco flaking, crumbling, or are units missing? Is the mortar loose or crumbling? Is the wood siding cracked, loose, rotted, or split? Do courses of siding appear straight or wavy? Is cast iron or pressed metal rusting, pitted, or missing? Are the walls stained? Is paint peeling, cracking, blistering, or chalking?
- ❑ Porch floors: Are there cracks, splits, loose boards, missing boards, rot?
- ❑ Decorative elements: Is there peeling paint, cracks, or loose pieces?

Exterior Walls cont'd.

Estimated Life Span and Repairs Required

1. Dry, properly maintained wall structure should last indefinitely.
2. Masonry units can last for centuries with proper maintenance.
3. Pointing should last 50 years or more.
4. Replace clapboards every 150 years.
5. Painted surfaces may require repainting every 5-10 years
6. Paint previously painted masonry surfaces approximately every 10 years.
7. Repaint wood surfaces every 5-8 years.
8. Wood floorboards should last 50 years or more.
9. Paint every 5-8 years.

Windows and Doors

What to look for…

- ❑ Operation: Do windows and doors open and close smoothly?
- ❑ Glass: Is the glass broken? Is the glazing secure? Do the glass panes fit securely? Are the stops and putty secure?
- ❑ Frames, etc.: Do the frame, muntins, sash, and door show signs of rust, rot, or insect damage? Is the threshold rotted? Are there open joints around the frames and trim?
- ❑ Hardware: Is the hardware operational and in good repair?
- ❑ Weatherization: Is the weather stripping in good repair? Do storm windows fit tightly? Are the screens damaged?

Estimated Life Span and Repairs Required

1. Windows should last 100 years or more.
2. Repaint every 5-8 years, as necessary depending on weathering.
3. Window glass should last indefinitely.
4. Paint every 5-8 years, depending on weathering.
5. Hardware, properly treated, should last indefinitely.
6. Putty should last 10-15 years.
7. Caulking should last 15-20 years.

Exterior Features

What to look for…

- ❑ Exterior Elements: Are porches, stairs, railings, cornices, brackets, and other exterior features in good repair? Are elements missing?
- ❑ Paint: Is the paint cracked, faded, or peeling?

Estimated Life Span and Repairs Required

1. Repaint every 5-10 years, depending on surface and conditions.

Foundation

What to look for…

- ❑ Masonry: Does water drain away from the foundation? Is masonry flaking, crumbling, spalling, cracking? Is masonry loose or missing? Is the mortar secure?
- ❑ Structure: Is the wall bulging or bowing?
- ❑ Vegetation: Are algae, moss, vines growing on the foundation?
- ❑ Water Control: Do downspouts have splash blocks?

Estimated Life Span and Repairs Required

1. Properly maintained masonry should last indefinitely.
2. Pointing should last 50 years or more.

4. Water and Your Building

Signs of Moisture Problems:

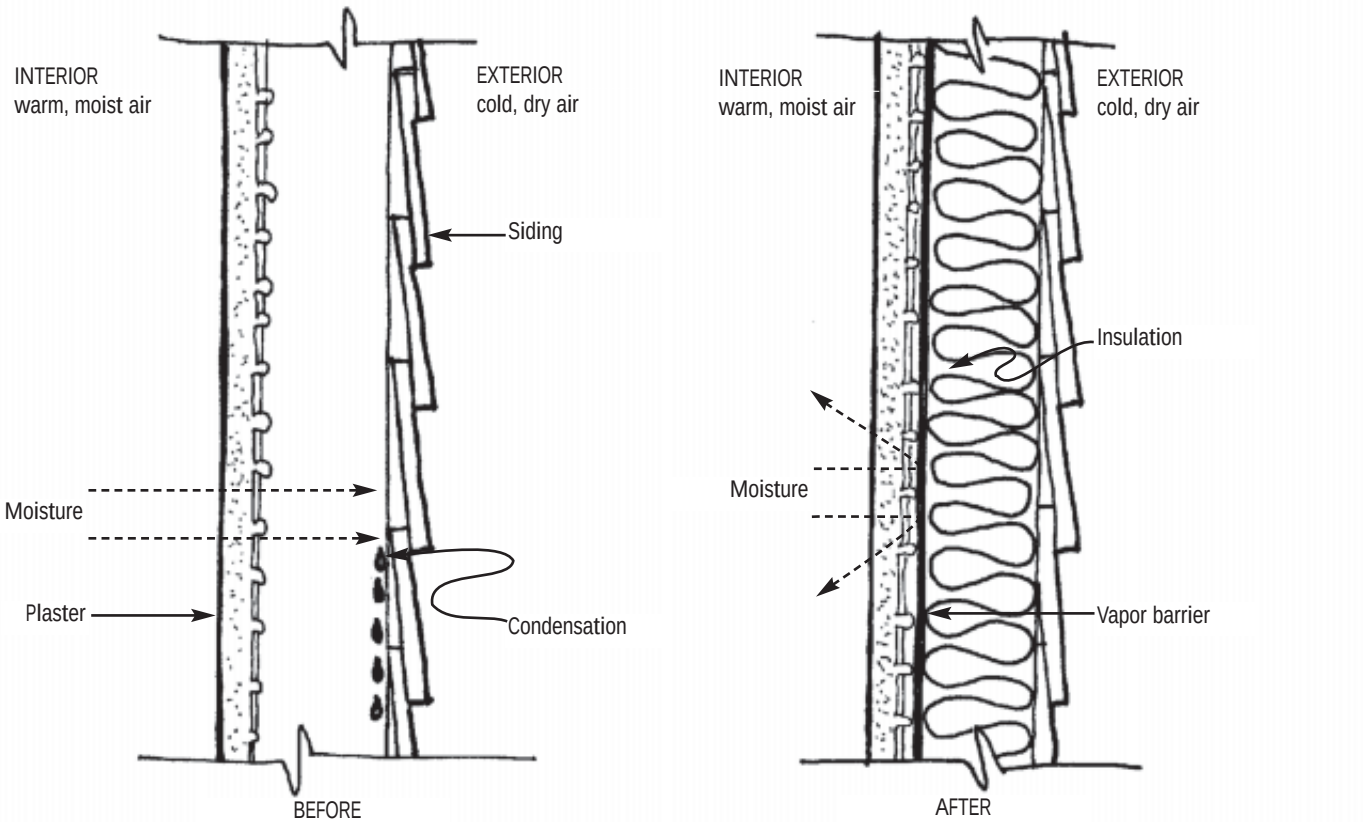
- Bricks or stones with surface layers falling off (spalling).
- Bricks or stones falling from the wall.
- Surfaces covered with plant growth, moss, or mildew.
- Spotty white haze on brick or stone (efflorescence).
- Blistering or mildewed paint.
- Interior damage of floors, plaster, drywall or paint.
- Increased interior relative humidity.

Causes of Excess Moisture:

- Leaking or inadequate gutters, downspouts or flashing.
- Missing or damaged shingles or other roof materials.
- Damaged caulking, sealant and/or expansion joints.
- Missing or damaged masonry or other wall material.

PRESERVATION BRIEF

NOTE: Consult Preservation Brief #39 for information on controlling moisture. (Publication available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)



Condensation can cause extensive water damage to your home. By simply installing insulation and a vapor barrier, you can prevent excess moisture and condensation buildup in the walls of your home.

- Inadequately treated walls (like unpainted siding).
- Insufficient ventilation of interior moisture.
- Faulty mortar joints.
- The growth of ivy or other vegetation on a building surface.
- Poor drainage at the foundation of a building or rising damp, where water is pulled up by suction through a masonry wall.

Protection against excess moisture:

- Install vapor barriers on the exterior side of inside (heated) walls. This will prevent condensation and deterioration of insulation and other materials.
- Ventilate bathrooms, kitchens and laundry rooms to the exterior of the building.
- Keep relative humidity below 40% inside the building. Consider installing a dehumidifier if necessary.
- Avoid making the building completely airtight.
- Treat new and replacement wood with a preservative that kills fungi before painting.
- Use marine epoxy products for minor deterioration. This will fully saturate the wood, arrest any rot and fill all damaged areas.
- Consider damp proof courses and below grade water proofing with the assistance of a professional.

5. Historic Materials Preservation: Metal, Wood and Masonry

a. Metal

Various architectural metals are used on historic structures in Collierville and in particular on many of the commercial buildings. Cast iron, steel, pressed tin, copper, aluminum, bronze, galvanized sheet metal, and zinc are some of the metals that are found mainly in cornices, light fixtures, and decorative elements such as grates and fences.

1. When cleaning metals is necessary, use the gentlest means possible. Do not sandblast copper, lead, or tin. See the Paint section in Chapter II (page 46) for additional information on cleaning and preparing surfaces for repainting.
2. Do not remove the patina of metals, such as bronze or copper, since it provides a protective coating and is a historically significant finish.
3. Repair or replace metals as necessary, using identical or compatible materials. Some metals are incompatible and should not be placed together without a separation material such as nonporous, neoprene gaskets or butyl rubber caulking.

b. Wood

The flexibility of wood has made it the most common building material throughout much of America's building history. Because it can be easily shaped by sawing, planing, carving, and gouging, wood is used for a broad range of decorative elements such as cornices, brackets, shutters, columns, storefronts, and trim on windows and doors. In addition, wood is used in major elements such as framing, siding, and shingles. Many of the historic buildings in Collierville's Historic District, in particular, residential structures, are clad in wood siding.

1. Retain wood as the dominant framing, cladding, and decorative material for Collierville's historic buildings. Original siding should not be replaced with a material or texture not original and not aesthetically compatible, such as vinyl, aluminum and liquid siding. Original wood wall shingles should be maintained.
2. Retain wood features that define the overall character of the building. Repair rotted sections with new wood, epoxy consolidates, or fillers.
3. Replace wood elements only when they are rotted beyond repair. Match the original in material and design or use substitute materials that convey the same visual appearance. Base the design of reconstructed elements on pictorial or physical evidence from the actual building rather than from similar buildings in the area.

4. Avoid using unpainted pressure-treated wood except for structural members that will be near the ground and outdoor floor decking. Pressure-treated lumber may be painted or stained after it has weathered for a season.

5. For cleaning and repainting wood, see the Paint Section of Chapter II (page 46).

6. Wood requires constant maintenance. The main objective is to keep it free from water infiltration and wood-boring pests. Keep all surfaces primed and painted. As necessary, use appropriate pest poisons, following product instructions carefully. Re-caulk joints where moisture might penetrate a building. Do not caulk under individual siding boards or window sills. This action seals the building too tightly and can lead to moisture problems within the frame walls and to failure of paint.

7. To test for rotten wood, jab an ice pick into the wetted wood surface at an angle and pry up a small section. Sound wood will separate in long fibrous splinters while decayed wood will separate in short irregular pieces. Alternatively, insert the ice pick perpendicular to the wood. If it penetrates less than 1/8 inch, the wood is solid; if it penetrates more than 1/2 inch, it may have dry rot. Even when wood looks deteriorated, it may be strong enough to repair with epoxy products.

8. Allow pressure-treated wood to season for a year before painting it. Otherwise, the chemicals might interfere with paint adherence.

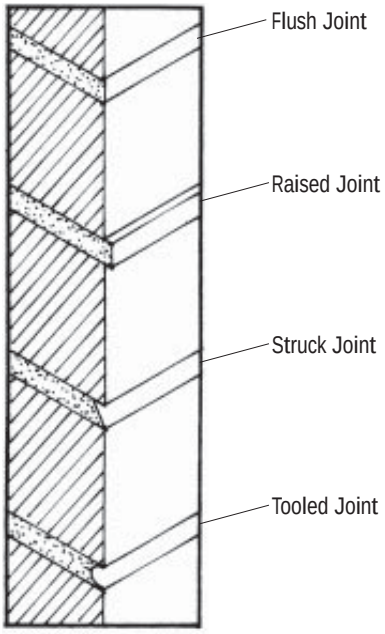
c. Masonry

Masonry includes brick, stone, terra cotta, concrete, tile, mortar and stucco. Masonry is used on cornices, pediments, lintels, sills, and decorative features, as well as for building walls, retaining walls, and chimneys. Color, texture, mortar joint type, and patterns of the masonry help define the overall character of a building. Collierville's Historic District has a rich collection of masonry structures and walls.

Most of the major masonry problems can be avoided with monitoring and prevention. Prevent water from causing deterioration by ensuring proper drainage, removing vegetation too close to the building, repairing leaking roof and gutter systems, securing loose flashing around chimneys, and caulking joints between masonry and wood. Repair cracks and unsound mortar with mortar and masonry that matches the historic material with respect to color and tooling.

1. Retain historic masonry features that are important in defining the overall character of the building.

2. Repair damaged masonry features by patching, piecing in, or consolidating to match original instead of replacing an entire masonry feature if possible. The



Types of masonry joints.

size, texture, color, and pattern of masonry units, as well as mortar joint size and tooling, should be respected.

3. Repair cracks in masonry as they allow moisture penetration and, consequently, deterioration. Ensure that they do not indicate structural settling or deterioration.

4. Carefully remove deteriorated mortar and masonry in a way that does not damage the masonry piece, such as brick, or the masonry surrounding the damaged area. Duplicate mortar in strength, composition, color and texture. The use of Portland cement should be avoided when repointing old brick. Original tooling configuration and joint width should be maintained.

5. Repair stucco or plastering by removing loose material and patching with a new material that is similar in composition, color, and texture.

6. Patch stone in small areas with a cementitious material which, like mortar, should be weaker than the masonry being repaired and should be mixed accordingly. Skilled craftsmen should do this type of work.

7. Repair broken stone or carved details with epoxies. Skilled craftsmen should undertake application of such materials.

8. Avoid the use of waterproof, water-repellent, or non-historic coatings on masonry. They often aggravate rather than solve moisture problems.

9. Clean masonry only when necessary to remove heavy paint buildup, halt deterioration, or remove heavy soiling. Use chemical paint and dirt removers formulated for masonry. Use a low-pressure wash, equivalent to the pressure in a garden hose, to remove chemicals and clean building. Have test patches of cleaning performed on building and observe the effects on the masonry.

10. Do not sandblast masonry because once the hard outer shell of older brick is removed, the soft inner core is subject to accelerated deterioration due to moisture penetration combined with freeze/thaw cycles.

11. Generally leave unpainted masonry unpainted. See Paint section Chapter II (page 46) for information on repainting masonry.

12. Use knowledgeable cleaning contractors and check their references and methods. Look for damage caused by the improper cleaning such as chipped or pitted brick, washed out mortar, rounded edges of brick, or a residue or film.

GUIDELINES FOR RESIDENTIAL BUILDINGS

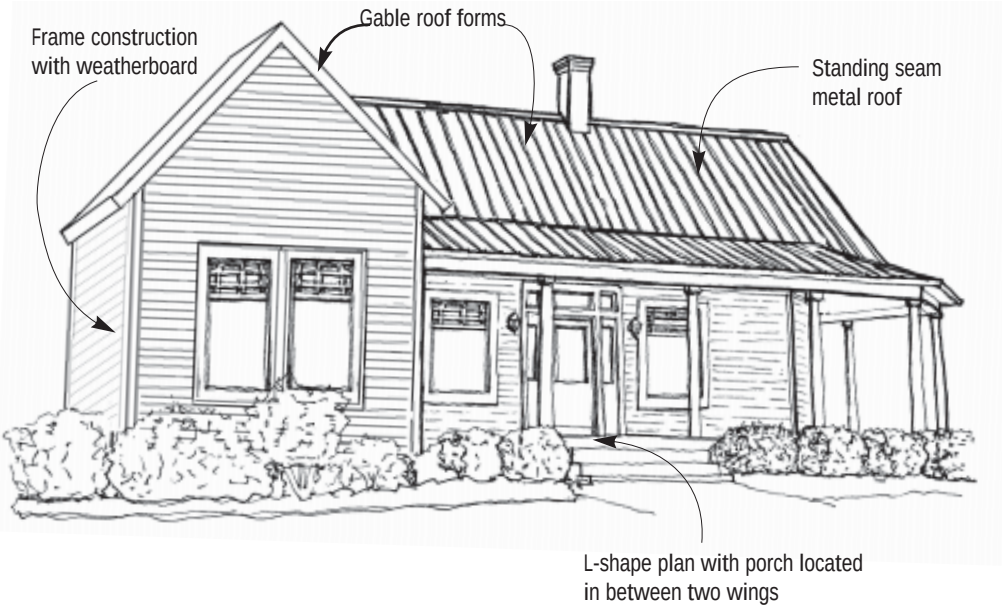
II

A. ARCHITECTURAL STYLES

The following drawings and photographs illustrate the most common architectural styles in Collierville's Historic District. Many of the buildings actually are simplified, or vernacular, versions of these more ornate styles. Some buildings exhibit elements from several styles. In other instances the style may be present in individual residences or commercial structures. The stylistic features identified in these drawings and photographs are examples of the kinds of distinctive elements that should be preserved when you rehabilitate your building and should be considered when designing new residences. Additional examples of commercial building styles may be found in *Chapter Three: Guidelines for Commercial Buildings.*

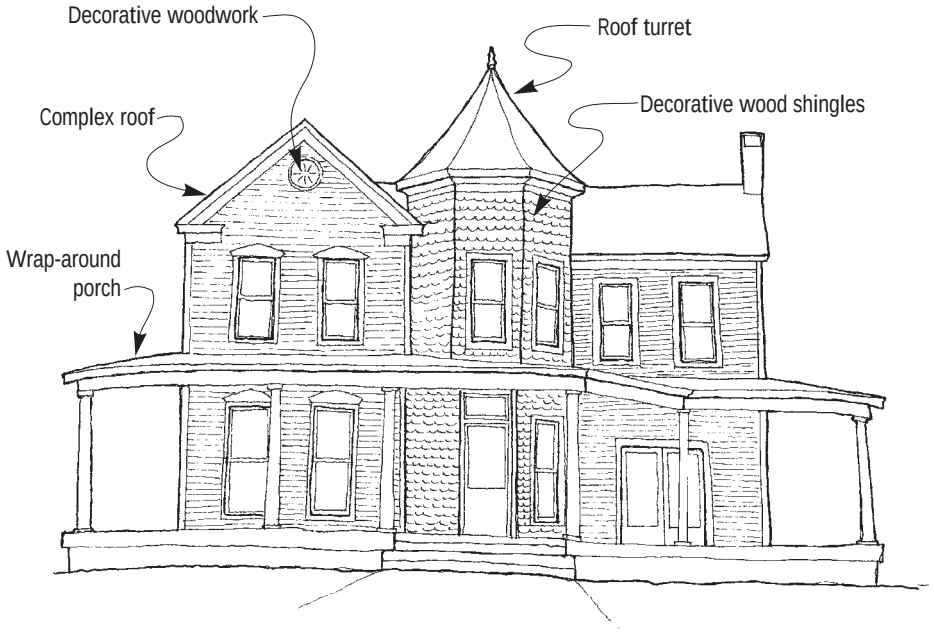
Gable Front House (1870-1930)

These houses are often two stories, though they can be one or one- and one-half stories. They are generally frame construction and have weatherboards, although some may be brick veneer. Windows are double-hung and there may be a one-story half-hip porch that covers the facade or three-quarters of it. Occasionally, there are two-story porches. Later versions of this form may have Craftsman influences, simple sawn or milled wood details or Colonial Revival details.



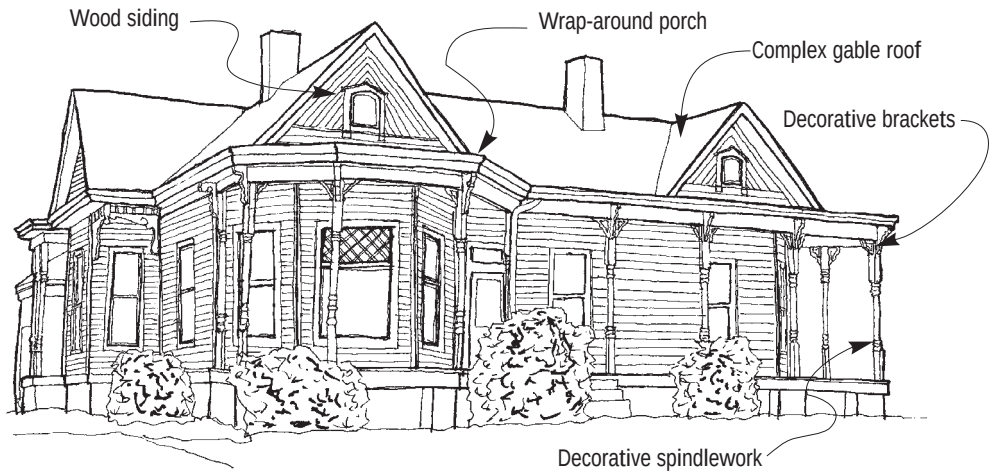
Gabled Ell House (1870-1910)

The Gabled Ell House, or Tri-Gabled House, consists of a gable front section with a side gable attached at right angles. This results in an L-plan or a T-plan, depending on where the two sections are attached. The house may have been originally constructed as a Gable Front House and added onto, forming a Gabled Ell House, or it may have been built at one time. A one- or two-story house is usually frame construction with weatherboarding but can have brick or stone veneer. Porches are located in the "L" formed where the two wings meet and may wrap around to the side elevation. Double-hung windows are common. This form has Classical, Italianate, sawn or milled trim, or Queen Anne details. Sawn or milled wood details are seen on porches, windows or door surrounds. When the wing's roof is lower than that of the gabled section, the Gabled Ell House is sometimes called an Upright and Wing House.



QUEEN ANNE (1880-1910)

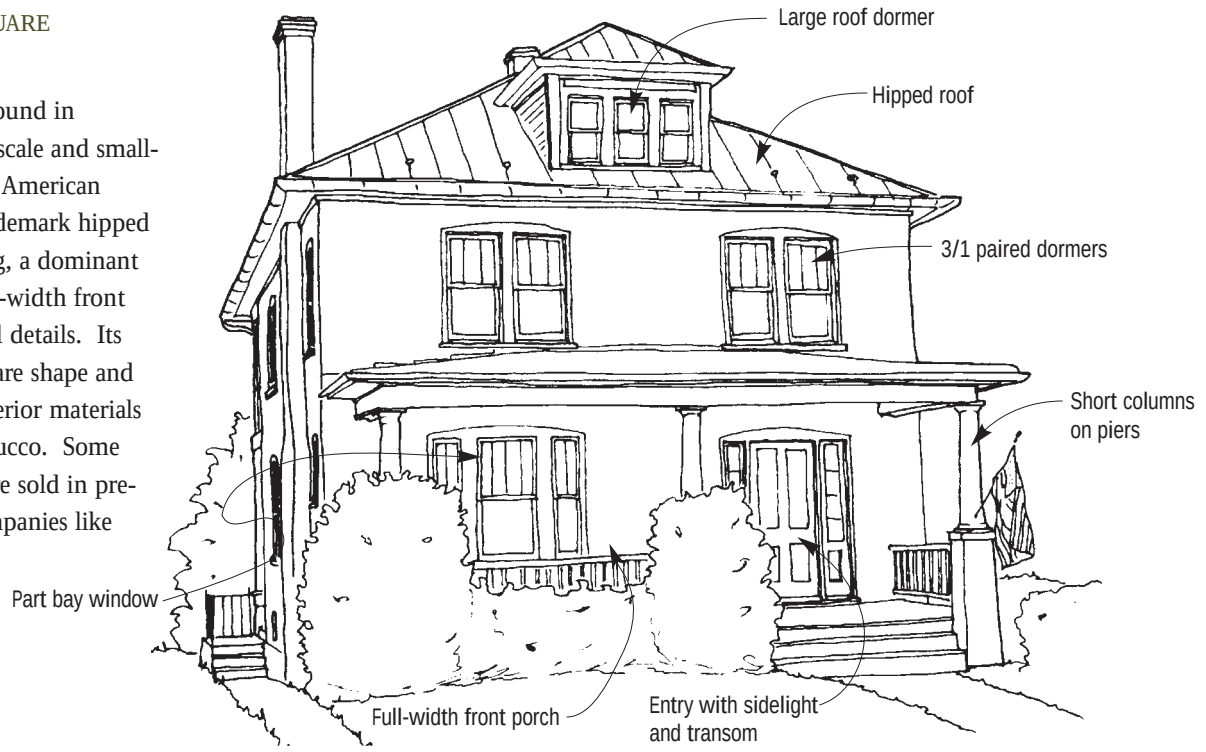
These dwellings, commonly known as "Victorian," are characterized by a complex roof, vertical proportions, asymmetrical facades, and a wraparound porch. More elaborate examples are richly decorated with brackets, balusters, window surrounds, and other sawn millwork and use a variety of surface materials like shingles, wood siding, and brick. Roof turrets, decorative tall brick chimneys, and a variety of gable roofs highlight the skylines of these large-scale residences. Smaller cottage examples, seen frequently in Collierville's Historic District, are only one or one- and one-half stories in height. These cottages have a simpler form and vertical proportions. They are mostly identified by their complex roof forms and decorative detailing as shown below.

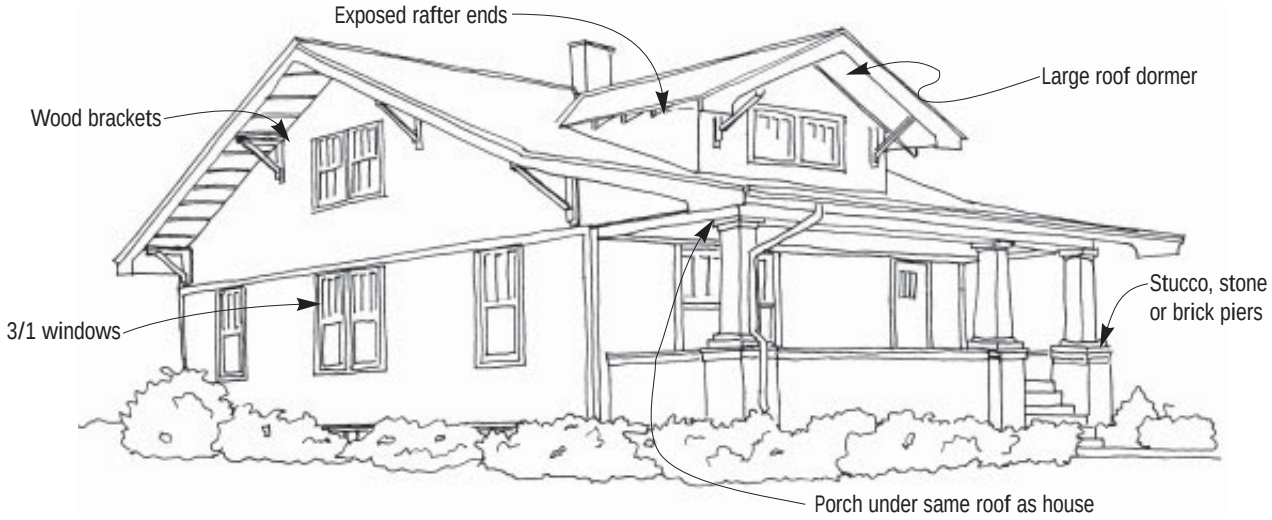


QUEEN ANNE COTTAGE (1880-1910)

American Four-Square (1910-1930)

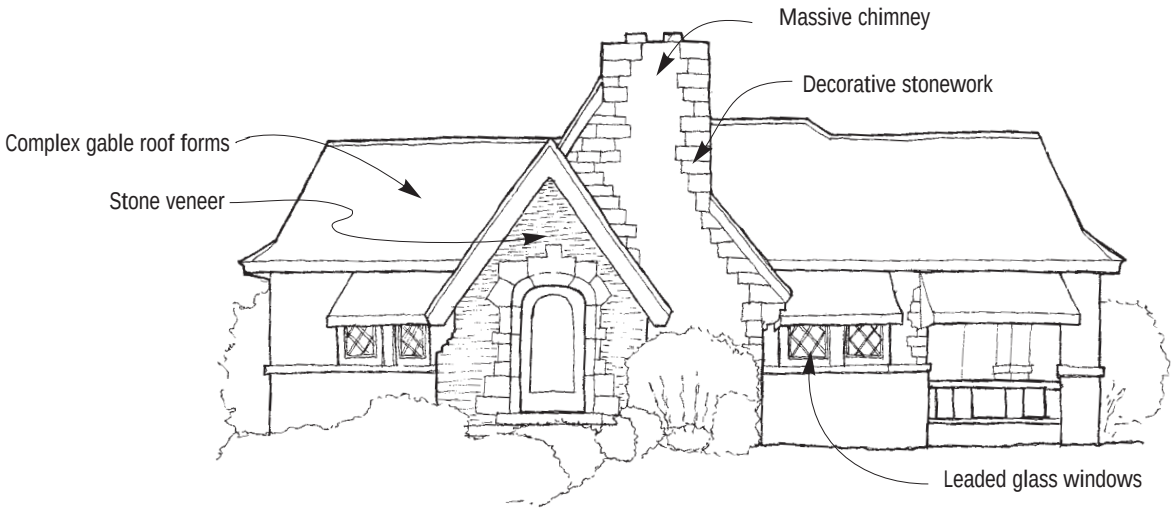
Another common form found in Collierville in both large-scale and smaller, simpler versions is the American Four-Square. It has a trademark hipped roof with a deep overhang, a dominant central dormer, and a full-width front porch, often with classical details. Its name comes from its square shape and four-room plan. The exterior materials may be brick, wood or stucco. Some versions of this house were sold in prefabricated form from companies like Sears and Roebuck.





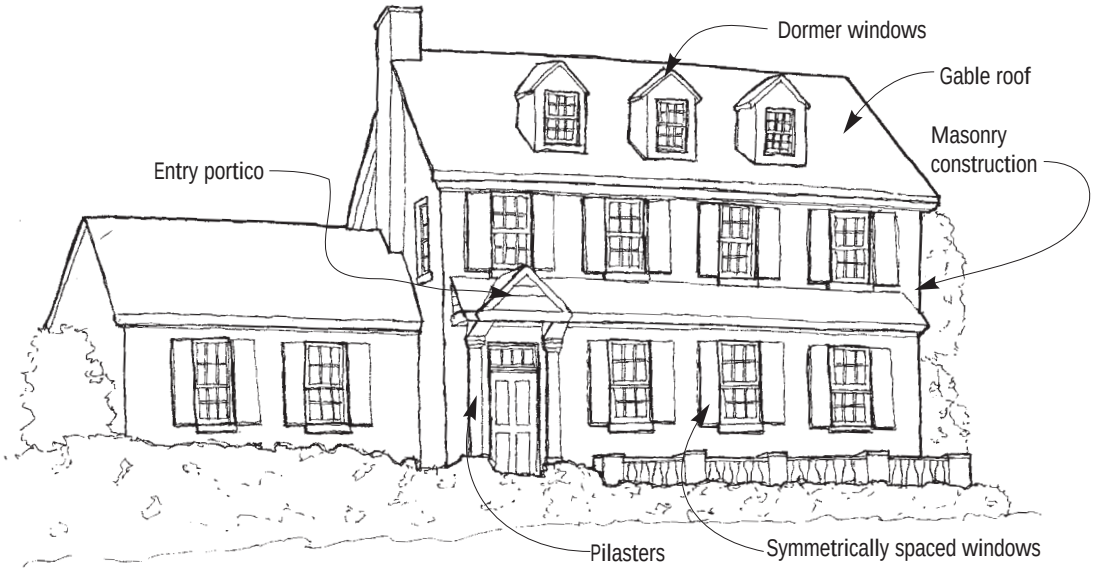
Bungalow (1910-1940)

Another house form that was often sold in prefabricated packages was the bungalow. It is usually one or one-and one-half stories, often with a large central roof dormer. Front porches frequently are contained within the overall roof form. Materials vary for bungalows and include wood siding, wood shingles, brick, stone, stucco, and combinations of the above. The selection of materials and the decorative details often relate to the stylistic version of the bungalow design. Variations include Craftsman, Tudor, or simple vernacular.



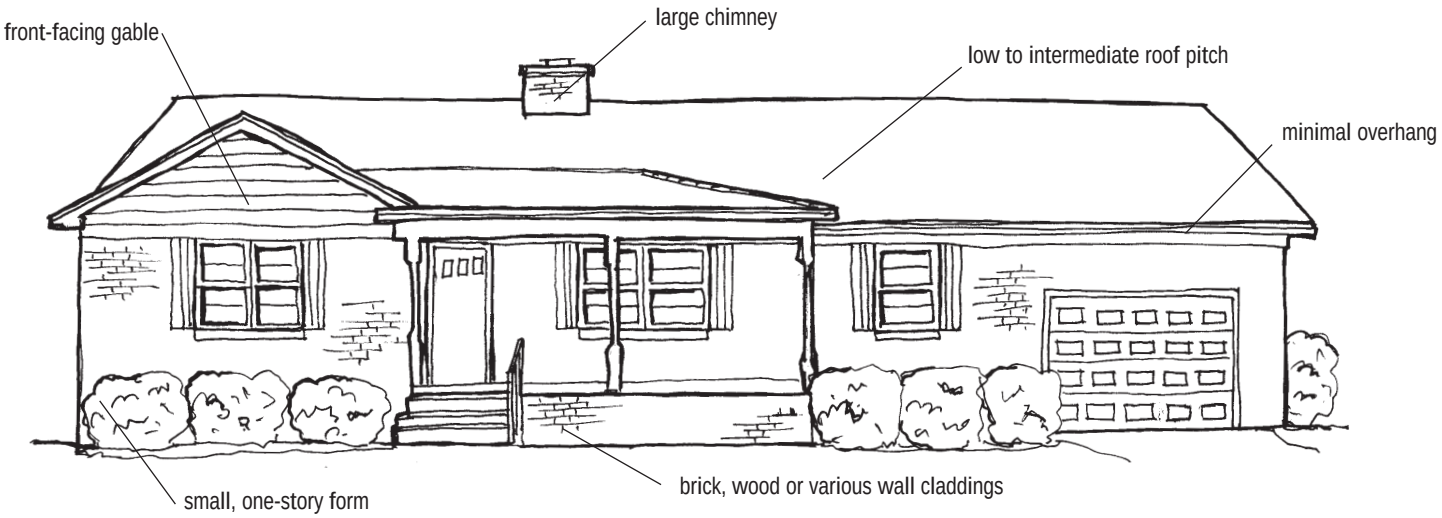
TUDOR REVIVAL/ ENGLISH COTTAGE (1920-1940)

These dwellings are one or one- and one-half stories with complex gable roof lines, roofed in slate, terra cotta or shingles. Multi-light windows used on this house can be casement, double hung or leaded glass. Chimneys are often massive and are sometimes crowned by decorative chimney pots. Tudor Revival houses tend to be frame with brick veneer or stucco and have false half-timbering as its dominant feature. English Cottage versions of this house usually have stone or brick veneer, with decorative stone quoins but no half-timbering.



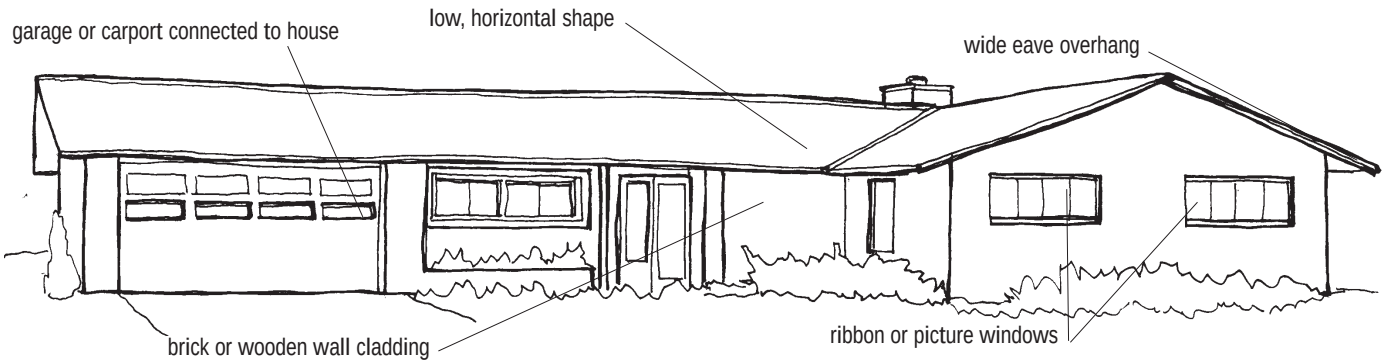
COLONIAL REVIVAL (1920-1960)

A very popular twentieth-century style found in Collierville's Historic District is the Colonial Revival. Based loosely on Georgian and Federal precedents, this style is constructed usually of brick or wood with gable or hipped roofs. Windows have more horizontal proportions than the original styles. The typical Colonial Revival has a symmetrical facade, a classically inspired small portico, and a center-hall plan.



Minimal Traditional (1940-1960)

Many of these houses were built immediately preceding and following World War II. Materials are wood, brick, stone or a mixture. Most are one-story, but occasionally two-story examples are also seen. Roof pitches are low or intermediate, with no overhanging eaves. Usually there is a large chimney and a front-facing gable, echoing Tudor cottage features. Detailing is simplified and often represents a earlier style, such as Colonial Revival.



RANCH (1950-1975)

The Ranch style was created in the mid-1930's by California architects and is loosely based on the Spanish Colonial style and Prairie elements, such as its low, horizontal shape with the rise of the automobile, the "rambling" form of the ranch style house was created. It maximizes the front facade width and uses a built-in garage as an extension of the house. Roof forms may be hipped, cross-gabled and, sometimes, side-gabled. Eaves may have a moderate to wide overhang. Wood and brick cladding is prevalent and may be combined. Decorative iron porch supports and shutters are also common elements.

B. SITE DESIGN

The character of Collierville's Historic District is made up, not only of architecture, but also of the site that surrounds the building. While many of the following site elements do not come under HDC review, much of the distinctive quality of the residential areas of the district comes from the landscaped borders, foundation plantings, tall shade trees, spacious lawns and colorful flower beds. Outbuildings, walks, lighting, driveways, and parking areas also all play an important part in defining the setting for individual properties.

Site design guidelines addressed in this brochure apply to both new residential construction and rehabilitation. These guidelines also apply to commercial buildings (see *Chapter 3: Guidelines for Commercial Buildings*). However, their designs often result in a lack of significant site elements since the building covers so much of the lot.

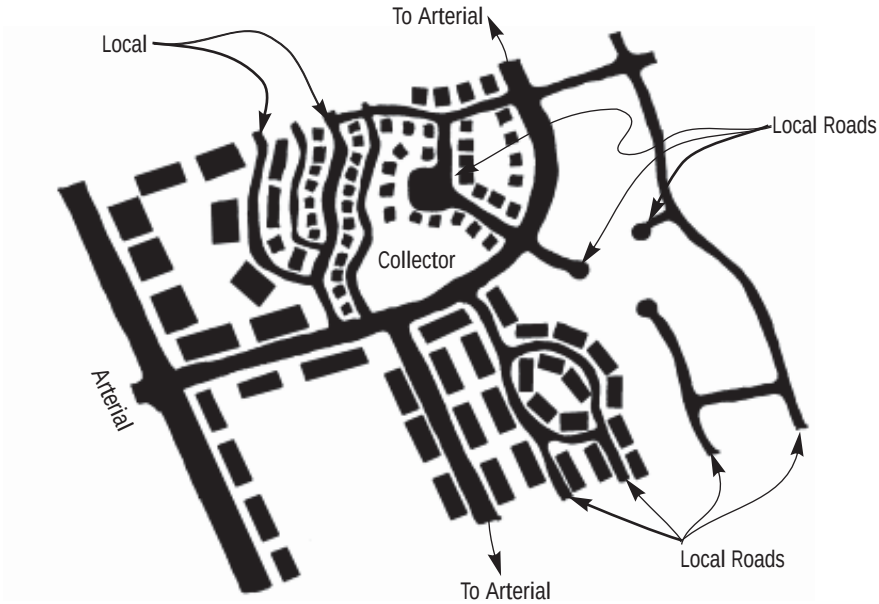
Magnolia Square is a new development within Collierville's Historic District.

While growth is not necessarily detrimental for Collierville's Historic District, it is important to maintain the traditional village character that defines the district while accommodating additional new housing units. The following guidelines should help ensure that any new subdivisions are appropriate to the character of the historic district and are good neighbors to existing structures.

1. Subdivision Layouts

Collierville is a unique historic district and retains much of its village feel through its variety, changes in scale, shaded lanes and open space. As it continues to attract new residents, there is additional pressure to develop large areas of open space into new subdivisions. These new forms may not necessarily be appropriate for the historic district and their presence may encourage other such developments.

a. Create a hierarchy of the street grid to provide a sense of place and to distribute the flow of traffic. Streets that connect to the existing historic district should be the primary streets in a new subdivision; all other streets should be secondary.



All cities have a similar hierarchy of roads. Providing the same hierarchy throughout a new development continues the flow of traffic and sense of place.

b. Create visible connections between new subdivisions and the historic district. New developments should not be walled off or be a gated community and they should be easily accessible by everyone in the historic district.

c. Layout new subdivision streets in a grid pattern similar to surrounding neighborhoods. Lot sizes and shapes should be consistent with nearby existing patterns.

d. Limit street width to maintain the scale of the district and to encourage slower automobile traffic.

e. Encourage on-street parking since it discourages large parking lots and provides a buffer between front yards or sidewalks and the street.

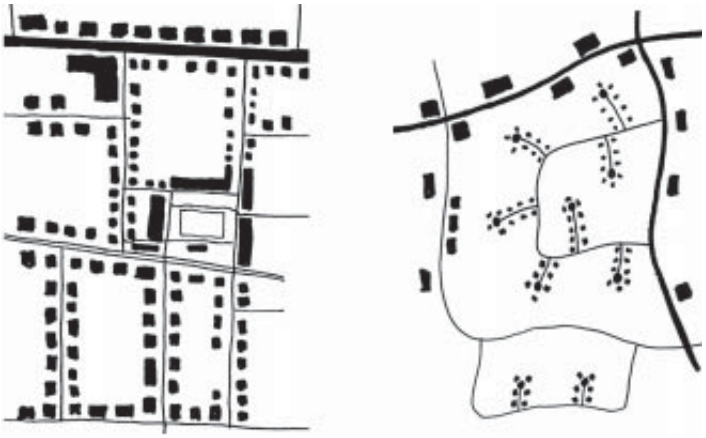
f. Incorporate sidewalks in new developments to encourage pedestrian traffic and make them continuous to other areas in the district to maintain a physical link between the old and the new.

g. Reduce the length of access roads close to the subdivision entrance.

h. Provide better integration into the existing pattern by moving subdivision houses closer to existing neighborhoods.

i. Minimize driveways and curb-cuts.

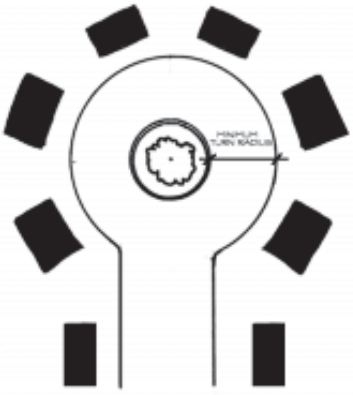
j. Avoid the use of cul-de-sacs. If a cul-de-sac is necessary, a minimum turn radius should be used. If a cul-de-sac is used, consider the placement of a pervious island of landscaping in the center. This island, covered with shrubs or ground cover, creates an aesthetically pleasing oasis in the middle of asphalt and also help reduce stormwater runoff.



Grided street networks are an historical precedent for road layout. Cul-de-sacs are newer forms that do not relate to the historic district.

New subdivisions often incorporate cul-de-sacs which do not relate to historical patterns of street development.

Cul-de-sacs with a minimum turn radius lessen the visual impact of asphalt in new developments.



Placing an island of landscaping in the center of a cul-de-sac is more aesthetically pleasing than an expanse of asphalt.

k. Locate any garage to the rear or side of the new subdivision house, since it is usually the most noticeable feature on a new house and frequently is not architecturally integrated with the house.

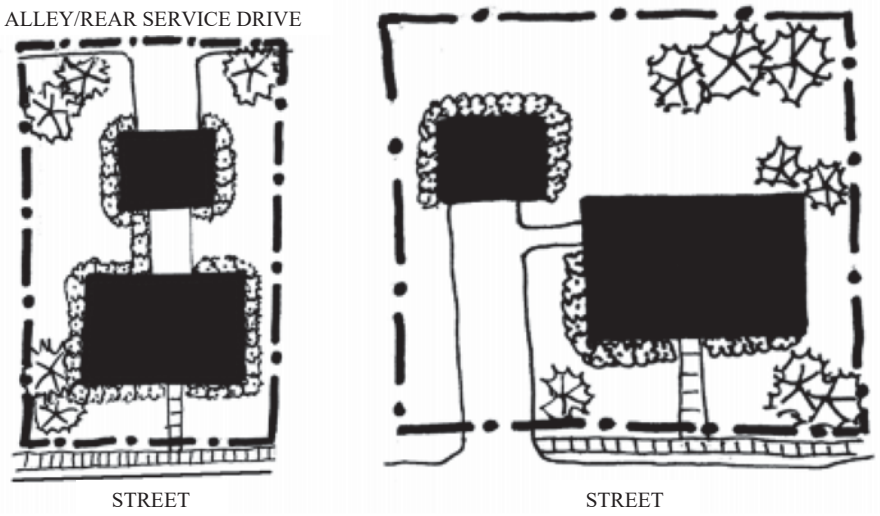
l. Preserve the architectural character of the adjoining historic district by using similar setbacks, spacing, directional expression, and orientation for new house design. Also use materials, roof forms, window patterns and other elements that reflect the traditional character of the district.

m. Use the similar streetscape elements in new subdivisions as in existing historic surroundings. These elements may include sidewalks, planting strips, lighting and signs. Human scale and pedestrian proportions should be considered when designing streetscape elements.

n. Preserve any older, larger trees within the new subdivision in order to blend in with the rest of the historic district.

o. Plant new street trees to create a canopy over the road like many existing lanes within the district.

p. Alleys were not found in the historic residential areas of Collierville, but it is also true that the historic pattern of residential development in Collierville's local historic district over the decades has varied and is inconsistent. As a result, there is no regular pattern of lot sizes or configurations. Alleys are pre-WWII subdivision techniques that are historically-based and that respond to existing street frontages and setbacks to maintain the character of the local historic district. Alleys are an option for providing vehicular access and to minimize "garagescape" architecture for use on a case-by-case basis if setbacks (see p. 33) and spacing (see p. 34) are appropriately addressed along the perimeter of the development.



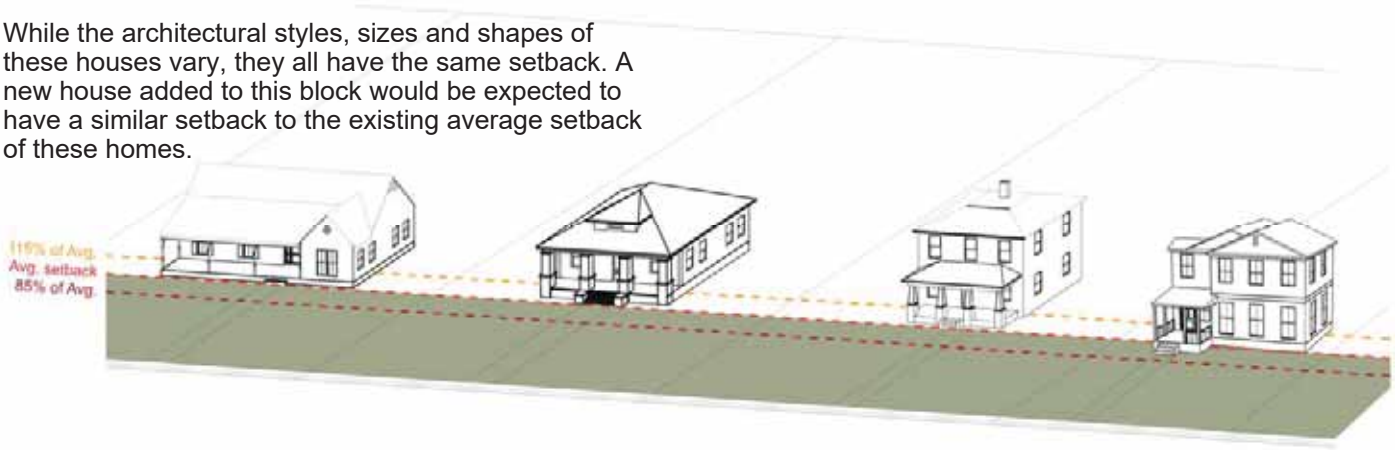
Garages located off an alley, or at the rear of the lot, don't detract from the architectural character of the street (see guidelines left regarding alleys in the historic district).

House designs within Magnolia Square have vernacular architectural features that relate well to local historic designs.

Using similar streetscape elements, such as benches and light poles, helps to incorporate the new subdivision into the surrounding area.

GUIDELINES FOR RESIDENTIAL BUILDINGS

While the architectural styles, sizes and shapes of these houses vary, they all have the same setback. A new house added to this block would be expected to have a similar setback to the existing average setback of these homes.



2. SETBACK

Setback is the distance between the front building face or wall, as defined by the Zoning Ordinance, and the property line or right-of-way boundary at the front of the lot. Setbacks in Collierville's Historic District vary greatly according to the subareas and streets. In most instances, the length of the setback relates to the size of the lot and house and increases as they do. On some of the residential streets, such as North Rowlett and College streets, the lots are quite large and the dwellings have a deep setback. In other cases the setback ranges from several feet to none at all.

a. New construction should be located between 85 and 115 percent of the average front setback distance of the existing historic structures on the same block face as the proposed new construction. Setback measurements should exclude porches that are one-third or less the length of the front wall of the house and be rounded to the nearest whole number. Ultimately, it is the responsibility of the HDC to determine the contextual and appropriate front setback on a block and which existing structures are appropriate to include or exclude from the measurement.
b. Setbacks require approval of a variance from the Collierville Board of Zoning Appeals, if less than the current requirements of the Collierville Zoning Ordinance.

These houses on North Rowlett Street all share the same setback.

The spacing between houses is usually similar within a block, but may vary throughout the district.

3. SPACING

Spacing refers to the side yard distances between buildings. As with setback, spacing in Collierville's Historic District depends on the location. There are three general sizes of spacing as already noted: large dwellings on large lots with ample spacing between structures; medium- and smaller-scaled houses which are relatively close together; and commercial buildings where there is minimal to no spacing between structures.

Not all blocks have consistent setbacks and spacing between structures in Collierville's Historic District. Spacing for new construction should be within 15 percent of the average distance between existing structures on the block to respect the rhythm of the street but only where the existing buildings have the same spacing.

These houses in Magnolia Square all share the same spacing.

Suggested Guidelines for Species and Size of Landscaping

1. To provide a consistent effect in residential areas, the preferred street trees are 2-2 1/2" caliper oak, planted on average 50' on center.
2. Evergreen species are desirable for screening views, such as views into parking or service areas.
3. As an extension of the surrounding natural landscape, plant species should be native or well adapted to the region.
   a. Suggested shade tree species include: Willow Oak, Pin Oak, Scarlet Oak, Bald Cypress, Tulip Tree, Honeylocust, Red Maple and Southern Magnolia.
   b. Suggested flowering tree species include: Southern Magnolia, Crepe Myrtle, Washington Hawthorne, Goldenrain Tree, Red Bud, Japanese Cherry and Crabapple.
   c. Suggested shrub species at 24"-36" height include: Wax Leaf Ligustrum, Florida Jasmine, Variegated Privet, Elaeagnus, Golden Euonymus, Gold Spot Euonymus, Manhattan Euonymus, Japanese Cleyera, Dwarf Burford Holly and Azalea.
   d. Suggested shrub species at 18"-24" height include: Andorra Juniper, Pfizer Juniper, Dwarf Yaupon Holly, Dwarf Japanese Holly, Dwarf Chinese Holly, Manhattan Euonymus, and Florida Jasmine.
   e. Suggested screening plants include: White Pine, Virginia Pine, Savannah Holly, Burford Holly and Foster Holly.

Most front yards are grass lawns, sometimes accented by areas of perennials or shrubs.

4. Landscaping

Landscaping is a critical part of the historic appearance of many of the residential areas of the district. Like setback and spacing, the character of the landscaping treatments changes throughout the district. Many properties have extensive plantings in the form of trees, foundation plantings, shrub borders and flowerbeds. On some streets such as Walnut Street, the dominant condition is open front lawns with large trees while other streets with shallower setbacks have smaller yards with limited plantings.

a. Retain existing trees and plants that help define the character of the district. Replace diseased or dead plants and trees with appropriate species.

b. Install new landscaping that is compatible with the existing neighborhood and indigenous to the area.

c. When constructing new buildings, identify and take care to protect significant existing trees and other plantings.

d. When planning new landscaping, repeat the dominant condition of the street in terms of landscaped borders and heights of screening.

e. Limit the amount of landscaping in the front yard of small lots in order to retain the neighborhood scale of landscaping to the size of the house.

5. Driveways, Parking and Walks

The majority of houses in the district have driveways beside the house, with a garage or carport to the rear of the site. Parking along the sides of the street is common in the vicinity of the Town Square, but is rare in the majority of the residential areas, as streets are narrower and curbs and sidewalks are limited. Many lots, especially those on Poplar Avenue, have a central walk leading up to the house. In the residential areas with larger lots, the use of appropriate paving materials for both driveways and private walks can help reinforce the character of the district or detract from it. Strategically placed landscaped screening can also help reduce the strong visual impact that on-site parking areas can create. See page 35 for suggested species of landscaping.

a. New parking should be located to the sides and rears of existing buildings and should be screened with landscaping if the area is prominently visible from a public right-of-way.

b. Large paved areas for parking should not be placed in the front yard of any sized properties except extremely large lots with deep setbacks.

c. Semicircular driveways with two entry points on the front of the lot are not appropriate for single-family residences in the district.

d. Retain any existing historic paving materials used in walks and driveways, such as brick, stone and examples of the early use of patterned concrete.

Front steps are common in the historic district.

Driveways in the historic district are usually paved and lead to an outbuilding at the rear of the lot.

Appropriate Paving Materials

- Brick
- Stone
- Patterned concrete

e. Replace damaged areas with materials that match the original paving.

f. Ensure that new paving materials are compatible with the character of the area. Brick pavers in traditional patterns and scored concrete are examples of appropriate applications. Color and texture of both surfaces should be carefully reviewed prior to installation. Avoid large expanses of bright white or gray concrete surfaces and asphalt in visible areas.

g. Use identical or similar materials or combination of materials in both walks and driveways.

h. Do not demolish historic structures to provide areas for parking.

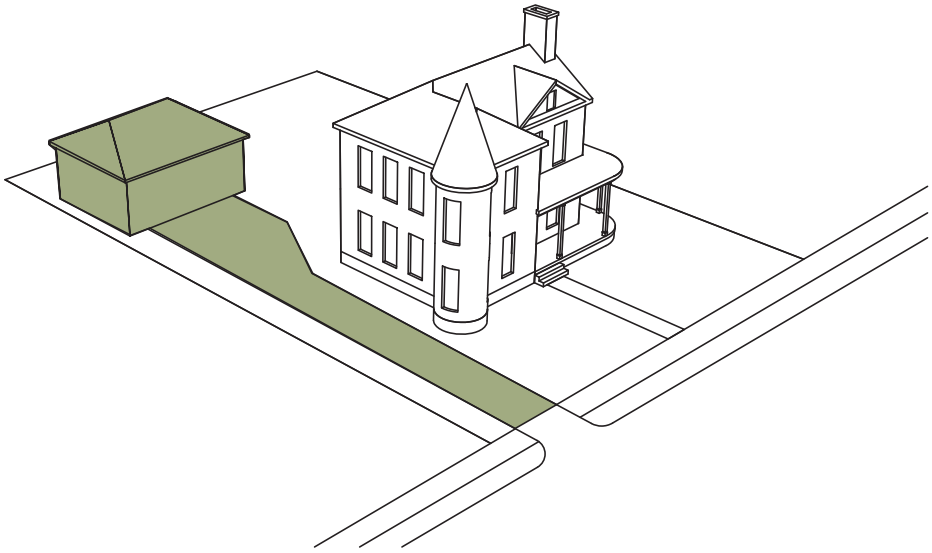
There are a variety of driveway types and materials in the historic district.

6. Garages, Carports, and Outbuildings

Many houses in Collierville's Historic District have garages, carports and outbuildings. Some typical outbuildings may include garages or carriage houses or small residences built at the same time as the house.

a. Retain existing historic garages carports, outbuildings and site features and follow the recommendations in Section B-Residential Rehabilitation if undertaking any work on such site elements.

b. Design new garages, carports or outbuildings to be compatible with the style of the major buildings on the site, especially in materials and roof slope.



Garages and other outbuildings should be placed to the rear of lots that are large enough to accommodate them.

c. New garages, carports or outbuildings should be located to the rear of the main house or they should be placed to the side of the main house without extending in front of its centerline.

d. The scale of new garages, carports or outbuildings should not overpower the existing house or the size of the existing lot.

e. Avoid closing in original carports; and; if they must be closed in, use materials and elements that relate to the rest of the house.

f. The design and location of any new site features should relate to the existing character of the property.

New garages can be designed to reinforce the historic character of the district.

Sheds and other historic outbuildings reflect the village heritage of Collierville and should be preserved.

7. Fences, Gates and Walls

There is a great variety of fences and low retaining walls in the district, particularly in some of the residential areas. Low height walls are found around the Town Square but otherwise fences and retaining walls are rarely found in the commercial area of the district. In residential areas, most rear yards and some side yards have some combination of fencing, low retaining walls or landscaped screening, but the use of such features in the front yard, especially fencing, varies. Materials may relate to materials used on the structures on the site and may include brick, stone, wrought iron, or wood pickets.

a. Retain traditional fences, low retaining walls and hedges. When a portion of a fence needs replacing, salvage original parts for a prominent location from a less prominent location if possible. Match old fencing in material, height, and detail. If this is not possible, use a simplified design of similar materials and height.

b. Respect the existing condition of the majority of the lots on the street in planning new construction or a rehabilitation of an existing site using fences and gates.

c. The design of new fences should blend with materials and designs found in the district. Commonly used materials are iron, wood and plantings. Often the materials relate to the materials used elsewhere on the property and on the structures. Wooden picket fences were popular throughout the late-nineteenth and early-twentieth century and their different designs and forms may relate to various architectural styles. Vinyl fencing may be appropriate in certain circumstances in the historic district.

Appropriate Fence Materials:

- Iron
- Wood
- Plantings
- Brick
- Stone

Inappropriate Fence Materials:

- Chain-link
- Concrete Block
- Solid Masonry

New wood fences at Magnolia Square maintain a border between public and private spaces.

d. The scale and level of ornateness of the design of any new fences should relate to the scale and ornateness of the existing house. Simpler and smaller designs are most appropriate on smaller sized lots.

e. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties and in no case shall exceed 3.5 feet in the front or 6 feet in the side and rear. Front yard fences should generally be avoided.

f. Avoid the use of solid masonry walls that visually enclose the property from surrounding more open neighboring sites.

g. Do not use materials such as wide board fencing and concrete block walls where they would be visible from the street. These materials may be used in rear yards. If a portion of a rear fence is visible from the street, it should be camouflaged with landscaping. New chain-link fencing is prohibited by the Zoning Ordinance.

Small picket fences like this one contribute to the historic character of the district.

8. Outdoor Lighting

Collierville's residential areas have few examples of private site lighting. Most houses have attractive fixtures located on the house at various entry points. Most of these fixtures are electrified but some are illuminated using natural gas. Very few properties have individual lamp poles.

a. Retain and refurbish historic light fixtures where possible.

b. New lighting fixtures, that are understated and complement the historic style of the building while providing subdued illumination, are recommended.

c. Avoid using bright floodlights and avoid lighting a site with rows of closely spaced lights along driveways and walks.

Place appurtenances in inconspicuous locations like behind the dwelling and garage in this example.

This air conditioning unit is located to the rear of the house, providing effective screening from the public eye.

9. Appurtenances

Site appurtenances, such as overhead wires, fuel tanks, utility poles and meters, antennae, exterior mechanical units, and trash containers, are a necessary part of contemporary life. However, their placement may detract from the character of the site and building.

a. Place site appurtenances in inconspicuous areas on the side and rear of the building.

b. Screen site appurtenances with compatible screening or plantings as needed.

A wood fence and landscaping attempt to screen this voltage box from passerbys.

C. REHABILITATION

There is a wide range of building styles and types in Collierville that give the historic district its distinctive character. In order to evaluate the appropriateness of a design change, it is necessary to understand the characteristics of the styles of the buildings as shown at the beginning of this chapter on page 24.

The following guidelines are designed to ensure that any rehabilitation project respects the overall appearance of the existing building as well as the details that give it so much of its character. These guidelines are based on the *Secretary of the Interior's Standards for Rehabilitation* (See the Appendix for a copy). In general, these guidelines shall apply only to the exteriors of buildings and to areas of lots visible from public rights-of-way. Proposals for exterior work to be done on public facades (front and street related elevations) shall be more carefully reviewed than that to be done on other facades.

For more detailed information about many of the following rehabilitation issues, visit the Collierville Planning Office and review more detailed publications entitled Preservation Briefs. These technical booklets, published by the National Park Service, cover over forty preservation topics and are geared for property owners. A full list of Preservation Briefs is located in the Appendix.

1. FOUNDATIONS

The foundation forms the base of a building. On many buildings it is indistinguishable from the walls of the building while on others it is a different material or texture or is raised well above ground level.

a. Keep crawl space vents open so that air flows freely.

b. Retain any decorative vents that are original to the building.

c. Ensure that land is graded so that water flows away from the foundation; and if necessary, install drains around the foundation.

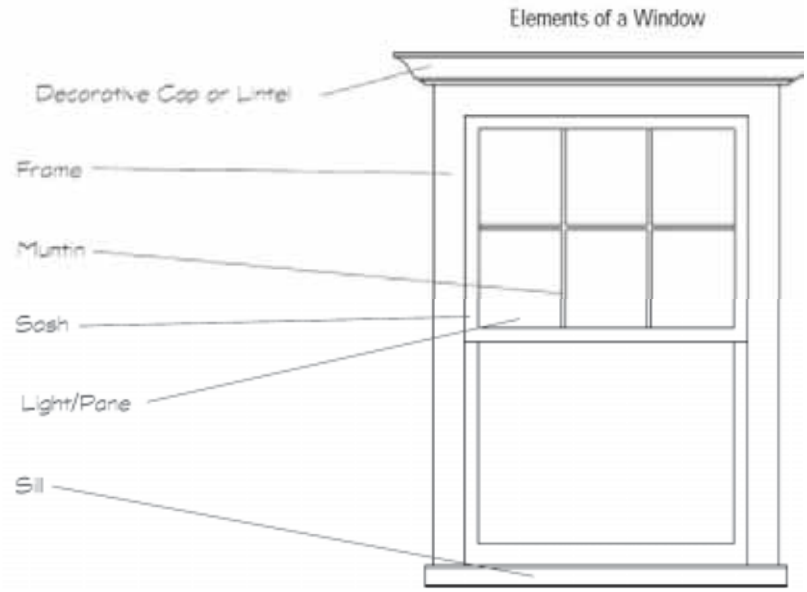
d. Remove any vegetation that may cause structural disturbances at the foundation.

e. Where masonry has deteriorated, take steps as outlined in the masonry section, located in Chapter One of this guideline.

Brick is a common material used for foundations like this one found throughout the district.

2. WINDOWS

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. They also play a major part in defining a building's particular style. Because of the wide variety of architectural styles and periods of construction within the district, there is a corresponding variation of styles, types, and sizes of windows. Windows are one of the major character defining features on residential buildings and can be varied by different designs of sills, panes, sashes, lintels, decorative caps, and shutters. They may occur in regular intervals or in asymmetrical patterns. Their size may highlight various bay divisions in the building. All of the windows may be the same in one house or there may be a variety of types that give emphasis to certain parts of the building.



a. Retain original windows if possible. Ensure that all hardware is in good operating condition. Ensure that caulk and glazing putty are intact and that water drains off the sills.
b. Repair original windows by patching, splicing, consolidating or otherwise reinforcing. Wood that appears to be in bad condition because of peeling paint or separated joints often can in fact be repaired.
c. Uncover and repair covered-up windows and reinstall windows with their original dimensions where they have been blocked in. If the window is no longer needed, the glass should be retained and the back side frosted, screened, or shuttered so that it appears from the outside to be in use.
d. Replace windows only when they are missing or beyond repair. The original size and shape of windows should be maintained. Reconstruction should be based on physical evidence or old photographs.
e. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame.
f. When windows are missing or beyond repair:
    1. Use wood true divided-light (TDL) or simulated divided-light (SDL) windows to replace similar examples.
    2. Composite (i.e. paintable cellular PVC) materials that have the appearance of wood are appropriate for replacement windows, stops, jambs, and trim.
    3. Replacement windows should have a double-hung (or "double-sash") appearance.
    4. Wood windows with aluminum cladding and baked enamel finishes or metal windows with similar scale

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #9, 13, 33 for information on historic window preservation and repair. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

and proportions to true divided-light windows are appropriate.

5. Vinyl windows, snap in grids, or grids in between glass panes, are not appropriate for replacement windows.

g. The original number and arrangement of panes should be maintained. Do not change the number, location, size, or glazing pattern of windows on primary elevations by cutting new openings, blocking in windows, or installing replacement sash that does not fit the window opening.

h. The characteristic window shape in the area is vertically higher than it is wide. Horizontal windows and picture windows are generally not appropriate.

i. Improve thermal efficiency with weather stripping, storm windows (preferably interior), caulking, interior shades, and if appropriate for the building, blinds and awnings. Storm windows should have a full view design to allow the viewing of the original window from the street.

j. If using awnings, ensure that they align with the opening being covered. Use colors that relate to the colors of the building.

k. Use shutters only on windows that show evidence of their use in the past. They should be wood (rather than metal or vinyl) and should be mounted on hinges. The size of the shutters should result in their covering the window opening when closed. Avoid shutters on composite or bay windows.

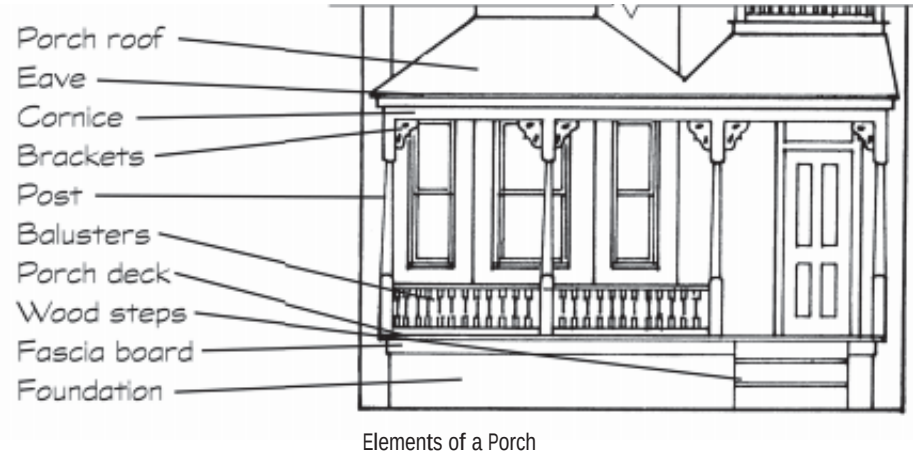
These windows still have their original upper sash intact.

The regular shape and rhythm of these windows adds to the character of the building.

3. Entries and Porches

Entrances and porches are often the primary focal points of a historic building and, because of their decoration and articulation, help define the style of the building. Entrances are functional and ceremonial elements for all buildings. Porches have traditionally been a social gathering point as well as a transition area between the exterior and interior of the residence. The important focal point of an entrance or porch is the door. Collierville's Historic District has a very rich variety of all of these elements.

a. The original details and shape of porches should be retained. This includes the outline, roof height and roof pitch. Replace an entire porch only if it is too deteriorated to repair or is completely missing.



Elements of a Porch

This entry is covered by a full-length front porch. The entry is further delineated by the piers of the fence.

This entry portico helps define the architectural style of this home and focus attention on the original door, sidelights and transom.

This deep porch is integrated with the wide, overhanging roof that is typical of this architectural style.

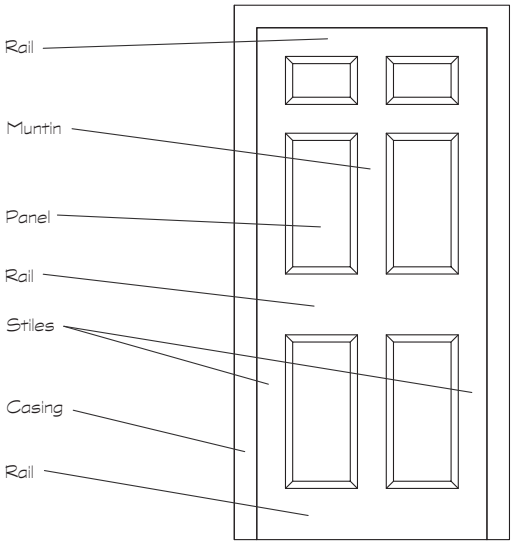
The new porch should match the original as closely as possible in materials, size, and detail. Addition of new porches is not recommended unless there is pictorial documentation or physical evidence.

b. Avoid removing or radically changing entrances and porches important in defining the building's overall historic character. If altering the porch and/or entrance is unavoidable, ensure that the new treatment matches or blends with the original style or character of the house.

c. Inspect masonry, wood, and metal of porches and entrances for signs of rust, peeling paint, wood deterioration, open joints around frames, deteriorating putty, and inadequate caulking, and improper drainage. Correct any of these conditions.

This door has maintained its original configuration, including its transom window.

Elements of a Door



d. Do not strip entrances and porches of historic material and details. Give more importance to front or side porches than to utilitarian back porches.

e. Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes its historic appearance, such as screen or glass enclosures.

4. Doors

The important focal point of an entrance or porch is the door.

a. The original size and shape of door openings should be maintained.

b. New door openings should not be introduced on facades visible from the street.

c. Original door openings should not be filled in.

d. Repair damaged elements, and match the detail of the existing original fabric. Reuse hardware and locks that are original or important to the historical evolution of the building.

e. Avoid substituting the original doors with stock size doors that do not fit the opening properly or do not blend with the style of the house. Retain transom windows and sidelights.

f. When installing storm or screen doors, ensure that they relate to the character of the existing door. They should be a simple design where lock rails and styles are similar in placement and size. Avoid using aluminum colored storm doors. If the existing storm door is aluminum, consider painting it to match existing door. Use a zinc chromate primer before painting to ensure adhesion.

5. Paint and Color

A properly painted building accentuates its character-defining details. Painting is one of the least expensive ways to maintain historic fabric and make a building an attractive addition to a historic district. Many times, however, buildings are painted inappropriate colors or colors are placed incorrectly.

Some paint schemes use too many colors but more typical is an approach in which one color is used as a base for the entire building, and complementary accent and trim colors are added. On particularly significant historic buildings, there is the possibility of conducting paint research to determine the original color and then recreating that appearance.

a. Remove loose and peeling paint down to the next sound layer, using the gentlest means possible: hand scraping and hand sanding (wood and masonry) and wire brushes (metal). A heat gun or plate on certain types of sanders can be used on wood for heavy build-up of paint. Take precautions when removing older paint layers since they may contain lead.

b. Do not use sandblasting, open flames, or high-pressure water wash to remove paint from masonry, soft metal, or wood. Take precautions when removing older paint layers since they may contain lead.

Painting Tips

- Ensure that all surfaces are free of dirt, grease, and grime before painting.
- Prime surfaces if bare wood is exposed or if changing types of paints, such as from oil-based to latex.
- Do not apply latex paint directly over oil-based paint, as it will not bond properly.
- Use a high-quality paint and follow manufacturer's specifications for preparation and application.
- Avoid painting masonry that is unpainted.

c. The painting of brick is inappropriate unless it is mismatched or so deteriorated that it can not withstand weather. If painting is necessary, original natural color should be used. Painting of stone is inappropriate.

d. Choose colors that blend with and complement the overall color schemes on the street. Do not use bright and obtrusive colors. The numbers of colors should be limited and individual details, such as brackets, should not be painted with an additional accent color. Doors and shutters can be painted a different accent color than the walls and trim. The Collierville Historic District Commission does not review and regulate paint colors on wood. Follow color recommendations of particular architectural styles on the following pages.

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #10, 37 for information on paint. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

Paint Placement diagram

Paint: A Guide to Color Placement and Selection

Placed correctly, color accentuates details of the building. Generally for residential buildings, walls and trim can be painted contrasting colors, with doors and shutters a third, accent color. A fourth color may be appropriate for very elaborate Queen Anne houses but, even then, individual details generally should not be highlighted since this may give a disjointed appearance to a house.

Queen Anne: Deep, rich colors such as greens, rusts, reds, and browns may be used on the exterior trim and walls of late-Victorian-era houses. Keep in mind that some darker colors may chalk and fade more quickly than lighter colors. The important objective is to emphasize the many textures of these highly ornate structures. Decorative wood shingles may be painted a different color from the siding on the same building. It is best to treat similar elements with the same color to achieve a unified rather than an overly busy and disjointed appearance. On very ornate houses, more colors can be used.

Colonial Revival: Softer colors should be used on these buildings, with the trim painted white or ivory, since this style reflects a return to classical motifs.

American Foursquare: Use similar color schemes as the Colonial Revival.

Tudor Revival/ English Cottage: The Tudor Revival style features half timbering members which are accentuated through the use of a dark brown paint color as its trim. The stuccoed walls in the background are also in the earth tone ranges, but much lighter.

Bungalows: Natural earth tones and stains of tans, greens, and grays are most appropriate for this style, using color to emphasize the many textures and surfaces.

Minimal Traditional and Ranch: These styles usually are masonry and use white or light colors for trim. Accent colors may be used on doors and shutters.

6. Substitute Materials

A building's historic character is a combination of its design, age, setting, and materials. The exterior walls of a building, because they are so visible, play a very important role in defining its historic appearance. Wood clapboards, wood shingles, wood board-and-batten, brick, stone, stucco or a combination of the above materials all have distinctive characteristics. Synthetic materials can never have the same patina, texture, or light-reflective qualities.

These modern materials have changed over time, but have included asbestos, asphalt, vinyl, aluminum, EIFS (exterior insulation and finish system that looks like stucco) and fiber cement. They have been used to artificially create the appearance of brick, stone, shingle, stucco and wood siding surfaces.

The use of aluminum, vinyl or liquid siding is not appropriate in the district. In addition to changing the appearance of a historic building, synthetic sidings may make maintenance more difficult because they may cover up potential moisture problems that can become more serious. Artificial siding, once it dents or fades may need painting just like wood. The introduction of these synthetic sidings on a building may also damage the original building material.

A number of new fiber-cement sidings have been introduced to the industry recently. They are durable alternatives to vinyl or wood composite sidings. These low maintenance sidings may be more aesthetically pleasing than vinyl or aluminum siding and are a preferred material if a substitute siding must be installed.

a. Remove synthetic siding and restore original building material, if possible.

b. If you are unsure about using a substitute material, please contact the Collierville Planning Department or the Tennessee Historical Commission for further guidance.

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #8, 16 for information on substitute materials on historic buildings. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

These original roof materials have been maintained and kept in good condition. They are appropriate to the architectural style of the houses.

Houses in Magnolia Square use new fiber-cement siding as an acceptable alternative to wood siding.

Historic style roofing material, such as this standing seam metal roofing, is appropriate on certain houses.

Asphalt shingles are not as appropriate for historic houses as is replacing with more historic materials.

7. Roofing

One of the most important elements of a structure, the roof serves as the "cover" to protect the building from the elements. Because of its form, size, and materials, the roof is often one of the most visible parts of any building and helps define the building's architectural style. Good roof maintenance is absolutely critical for the roof's preservation and for the preservation of the rest of the structure.

a. Original roof pitch and configuration should be maintained.

b. The original size and shape of dormers should be maintained. Dormers generally should not be introduced where none existed originally.

c. Original roof materials and color should be retained. If replacement is necessary, original materials should be used. Historical precedents for roofing materials in Collierville's Historic District include tile (early 20th century.) and authentic standing-seam metal (late-19th to early-20th century) roofs. Asphalt shingles may be substituted for original roofing when it is not economically feasible to replace or repair with original materials or when original roof is beyond repair. The color and texture of asphalt shingles should be appropriate to the architectural style and period of the house.

d. When replacing a roof, match original materials as closely as possible. Evaluate roof replacement projects in light of the prominence and the visibility of the roof, the architectural distinctiveness of the roof and the relative architectural and historic significance of the building.

e. Retain elements, such as chimneys, skylights, and light wells, that contribute to the style and character of the building.

f. Maintain critical flashing around joints and ensure proper functioning of the gutter system.

g. Ventilate the attic space to prevent condensation.

h. Place solar collectors and antennae on non-character defining roofs or roofs of non-historic adjacent buildings.

i. Do not add new elements, such as vents, skylights, or additional stories, that would be visible on the primary elevations of the building.

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #4, 19, 29, 30 for information on roofing preservation and maintenance. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

8. Cornices and Eaves

The junction between the roof and the wall is sometimes decorated with brackets and moldings depending on the architectural style. Sometimes, the wall extends above the roofline forming a parapet wall that may be decorated to visually complete the design.

a. Repair rather than replace the cornice. Do not remove elements, such as brackets or blocks, that are part of the original composition without replacing them with new ones of a like design.

b. Match materials, decorative details, and profiles of the existing original cornice design when making repairs.

c. Do not wrap or cover cornice or eaves with vinyl or aluminum; these substitute materials may cover up original architectural details and also may hide underlying moisture problems.

d. Do not replace an original cornice with a new one that conveys a different period, style, or theme from that of the building.

e. If the cornice is missing, the replacement should be based on physical evidence, or barring that, be compatible with the original building.

Decorative millwork accentuates the eave line and helps add character to these houses.

9. Decorative Features

Decorative features on a building often define its architectural style through the small details. Common decorative elements seen in the historic district are brackets or bracing, spindling and shingled siding.

a. Original details should not be removed.

b. The replacement of irreparable details should be with close visual approximations of the originals.

c. The replacement of missing original details should be based on accurate duplication, or should be close visual approximations of the original, based on historic, physical or pictorial documentation.

d. Architectural details of any period or style not original to the building shall not be introduced.

e. Changes that have taken place in the course of time, which are evidence of the history and development of a building and its environment, may have acquired significance in their own right; their significance should be recognized and respected.

Many new residences have been built within the historic district in recent years.

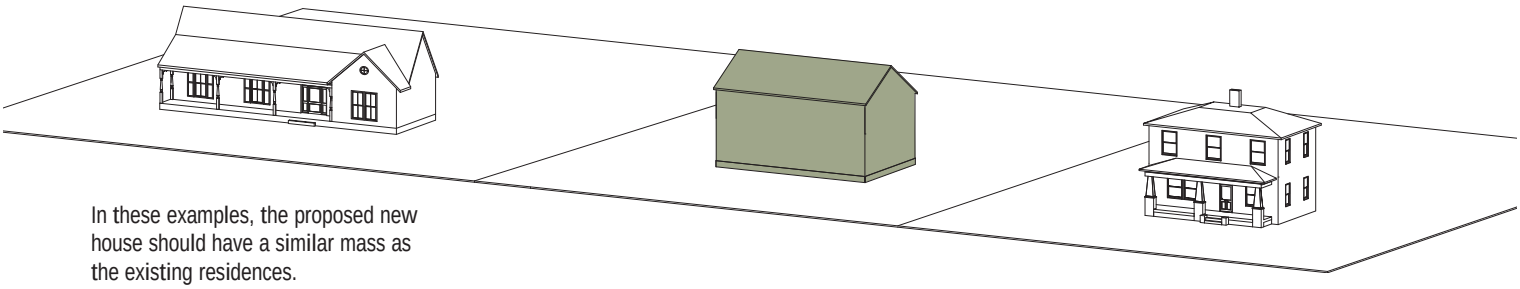
D. NEW CONSTRUCTION

The following guidelines offer general recommendations for the design of new residential buildings in Collierville's Historic District. The intent of these guidelines is not to be overly specific or to dictate certain designs to owners and designers. The intent is also not to encourage copying or mimicking particular historic styles, although some property owners may desire a new building designed in a form that carefully respects the existing historic styles of the district.

These guidelines are intended to provide a general design framework for new construction. Good designers can take these clues and have the freedom to design appropriate, new architecture for the historic district. These criteria are all important when considering whether proposed new buildings are appropriate and compatible; however, the degree of importance of each criterion varies within each area as conditions vary. For instance, setback, scale and height may be more important than roof forms or materials since there is more variety of the latter criteria on most streets.

These guidelines shall apply only to the exteriors of buildings and to areas of lots visible from public rights-of-way. Proposals for exterior work to be done on public facades (front and street related elevations) shall be more carefully reviewed than that to be done on other facades. Since construction in the historic district has usually taken place continuously from the late-19th century and early-20th centuries, a variety of building types and styles have resulted. They demonstrate the changes in building tastes and technology over the years. New buildings should continue this tradition while complementing and being compatible with other buildings in the area.

Reconstruction may be appropriate when it reproduces facades of a building that no longer exists and that was located in the historic district if: the building would have contributed to the historical and architectural character of the area; if it will be compatible in terms of style, height, scale, massing and material with the buildings immediately surrounding the lot on which the reproduction will be built; and if it is accurately based on pictorial documentation.



In these examples, the proposed new house should have a similar mass as the existing residences.

1. Massing and Building Footprint

Mass is the overall bulk of a building and footprint is the land area it covers. In Collierville, lot sizes and house sizes vary by street block, with bigger houses on bigger lots and most buildings placed in approximately the same proportion on the lots. The nature of the mass will be further defined by other criteria in this chapter such as height, width and directional expression.

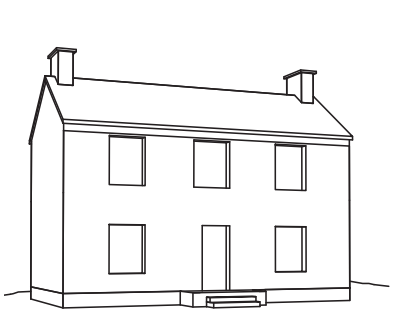
a. New construction in residential areas that is visible from the public right-of-way should relate in footprint and mass to the majority of surrounding historic dwellings.

This new house reflects the vernacular Gabled-Ell architectural style.

2. Complexity of Form

A building's form, or shape, can be simple (a box) or complex (a combination of many boxes or projections and indentations,) The level of complexity usually relates directly to the style or type of building.

a. In general, use forms for new construction that relate to the majority of surrounding residences. If a block has a mixture of complex and simple forms, either option is appropriate for new construction.



simple form

complex form

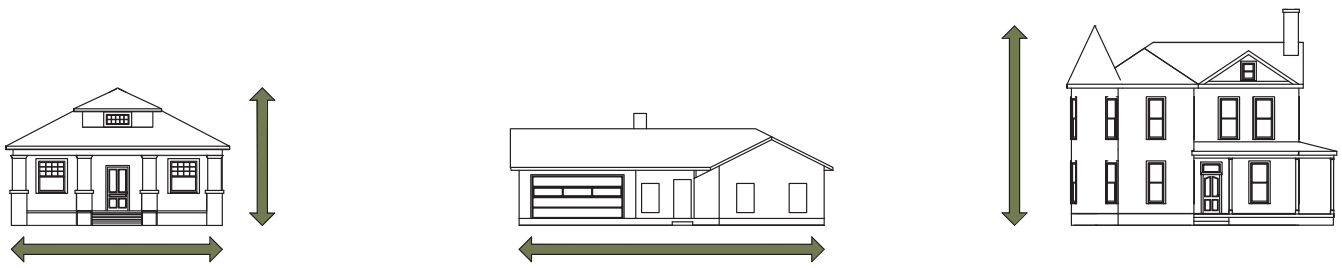
3. Directional Expression

This guideline addresses the relationship of height and width of the front elevation of a building mass. A building is horizontal, vertical, or square in its proportions. Twentieth-century designs often have horizontal expression. From the Victorian era after the Civil War through the turn-of-the-century, domestic architecture may have a more vertical expression.

In Collierville's Historic District, the older homes are mostly oriented horizontally or have a square shape, such as the typical Craftsman bungalow. The mid to late twentieth-century brick homes take two forms of directional expression. The mid-century ranch homes are oriented more horizontally. The larger late-twentieth-century homes, such as seen in this photo, are oriented vertically; the smaller ones, such as in Carrolton Cove, are oriented horizontally.

Complex forms on new and old homes often include many different projections, indentions, and rooflines.

This new home has a vertical directional expression while the surrounding homes are horizontal.



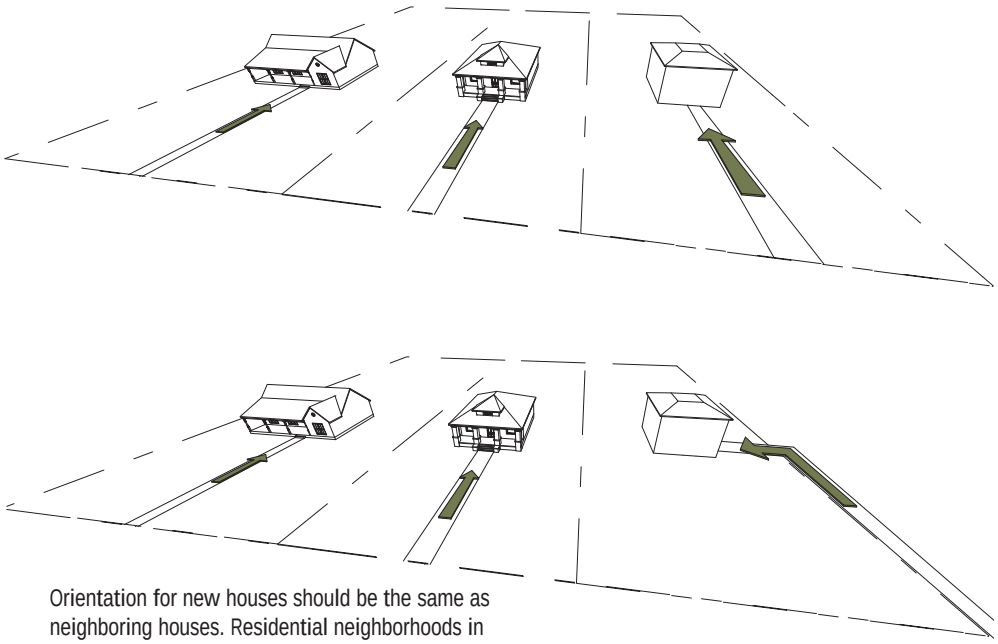
In new construction, respect the directional expression (or overall relationship of height to width) of surrounding historic buildings.

4. Orientation

Orientation refers to the direction in which the front of a building faces. A residential building's orientation often relates to the era and style in which it was built.

a. New construction should orient its facade in the same direction as adjacent historic buildings or, on corner lots, have a dual orientation.

b. Front elevations oriented to side streets or to the interior of lots should be avoided.



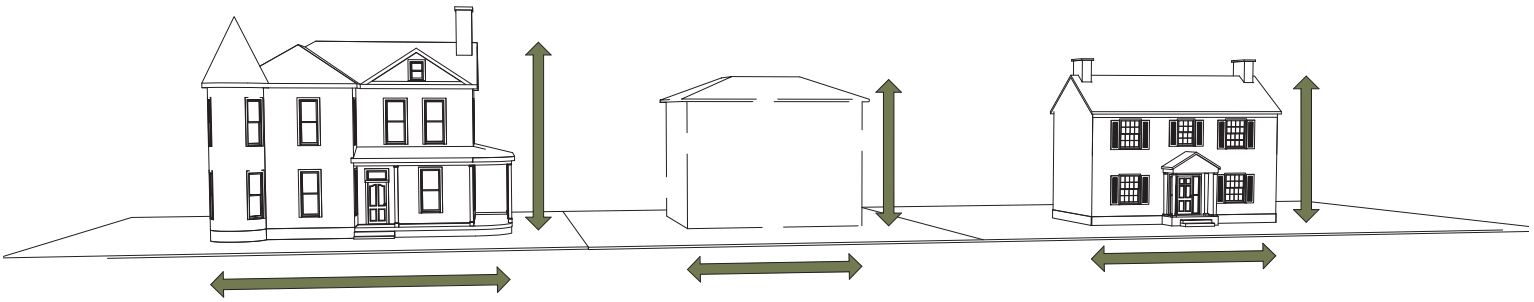
Orientation for new houses should be the same as neighboring houses. Residential neighborhoods in Collierville's Historic District are not oriented to the side of a lot, as shown above.

5. Height and Width

The actual size of a new building can either contribute to or be in conflict with a historic area. While zoning allows up to 35 feet in height in the Central Business District and in the residential districts, houses in the historic district for the most part range from one to two stories.

a. New construction proportions should respect the average height and width of the majority of existing neighboring buildings in the district.

New houses with similar scale and setback give the neighborhood a cohesive feeling.



New construction should have a similar height and width of existing buildings within a block.

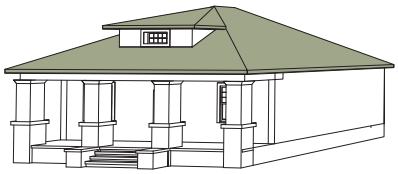
6. Scale

Height and width also create scale, which, in this case, is the relationship between the size of a building and the size of a person. Scale also can be defined as the relationship of the size of a building to neighboring buildings and of a building to its site. The design features of a building can reinforce a human scale or can create a monumental scale. In Collierville, there is a variety of examples of scale. For instance, a house with the same overall height and width may have monumental scale due to a two-story portico, while a more human scale may be created by a one-story porch.

a. Provide features on new construction that reinforce scale and character of the surrounding area, whether human or monumental, by including elements such as porches, porticos and decorative features. A building's windows, doors, and openings should be visually compatible with the surrounding buildings.

New houses in Magnolia Square incorporate porches similar to those existing in the district.

Porches reduce the overall scale of a structure and relate it better to the size of a human being.



Pyramidal Hipped Roof

Cross-gable roof with shed porch roof

Hipped Roof

Throughout the district, there are a wide variety of roof forms that help create the unique character of each block.

Appropriate Roof Materials:

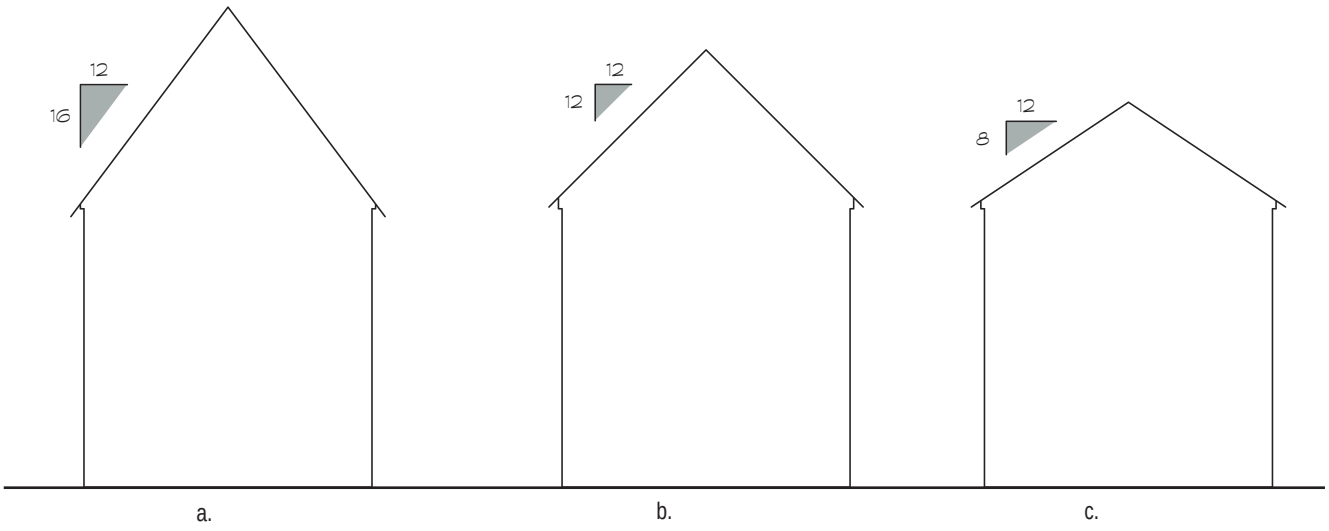
- Slate
- Metal
- Terra Cotta
- Textured Shingles

7. Roof

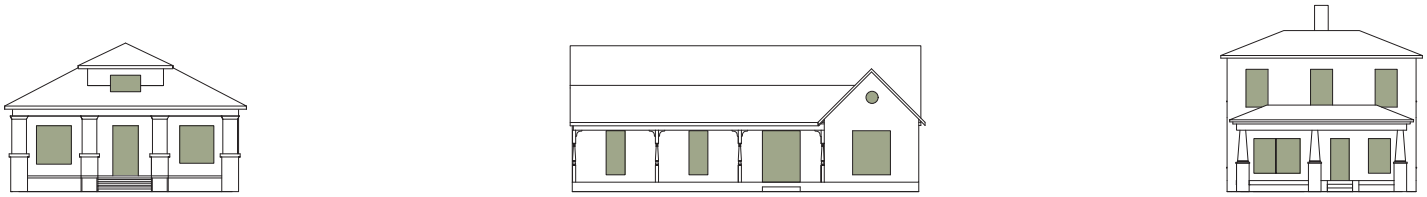
The roof, including its design, form, materials and textures is a prominent element in the historic district. Common residential roof forms include hipped, gable, and cross-gable roofs as well as combinations of the above. In general, the roof pitch is as important as roof type in defining district character. Common roof materials in the historic district include slate, metal, terra cotta and composition shingles.

a. When designing new houses, respect the character of roof types and pitches in the immediate area around the new construction.

b. For new construction in the historic district, consider using traditional roofing materials such as slate, terra cotta or metal. Also textured architectural shingles relate better to the visual image of historic shingle patterns than thin asphalt types.



Steep roof pitches (a & b) are appropriate for gable roofs, whereas shallow roof pitches (c) are appropriate for hipped roofs.



Most dwellings in the historic district have a higher proportion of walls to openings.

8. Openings: Doors and Windows

Traditionally-designed houses found in Collierville have distinctive window types and patterns, and doorway designs often relate to the architectural style of the historic dwelling.

a. The rhythm, patterns, and ratio of solids (walls) and voids (windows and doors) of new buildings should relate to and be compatible with adjacent facades. The majority of existing buildings in Collierville's Historic District have a higher proportion of wall area to void. This factor suggests that new buildings should also share that general proportion of wall to openings.

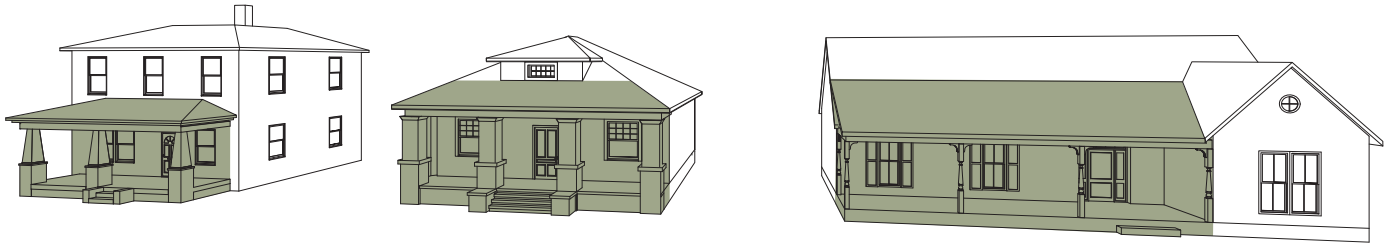
b. The size and proportion, or the ratio of width to height of window and door openings of new buildings' primary facades should be similar and compatible with those on facades of surrounding historic buildings.

c. Window types should be compatible with those found in the district, which are typically some form of double-hung sash.

d. Traditionally-designed openings generally have a recessed jamb on masonry buildings and have a surface mounted frame on frame buildings. New construction should follow these methods in the historic district as opposed to designing openings that are flush with the rest of the wall.

e. Many entrances of Collierville's historic buildings have special features such as transoms, sidelights, and decorative elements framing the openings (e.g. functional shutters). Consideration should be given to incorporating such elements in new construction.

f. If small-paned windows are used in a new construction project, they should have true divided lights and not use clip-in fake muntin bars. Most major window manufacturers make a wide variety of windows that still have true divided lights.



While porch designs vary considerably throughout the district, an articulated entry helps give an element of human scale to each street.

9. Entry: Porches and Porticos

Many of Collierville's historic houses have some type of porch or portico. There is much variety in the size, location, and types of these features and this variety relates to the different residential architectural styles.

a. Since porches and porticos are such a prominent part of the residential areas of the district, strong consideration should be given to including a porch or similar form in the design of any new residence in the district. The majority of these elements are constructed of wood or brick in the historic district. Railings are often constructed of wood or metal in historic examples.

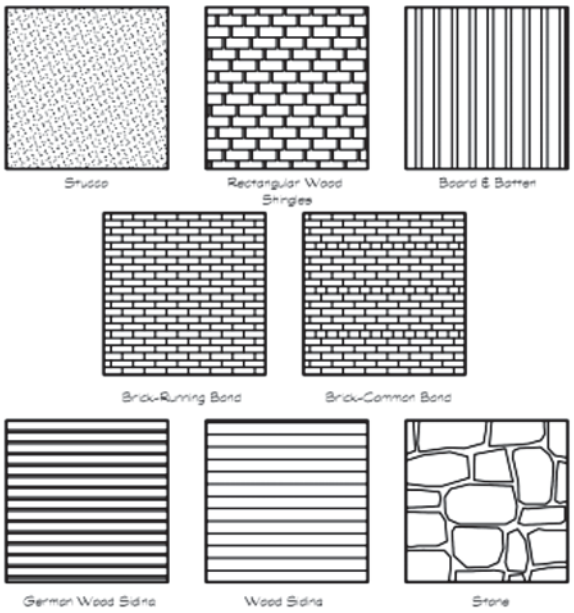
New houses in Magnolia Square incorporate porches similar to those existing in the district.

The classical portico on this new house creates a formal architectural element.

10. MATERIALS AND TEXTURE

There is a rich variety of building materials and textures found throughout Collierville including brick, stone, wood siding, stucco and wood shingles. Some residences have combination of several materials depending on the architectural style of the house or building.

a. The selection of materials and textures for a new dwelling should be compatible with and complement neighboring historic buildings.
b. In order to strengthen the traditional image of the residential areas of the historic district, brick, stone, and wood siding are the most appropriate materials for new buildings.
c. Synthetic sidings, such as vinyl, aluminum and synthetic stucco (EIFS products), and liquid siding, are not historic cladding materials in the historic district and should not be used. See the Substitute Materials section of this chapter, on page 48, for more information on this topic.



Palette of the most appropriate exterior materials within Collierville's Historic District for new residential construction.

11. PAINT AND COLOR

The selection and use of colors for a new building should be coordinated and compatible with adjacent buildings. The Collierville Historical District Commission does not review and regulate paint colors but can give advice to property owners in that regard. For more information on colors traditionally used on historic structures, refer to page 47 of this chapter.

12. DECORATIVE ELEMENTS

Decorative features on a building often define its architectural style through the small details. Decorative elements on a new residence in the historic district should be compatible with existing elements, in style, material, size and shape. For information on appropriate decorative elements, refer to page 50 of this chapter.

13. WINDOWS

Windows on Collierville's historic structures are usually double-hung and in many cases have divided-lights. Windows on new structures visible from a public street should also have such historic profiles and dimensions.

a. Windows should have a double-hung (or "double-sash") appearance.
b. If windows are to have divided-lights, use true divided-light (TDL) or simulated divided-light (SDL) windows.
c. Composite (i.e. paintable cellular PVC) materials that have the appearance of wood are appropriate for windows, stops, jambs, and trim.
d. Wood windows with aluminum cladding and baked enamel finishes or metal windows with similar scale and proportions to true divided-light windows are appropriate.
e. Vinyl windows, snap in grids, or grids in between glass panes, are not appropriate.

14. SHUTTERS

a. Shutters should be wood or paintable composite materials and appear operable with proper hardware.
b. Vinyl shutters are inappropriate.
c. Shutters should be sized to cover the window openings entirely.

E. ADDITIONS

An exterior addition to a historic building may radically alter its appearance. Before an addition is planned, every effort should be made to accommodate the new use within the interior of the existing building. When an addition is necessary, it should be designed and constructed in a manner that will complement and not detract from the character defining features of the historic building.

The design of new additions should follow the guidelines for new construction on all elevations that are prominently visible (as described elsewhere in this section.) There are several other considerations that are specific to new additions in the historic district and are listed below.

This new addition is connected to the existing house without detracting from the original primary elevation.

1. Function

Attempt to accommodate needed functions within the existing structure without building an addition.

2. Design

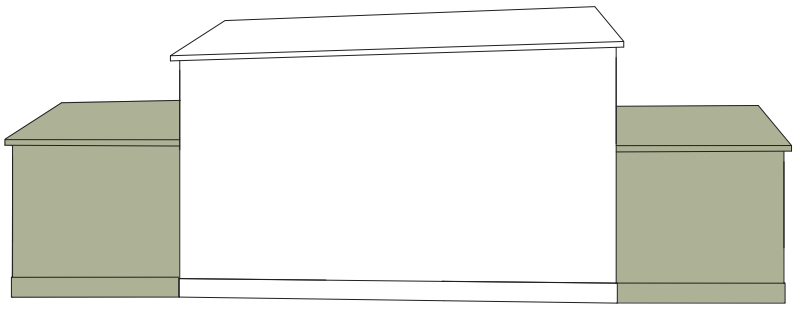
New additions should not destroy historic materials that characterize the property. The new work should be differentiated from the old and should be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

3. Replication of Style

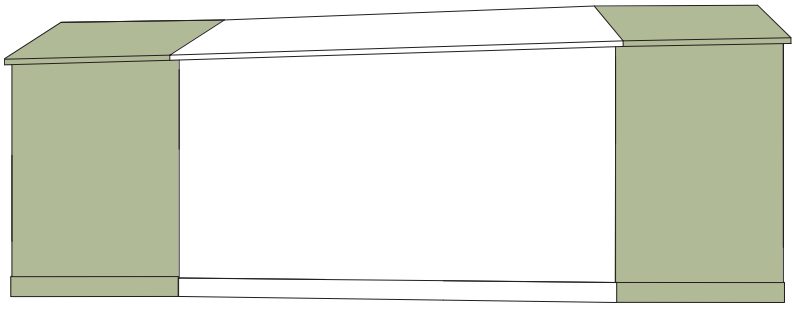
A new addition should not be an exact copy of the design of the existing historic building. If the new addition appears to be a part of the existing building, the integrity of the original historic design is compromised and the viewer is confused over what is historic and what is new. The design of new additions can be compatible with and respectful of existing buildings without being a mimicry of their original design.

4. Materials and Features

Use materials, windows, doors, architectural detailing, roofs, and colors which are compatible with the existing historic building.



Recommended



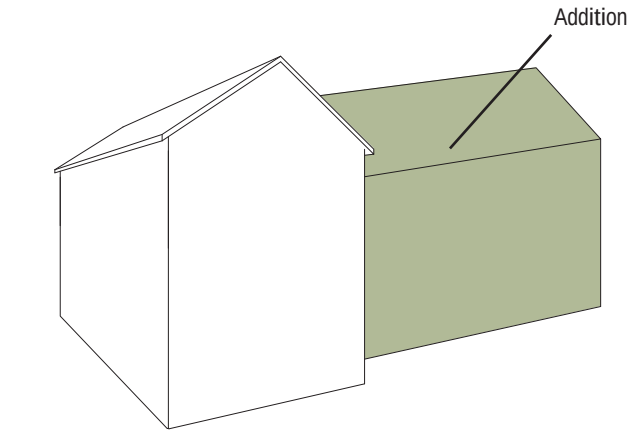
Not Recommended

5. Attachments to Existing Buildings

Wherever possible, new additions or alterations to existing buildings and structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building or structure would be unimpaired. Therefore, the new design should not use the same wall plane, roof line or cornice line of the existing structure.

PRESERVATION BRIEF

NOTE: Consult Preservation Brief #14 for information on exterior additions. (Publication available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)



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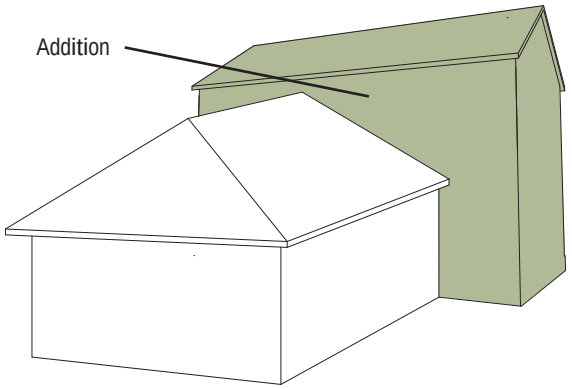
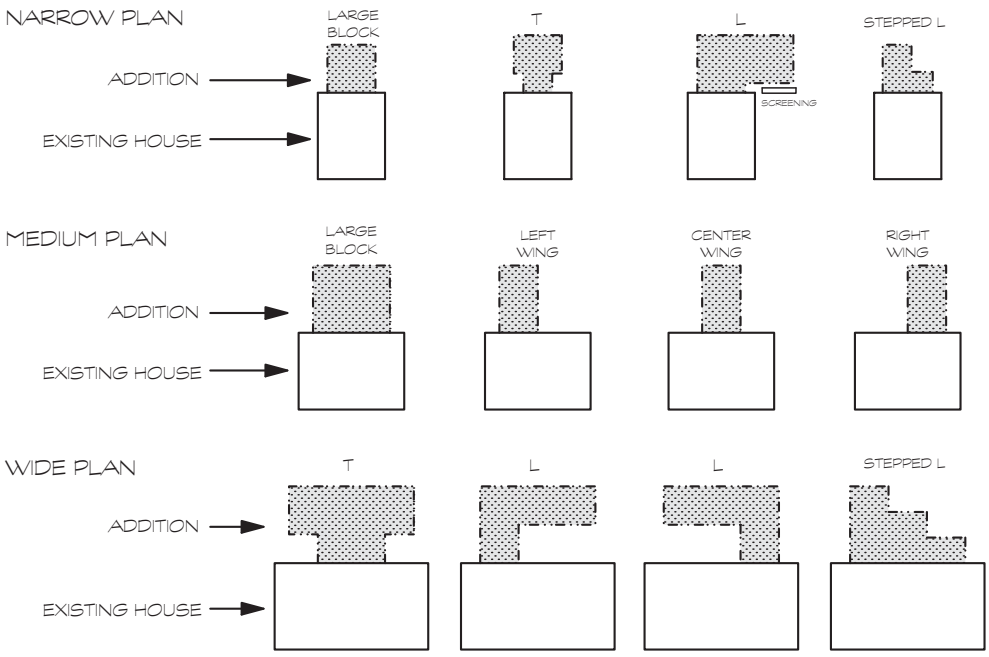


Not Recommended

There are many possible locations and configurations of additions according to the scale of the existing house.



6. Size

Limit the size of the addition so that it does not visually overpower the existing building.

7. Location

Attempt to locate the addition on rear or side elevations or in a manner that makes them visually secondary to the primary elevation of the historic house. If the addition is located on a primary elevation facing the street or if a rear or side addition faces a street, parking area, or an important pedestrian route, the visible elevation of the addition should be treated under the new construction guidelines.

GUIDELINES FOR COMMERCIAL BUILDINGS

III

III

GUIDELINES FOR COMMERCIAL BUILDINGS

Historic preservation has played a major part in the economic revitalization of many of Tennessee's older downtowns including Collierville. Appropriately rehabilitated facades located within the downtown historic district create a natural setting for commercial activities. Customers and visitors expect an attractive and well-maintained central business district. Each building improvement helps generate the next project.

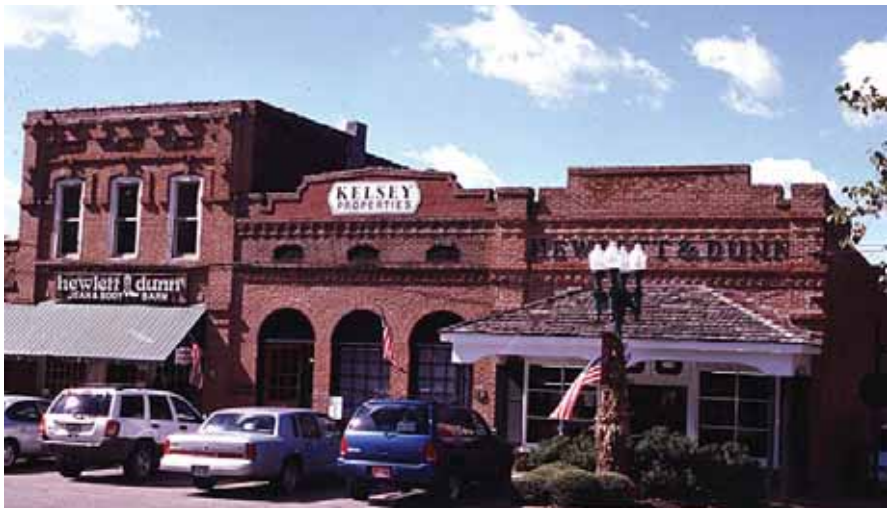
These guidelines reflect the pragmatic approach that historic downtowns continue to evolve and adapt with each new generation. Physical changes to historic assets are managed in a careful way but no attempt is made to stop change. Over time the framework of historic preservation and economic development can work together to keep downtown viable and help it to continue to play its important role as the historic heart of the community.

The guidelines for certain types of institutional buildings such as schools, libraries, and churches may very from commercial building guidelines. These buildings, due to their function and community symbolism, usually are of a distinctive design. Their scale is often more monumental and massing and orientation relate to the particular use within the building. For this reason, the design of any new such institutional building in the district should follow the guidelines listed on page 91.

Commercial site design issues are not covered individually in a separate section. Rather, they can be referenced in different chapters throughout these guidelines. Issues such as setback, spacing and the commercial street edge are covered under the section titled Facade Analysis, starting on page 65. Issues such as parking, curbs, sidewalks lighting and appurtenances in the commercial district are covered under Chapter IV: Guidelines for Streetscape/Public Improvements.

Accessibility issues for commercial building are covered under the Rehabilitation section of this chapter on page 80.

Collierville has a variety of original and retrofitted storefronts

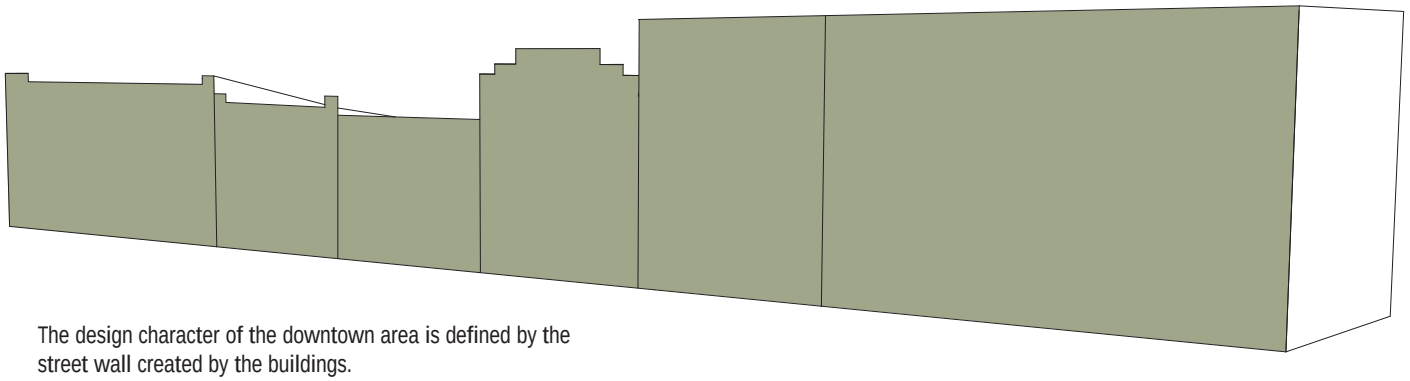


These historic structures have highly decorative brick corbelling, cornices and copings.

A. REHABILITATION

1. Facade Analysis

Several commercial buildings in downtown Collierville contain ground floor retail businesses that require display windows and upper-story space for housing, storage, or offices. As a result, the primary elevations—or facades—of historic commercial buildings have a predictable appearance. Generally, commercial buildings average two to four stories and nearly all have flat or shed roofs. Collierville also has a number of one-story commercial buildings. No matter how many stories, traditional commercial buildings have three distinct parts that give the facade an overall unified appearance: storefront, upper floor(s) and cornice.



The design character of the downtown area is defined by the street wall created by the buildings.

The design character of the downtown area is defined by the cornice area and parapet wall at the top of the building.

Although Collierville's downtown has few two-story buildings, the patterns of windows create a rhythm of openings along the street wall.

The design character of the downtown area is defined by storefronts, windows and entrances that create the transparent openings at the street level.

Typical Facade and Storefront Elements

Cornice

The cornice decorates the top of the building and may be made of metal, masonry, or wood. Some decorative cornices project from the building while an ornamental band delineates others. The top of the wall may have a patterned brick band or may have a coping of brick, concrete, or metal.

Upper Floor

Upper floors are characterized by smaller window openings that repeat on each floor. These windows may vary in size, type, and decoration but usually are the same for each floor. Other facade details may be present on the upper level facades such as brick banding, corbelling, metal grilles or decorative panels.

Storefront

The first-floor storefront is transparent and is framed by vertical structural piers and a horizontal supporting beam, leaving a void where the storefront elements fit. The storefront elements consist of an entrance (often recessed), display windows, a bulkhead under the display windows, transom windows over the storefront, and a cornice which covers the horizontal beam. The first floor also may contain an entrance to the upper floors. Later buildings may lack several elements of traditional storefronts such as transom windows, or decorative details.

2. Commercial Architectural Forms

Collierville's downtown buildings have a variety of architectural styles and forms, but most reflect early twentieth-century vernacular architecture.

These commercial buildings along Mulberry Street have a nice variety of heights and parapet styles.

These commercial buildings along North Main Street have similar architectural forms but differentiate in their architectural detailing.

The original character of a historic commercial building is often lost when features and elements are covered up or removed from a facade.

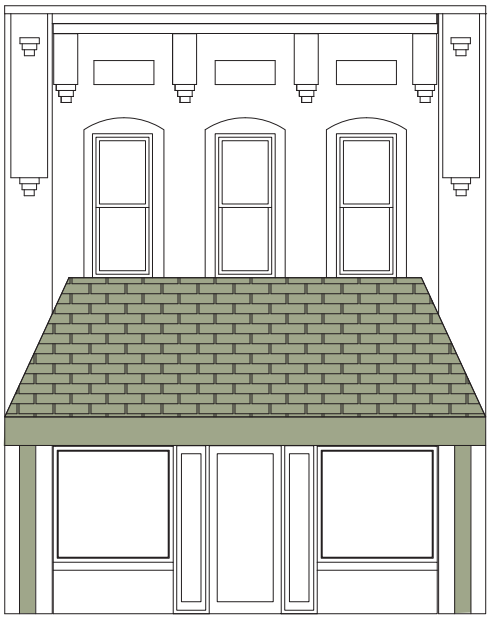
This Colonial-styled door surround creates a false historical appearance for this downtown store.

3. PLANNING A FACADE IMPROVEMENT

Over time commercial buildings are altered or remodeled to reflect current fashions or to eliminate maintenance problems. Often these improvements are misguided and result in a disjointed and unappealing appearance. Other improvements that use good materials and sensitive design may be as attractive as the original building and these changes should be preserved. The following guidelines will help to determine what is worth saving and what should be rebuilt.

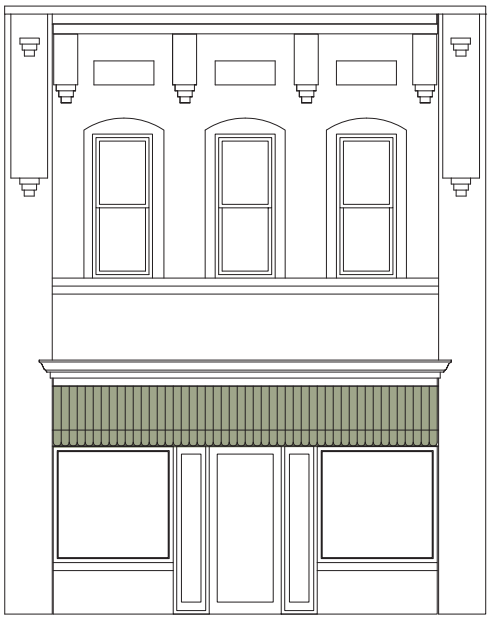
a. Conduct pictorial research to determine the design of the original building or early changes.
b. Conduct exploratory demolition to determine what remains and its condition. (This work would require approval from the HDC.)
c. Remove any inappropriate materials, signs, or canopies covering the facade.
d. Retain all elements, materials, and features that are original to the building, or are sensitive remodelings, and repair as necessary.
e. Restore as many original elements as possible, particularly the materials, windows, decorative details, and cornice.
f. When designing new elements, conform to the configuration and materials of traditional storefront design. Reconstruct missing original elements (such as cornices, windows and storefronts) if documentation is available, or design new elements that respect the character, materials, and design of the building.
g. Avoid using materials that are incompatible with the building or district, including aluminum-frame windows and doors, aluminum panels or storefront display framing, enameled panels, roughhewn textured wood siding, unpainted wood, vinyl or aluminum siding, and wood shingles. False historical appearances such as “Colonial,” “Olde English,” or other theme designs should not be used.
h. Avoid using inappropriate elements such as mansard roofs, solid metal awnings, coach lanterns, small-paned windows, plastic shutters, inoperable shutters, or shutters on windows where they never previously existed.
i. Maintain paint on wood surfaces and use appropriate paint placement to enhance the inherent design of the building. See page 78 for further information about painting.

4. Storefront Rehabilitation Options



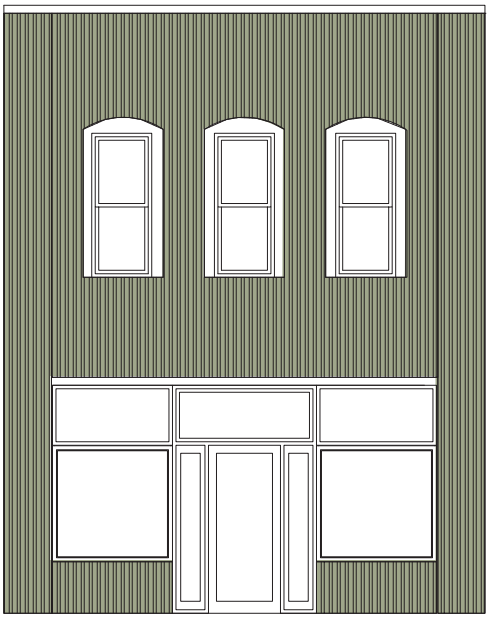
Q: What happens when the building has an oversized pent roof?

A: Remove the pent roof and restore any missing elements. Add an awning to cover the transom window.



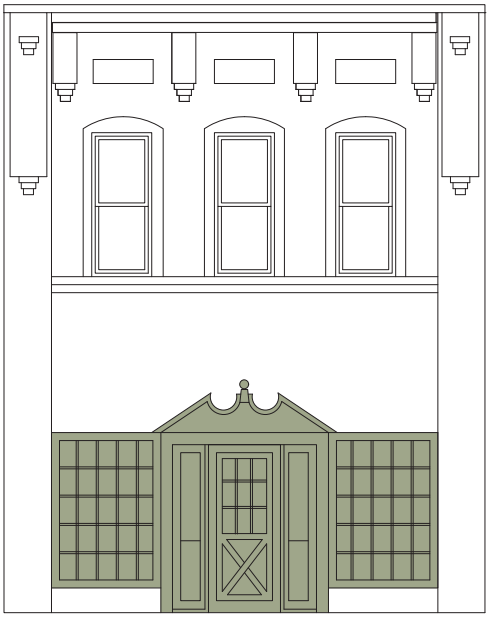
Q: What happens when the original transom is missing but the cornice is still intact?

A: Restore the transom and/or add an awning. OR… Make the transom a signboard.



Q: What happens when the building has been covered with artificial siding?

A: Remove the artificial siding and restore the original brick.



Q: What happens when the historic storefront was replaced with an inappropriate storefront?

A: Remove the inappropriate storefront and rebuild the original storefront based on historical documentation. Or install a new storefront that respects the historic character of the district.

The majority of existing buildings in Collierville's downtown have a higher proportion of openings to wall area.

5. Openings: Windows and Storefronts

Traditionally-designed commercial buildings found in Collierville have distinctive rows of upper story windows and storefronts on the first level. The windows typically have vertical proportions and may have a decorative lintel or cap over them. Their light (pane) configuration varies with the style and age of the building. The upper floor windows are very important as they provide light and ventilation to the interior of the upper floors. They can also help define the character of the building and can provide a pattern of openings with neighboring buildings for the street wall of the entire block.

a. Retain the original windows and keep painted surfaces well-painted.

b. If the panes have been painted over, remove paint from the glass.

c. Remove any coverings from upper story windows and restore to original appearance.

d. Reuse as many of the original parts of the window as possible. Replace missing or damaged frames, sash, muntins and glass with materials that match the original. Reuse serviceable hardware and locks.

e. Do not change the architectural appearance of windows by using inappropriate materials or finishes which radically change the sash, depth of reveal, and muntin configuration or the appearance of the frame.

f. Do not change the number, location, size or glazing pattern of windows by cutting new openings, blocking in windows, or installing a replacement sash that does not fit the window opening.

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #9, 13, 33 for information on historic window preservation and repair. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

PRESERVATION BRIEF

NOTE: Consult Preservation Brief #11 for information on historic storefronts. (Publication available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

Transom windows should be maintained on historic commercial buildings.

The size and proportion of the windows are not compatible with the surrounding buildings.

Upper story windows typically have a double-hung sash.

This retrofit display window is more residential in design and is not appropriate for a historic commercial building.

6. Cornices, Parapets and Eaves

Cornices and parapets add architectural interest to an old building. On many commercial buildings, cornices and parapet brickwork are highly visible elements. Cornices and parapets may be difficult to maintain because they are located high up on the building and cover a large expanse. However, these two elements are very important to maintain, as water penetration through a rotted or damaged element could severely damage a building wall or roof.

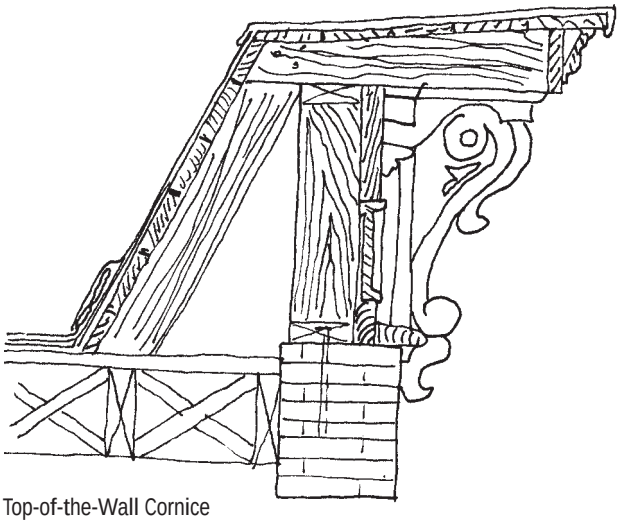
a. Inspect your cornice and parapet for loose or missing pieces, signs of water damage, overall sagging and separation of the cornice from the building. Look for cracks or deflecting bricks in the parapet wall. This may indicate the cornice is leaning or loose, creating an unsound structural condition.

b. Any structural problems, such as a failing parapet wall or a loose cornice, need to be stabilized and repaired or replaced. This is dangerous work and should be done only by a professional.

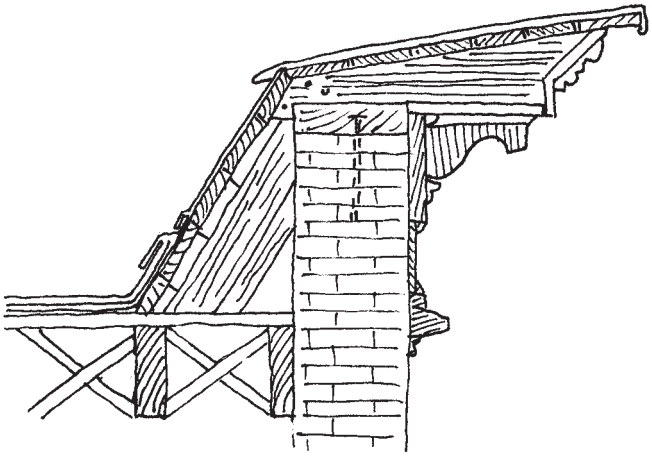
c. If the building is missing its original cornice, look for historic evidence before replacing it with a new one. A new cornice should be architecturally compatible with the building and the surrounding area.

d. New cornices and eaves should be properly flashed and sloped to ensure against water entry. Proper ventilation is also important to protect against moisture buildup.

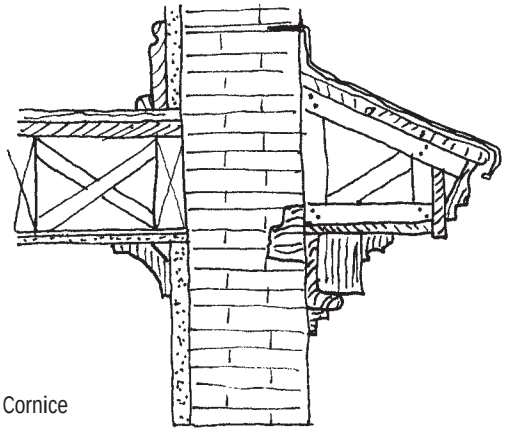
e. For information on painting cornices and eaves, refer to the Paint section on page 78.



Top-of-the-Wall Cornice

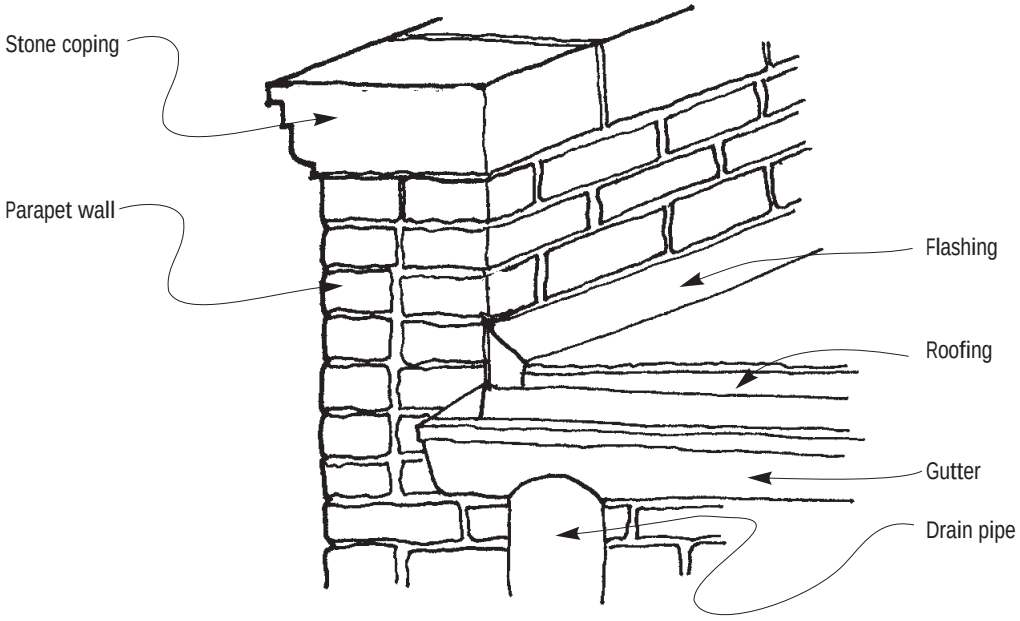


Parapet Cornice



Flush-Mount Cornice

Elements of a Roof



7. Roofs

The roof is not a prominent element in many of the commercial buildings found in the historic district since most are hidden from public view. Common roof materials in the historic district include metal, composition shingles or built-up roofs with tar and gravel.

a. When trouble with roofing occurs, contact a professional, such as an architect or roofing contractor, who is familiar with the characteristics of the roofing system involved.

b. The original roof pitch and configuration of the roof should be maintained.

c. The original roof color and materials should be retained. If replacement is necessary, match the material as closely as possible. Evaluate roof replacement projects in the light of the prominence and visibility of the roof.

d. Retain elements, such as chimneys, skylights and light wells, that contribute to the style and character of the building.

e. Maintain critical flashing around joints and ensure proper functioning of the gutter system.

f. Ventilate any attic space to prevent condensation.

g. Do not add new elements, such as vents, skylights or additional stories, that would be visible on the primary elevations of the building.

8. Secondary Elevations

Secondary elevations on commercial buildings are often forgotten and neglected. Side elevations on corner buildings can be just as important to the public view as the front one. The area behind a building may be a utilitarian space for deliveries and storage of discarded goods. However in some cases the rear of the building may provide the opportunity for a secondary entrance, particularly if oriented to a public alley. The appearance of the back area then becomes important to the commercial district and to the individual business. Customers may be provided with direct access from any parking area behind the building. In these cases the back entrance becomes a secondary entrance to the store and is the first contact the customer makes with the business. Care should be taken to maintain secondary elevations as properly as primary ones.

a. Keep rear entrances uncluttered and free from unsightly items such as trash or recycling materials not in containers.

b. Leave enough space in front of the rear entry for pedestrians to comfortably enter the building and meet all handicapped requirements.

c. Consolidate and screen mechanical and utility equipment in one location as much as possible.

d. Consider adding planters or a small planting area to enhance and highlight the rear entrance and create an adequate maintenance schedule for them.

The side elevation of this building faces a significant entry into the Town Square and could be a better architectural element for the area.

Maintenance of secondary elevations of a building is very important, especially when the elevation is in the public view.

e. Retain any historic door or select a new door that maintains the character of the building and creates an inviting entrance. Note building and ADA codes when and if changing dimensions or design of entrance.

f. Maintain the original windows and window openings when possible. Windows define the character and scale of the original facade and should not be altered.

g. Repair existing windows when possible and avoid replacement. If they are replaced, ensure that the design of the new window matches the historic window and has true divided lights instead of the clip-in muntin bar type.

h. If installation of storm windows is necessary, see windows section on page 72 regarding proper procedures.

i. Remove any blocked-in windows and restore windows and frames if missing.

j. If security bars need to be installed over windows, choose a type appropriate for the window size, building style and required level of security. Avoid using chain link fencing for a security cover over windows.

k. If the rear window openings need to be covered on the interior for merchandise display or other business requirements, consider building an interior screen and maintain the character of the original window's appearance from the exterior.

l. Install adequate lighting for customer and store security. Ensure that the design of the lighting relates to the historic character of the building.

m. Consider installing signs and awnings that are appropriate for the scale and style of building.

n. Install adequate security including alarm systems and hardware for doors and windows. Design and select systems and hardware to minimize impact on historic fabric of building.

o. Ensure that any fire escapes meet safety regulations and that no site elements inhibit proper egress.

p. Ensure that any rear porches are well maintained; and if used as upper floor entrance(s), are well lit and meet building codes while retaining their historic character.

9. Artificial Siding

Artificial sidings are not appropriate for traditional commercial buildings. In addition to changing the original appearance of the building, artificial sidings may make maintenance more difficult because they may cover up potential moisture problems that can become more serious.

a. Remove artificial siding and restore original building material, if possible. Most commercial buildings in the historic district are brick masonry. See Chapter I: Owning Property in the Historic District, page 21 for restoration and cleaning of masonry tips.

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #8, 16 for information on substitute materials on historic buildings. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

Artificial siding hides original materials on a building and is not compatible to surrounding structures.

10. Paint and Color

A properly painted building accentuates its character-defining details. Painting is one of the least expensive ways to maintain historic fabric and make a building an attractive addition to a historic district. Many times, however, buildings are painted inappropriate colors or colors are placed incorrectly.

Some paint schemes use too many colors but more typical is a monochromatic approach in which one color is used for the entire building. On particularly significant historic buildings there is the possibility of conducting paint research to determine the original color and then recreating that appearance.

a. Remove loose and peeling paint down to the next sound layer, using the gentlest means possible: hand scraping and hand sanding (wood and masonry) and wire brushes (metal). A heat gun or plate or special sander can be used on wood for heavy build-up of paint. Take precautions when removing older paint layers since they may contain lead.

b. Do not use sandblasting, open flames, or high-pressure water wash to remove paint from masonry, soft metal, or wood. Take precautions when removing older paint layers since they may contain lead.

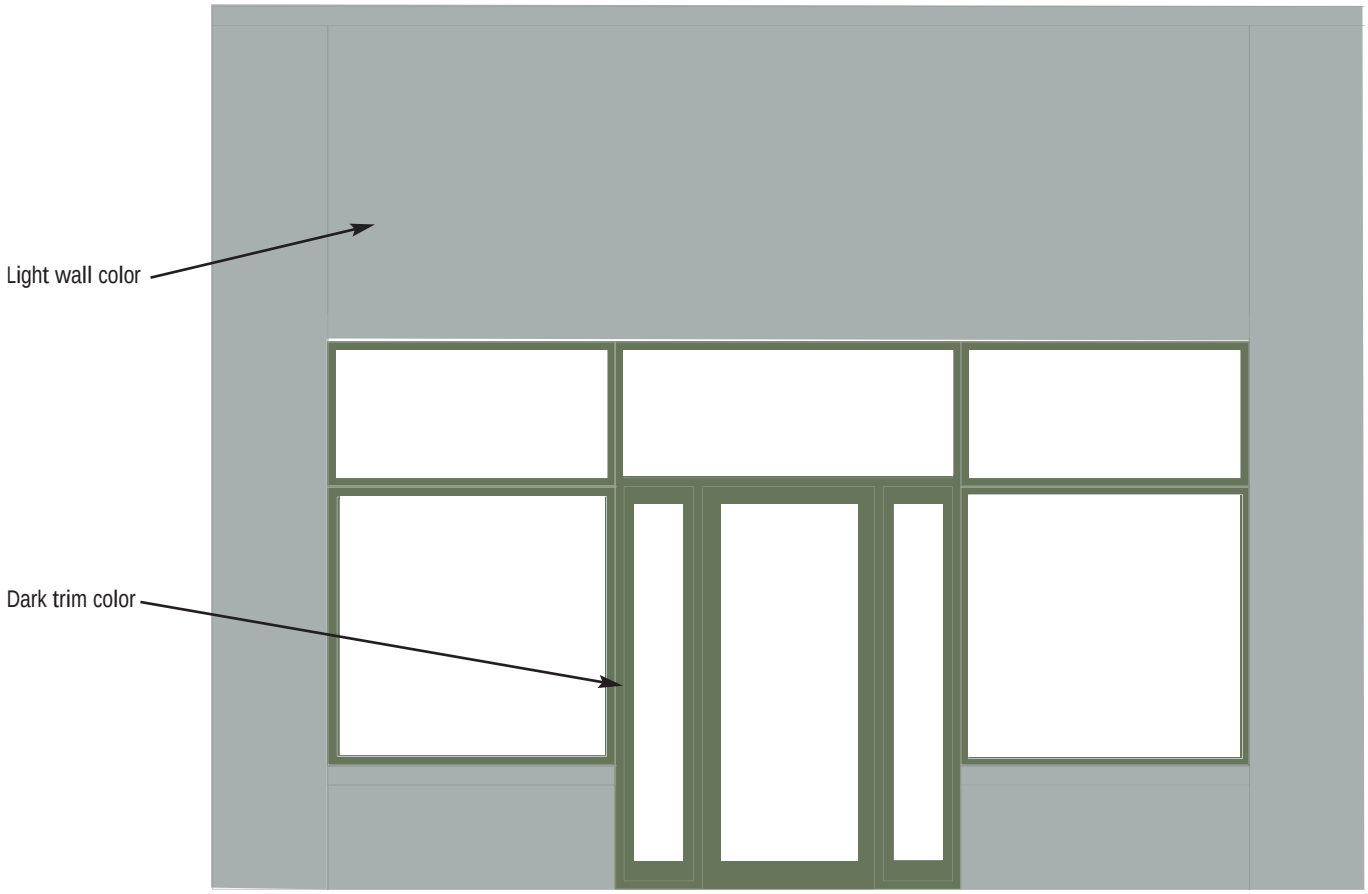
c. The painting of brick is inappropriate unless it is mismatched or so deteriorated that it can not withstand weather. If painting is necessary, an original natural color should be used. It is appropriate to re-paint a brick building only if it has been previously painted. Painting of stone is inappropriate.

d. Choose colors that blend with and complement the overall color schemes on the street. Do not use bright and obtrusive colors. The numbers of colors should be limited. The Collierville Historic District Commission does not review and regulate paint colors on wood. Follow the tips on the next page to ensure an appropriate paint scheme for your commercial building.

The re-painting of a brick building should be done carefully and thoroughly.

PRESERVATION BRIEF

NOTE: Consult Preservation Briefs #10, 37 for information on paint. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)



On typical commercial buildings, two different colors are used to define walls and trim. A third complementary accent color can be used in awnings or on signs.

Painting Tips

- Ensure that all surfaces are free of dirt, grease, and grime before painting.
- Prime surfaces if bare wood is exposed or if changing types of paints, such as from oil-based to latex.
- Do not apply latex paint directly over oil-based paint, as it will not bond properly.
- Use a high-quality paint and follow manufacturer's specifications for preparation and application.
- Avoid painting masonry that is unpainted.

11. Accessibility

Access ramps and lifts are a necessity for many older historic buildings which were not built with at-grade entrances. The Americans with Disabilities Act (ADA) requires that all commercial entities, which are places of public accommodation, be accessible to disabled users, or provide alternative accommodations. Access ramps and lifts can usually be added to historic buildings without substantially altering their historical significance if designed carefully and sensitively.

Preservation Brief #32 recommends that whenever possible, access to historic buildings should be through a primary public entrance. If this cannot be achieved without permanent damage to character-defining features, at least one entrance used by the public should be made accessible. If the accessible entrance is not the primary public entrance, directional signs should direct visitors to the accessible entrance. A rear or service entrance should be avoided as the only means of entering a building.

Designs for ramped access are controlled by the building code and can involve issues such as design for emergency exiting (or egress) and general safety. Applicants are encouraged to consult with an architect and the Collierville Building Code Official to determine how best to design safe ramps which will provide wheelchair access.

Integration of ramps and stairs allows access for everyone.

Ramps can be screened by low walls or landscaping. They can also be hidden by picket or wrought iron fencing. Railings may also be simple wrought iron to minimize their appearance.

Elevators and chairlifts are alternate ways of providing access in accordance with the ADA Accessibility Guidelines. Elevator additions are considered building additions and require full consideration of the guidelines for new construction. Chairlifts should be hidden with landscaping or a low screen wall or fence.

PRESERVATION BRIEF

NOTE: Consult Preservation Brief #32 for making historic properties accessible. (Publication available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

The design of this new office relates well to the residential scale of the other buildings on this street.

B. NEW CONSTRUCTION

The following guidelines include general recommendations for the design of new commercial buildings in Collierville's Historic District. The intent of these guidelines is not to be overly specific or to dictate certain designs to owners and designers. The intent is also not to encourage copying or mimicking particular historic styles, although some property owners may desire a new building designed in a form that respects the existing historic styles of the district.

These guidelines are intended to provide a general design framework for new construction. Good designers can take these clues and have the freedom to design appropriate, new commercial architecture for Collierville's Historic District. These criteria are all important when considering whether proposed new buildings are appropriate and compatible; however, the degree of importance of each criterion varies within each area as conditions vary. For instance, setback, scale and height may be more important than roof forms since the sloping roofs of most buildings are not visible in the downtown area.

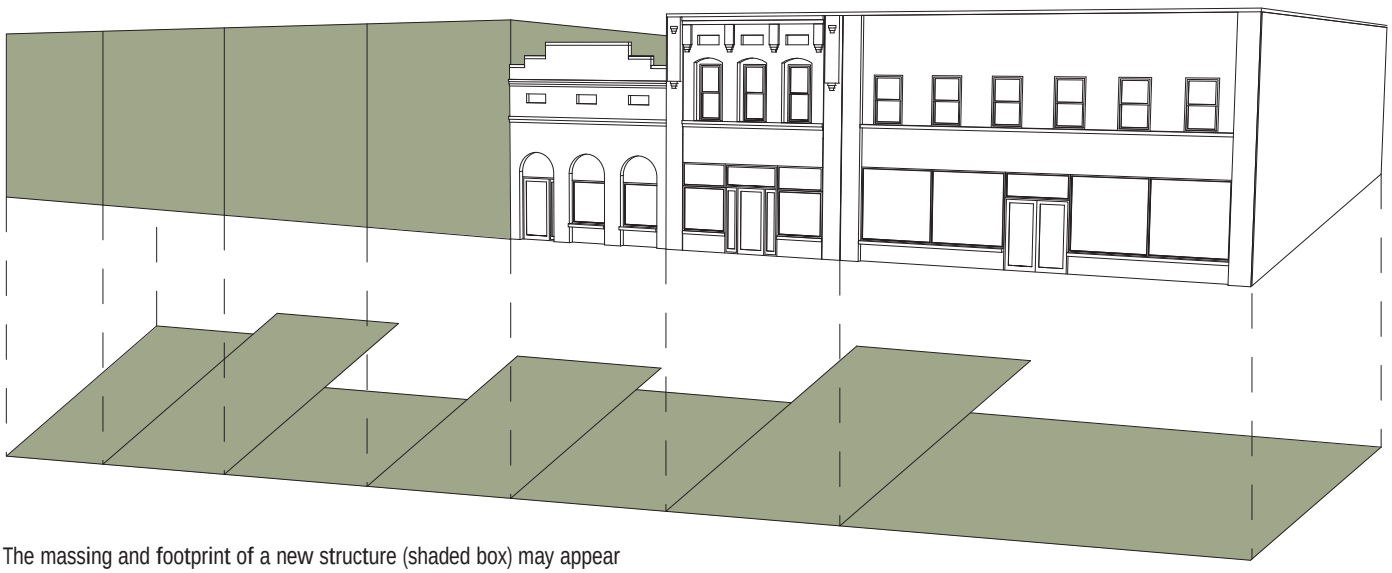
There is limited opportunity to build new structures in the downtown area since most of the land is already occupied by existing historic buildings. For this reason, buildings that contribute to the historic character of Collierville's Historic District generally should not be demolished for new construction.

Most commercial buildings in Collierville's Historic District have a very limited setback and spacing.

1. Setback and Spacing

Setback is the distance between the building wall and the property line or right-of-way at the front of the lot. Spacing refers to the distances between buildings.

a. Setback and spacing for new construction in downtown should relate to the majority of surrounding historic commercial buildings.



The massing and footprint of a new structure (shaded box) may appear too large for this block unless its facade is divided into several bays.

2. Massing and Building Footprint

Mass is the overall bulk of a building and footprint is the land area it covers. In Collierville's downtown, most buildings have a small square or horizontal mass and are sited on lots with a width of 20 to 60 feet. The nature of the mass will be further defined by other criteria in this chapter such as height, width and directional expression.

a. New construction in downtown should relate in footprint and mass to the majority of surrounding historic dwellings.

The rectangular forms of these commercial buildings are simple, as is their facade organization. Decoration, cornices and openings add interest and complexity.

3. Complexity of Form

A building's form, or shape, can be simple (a box) or complex (a combination of many boxes or projections and indentations.) The level of complexity usually relates directly to the style or type of building.

a. In general, use simple rectangular forms for new construction that relate to the majority of surrounding commercial buildings.

The majority of commercial structures in the district are horizontal or square in their expression although there are also some vertical ones.

4. Directional Expression

This guideline addresses the relationship of height and width of the front elevation of a building mass. A building is horizontal, vertical, or square in its proportions.

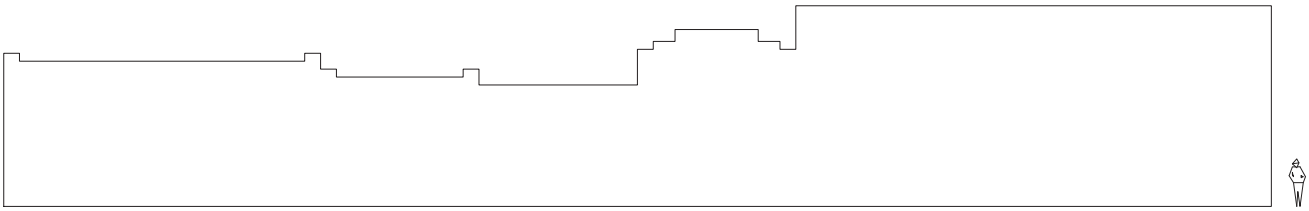
a. In new construction, respect the directional expression (or overall relationship of height to width) of surrounding historic buildings.

The new building (shaded box) reflects the average height of the block and its three vertical bays relate better to the existing buildings than one large facade as seen below.

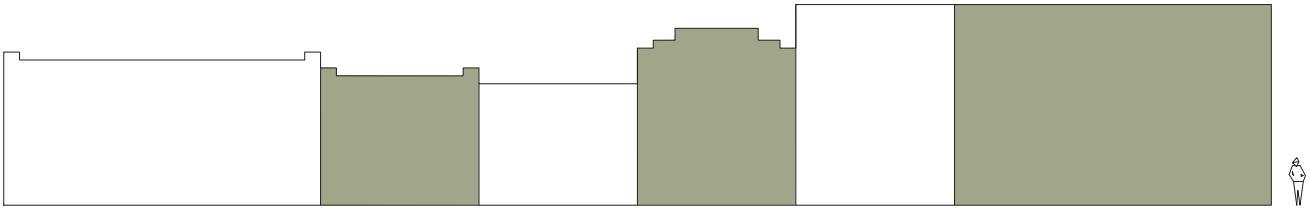
5. Height and Width

The actual size of a new building can either contribute to or be in conflict with a historic area. While zoning allows up to 35 feet in height in the Central Business District, commercial buildings in the historic district for the most part are only one story.

a. New construction proportions should respect the average height and width of the majority of existing neighboring commercial buildings in the district.



A large building overwhelms the scale of a human.



Dividing the facade into bays helps reduce the scale.

Adding elements and separate facades creates a human scale for the entire block.

6. Scale and Orientation

Height and width also create scale, or the relationship between the size of a building and the size of a person. Scale also can be defined as the relationship of the size of a building to neighboring buildings and of a building to its site. The design features of a building can reinforce a human scale or can create a monumental scale. In Collierville, there is a variety of scale. For instance, an institutional building like a church or library may have monumental scale due to its steeple or entry portico while a more human scale may be created by a storefront in a neighboring commercial building. Orientation refers to the direction in which the front of a building faces.

a. Provide features on new construction that reinforce scale and character of the surrounding area, whether human or monumental, by including elements such as storefronts, vertical and horizontal divisions, upper stories windows and decorative features.

b. New commercial construction should orient its facade in the same direction as adjacent historic buildings, that is, to the street.

c. Front elevations oriented to side streets or to the interior of lots should be discouraged.

The design of new buildings should reflect the large area of openings that Collierville's traditional commercial structures contain, particularly at the first level.

7. Openings: Storefronts, Doors and Windows

Commercial buildings in Collierville have a variety of storefronts and some upper story windows. A number of storefronts have been reconfigured, but not all of are appropriate for a historic district. When looking to build a new infill commercial building, follow the guidelines below for appropriate design. Also refer to the rehabilitation section of this chapter for information on correct storefront proportion and design.

a. The rhythm, patterns, and ratio of solids (walls) and voids (windows and doors) of new buildings should relate to and be compatible with adjacent facades. The majority of existing commercial buildings in Collierville's Historic District have a higher proportion of openings to wall area. This factor suggests that new buildings should also share that general proportion of openings to wall, particularly in regard to the storefront on the first level.

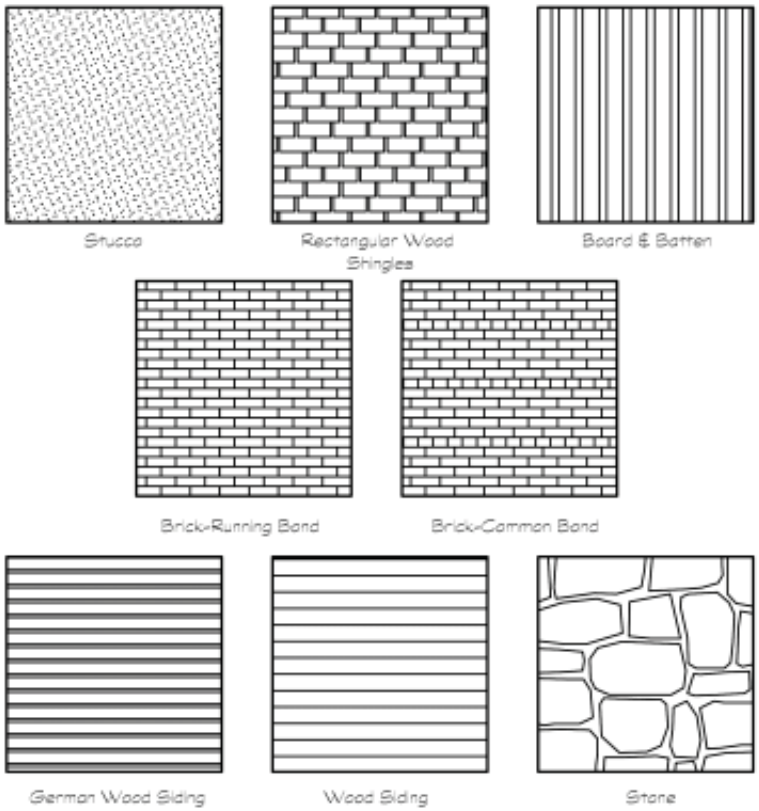
b. The size and proportion, or the ratio of width to height of window openings of new buildings' primary facades, should be similar and compatible with those on facades of surrounding historic buildings.

c. Window types should be compatible with those found in the district, which are typically some form of double-hung sash.

d. Traditionally designed openings generally have a recessed jamb on masonry buildings and have a surface mounted frame on frame buildings. New construction should follow these methods in the historic district as opposed to designing openings that are flush with the rest of the wall.

e. Many storefronts of Collierville's historic buildings have typical elements such as transoms, cornices, bulkheads, and sign areas. Consideration should be given to incorporating such elements in the design of storefronts on new buildings.

f. If small-paned windows are used in a new construction project, they should have true divided lights and not use clip-in fake muntin bars. Most major window manufacturers make a wide variety of windows that still have true divided lights.



Materials' palette within Collierville's Historic District.

8. Materials and Texture

Almost all of the buildings in Collierville's downtown commercial area are brick masonry, and a few have wood siding.

a. The selection of materials and textures for a new commercial building should be compatible with and complement neighboring historic buildings.

b. In order to strengthen the traditional image of the commercial area of the historic district, brick is the most appropriate material for new buildings.

c. Synthetic sidings, such as vinyl, aluminum and synthetic stucco (EIFS products), are not historic cladding materials in the historic district and their use is not recommended.

Coordinating paint colors can highlight decorative elements on a building.

9. Paint and Color

The selection and use of colors for a new commercial building should be coordinated and compatible with adjacent buildings. For further information, see the general painting guidelines and illustration on page 78 and 79.

10. Decorative Elements

The details and decoration of Collierville's commercial historic buildings vary tremendously with the different styles, periods, and types. Such details include cornices, roof overhang, lintels, sills, brackets, masonry patterns, shutters, entrance decoration, and storefront elements. The important factor to recognize is that many of the older commercial buildings in the district have decoration and noticeable details.

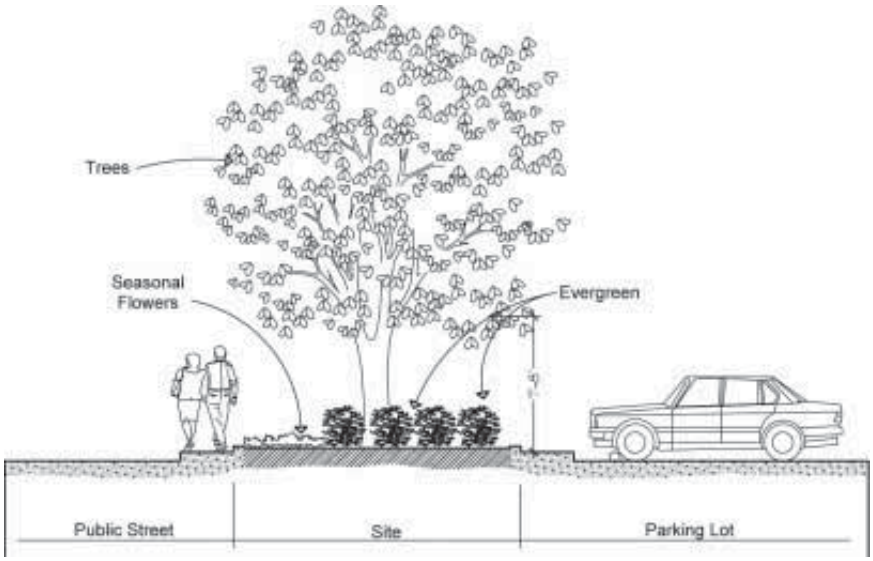
It is a challenge to create new designs that use historic details successfully. One extreme is to simply copy the complete design of a historic building and the other is to "paste on" historic details on a modern unadorned design. Neither solution is appropriate for designing architecture that relates to its historic context and yet still reads as a contemporary building. More successful new buildings may take their clues from historic images and reintroduce and reinterpret designs of traditional decorative elements.

The illustrations and photographs found throughout this book offer many examples of details from the historic district and may serve as a source for new designs.

11. New Commercial Buildings on Industrial Sites

New commercial construction in Collierville's Historic District may occur on redevelopment of industrial sites. Redeveloping these sites encourages more building density in the historic district and allows an opportunity for a diversified commercial market. These new commercial buildings are another opportunity to create designs that respect the historic character in the surrounding areas. The following guidelines relate specifically to building being developed on former industrial sites.

New construction must follow the zoning regulations for height and setback. See the zoning map on page 13 to determine the zoning for new construction.



Landscaped medians can screen large parking lots from view and provide nice shade for passing pedestrians.

a. Site Guidelines

1. Setback and spacing for new construction in downtown should relate to the majority of surrounding historic commercial buildings.
2. Encourage a pedestrian connection to neighboring and existing commercial buildings.

b. Building Placement and Form

1. New construction should relate in footprint and mass to the majority of surrounding historic dwellings.
2. In general, use simple rectangular forms that relate to the majority of surrounding commercial buildings.
3. Massive commercial buildings are inappropriate in the historic district. New construction proportions should respect the average height and width of the majority of existing neighboring commercial buildings in the district.
4. Respect the directional expression (or overall relationship of height to width) of surrounding historic buildings.
5. If there are no surrounding commercial buildings, the new building should relate to existing commercial building forms in the historic district.
6. New commercial construction should orient its facade in the same direction as adjacent historic buildings, that is, to the street.
7. Front elevations oriented to side streets or to the interior of lots should be discouraged.
8. Office or commercial parks should be designed using the same guidelines as for individual buildings. This includes issues such as street frontages, siting, signage, building materials and parking.

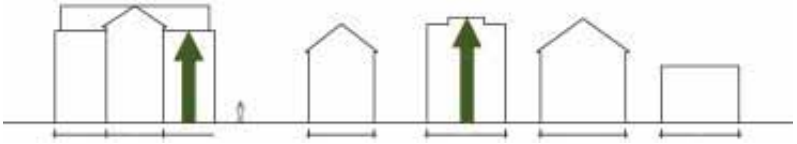
c. Building Materials and Details

1. Building materials should be compatible with existing commercial buildings in the historic district. Industrial materials, such as corrugated siding, are not appropriate for commercial buildings.
2. Provide features on new construction that reinforce scale and character of the surrounding area, whether human or monumental, by including elements such as storefronts, vertical and horizontal divisions, upper stories windows and decorative features.

d. Parking

1. Some new commercial buildings in the historic district allow for one row of parking in front of the building. This should be the maximum amount of parking allowed in front of a new commercial building.
2. New parking should be located to the sides and rears of buildings and should be screened with landscaping if the area is prominently visible from a public right-of-way.
3. New parking and sidewalks should be paved with appropriate materials. Use of exposed aggregate, brick or concrete pavers and gravel are encouraged.

The massing of this new building is not appropriate compared to the rest of the existing buildings.



By breaking down the massing of a new building, a human scale is enveloped that is appropriate for the surrounding context.

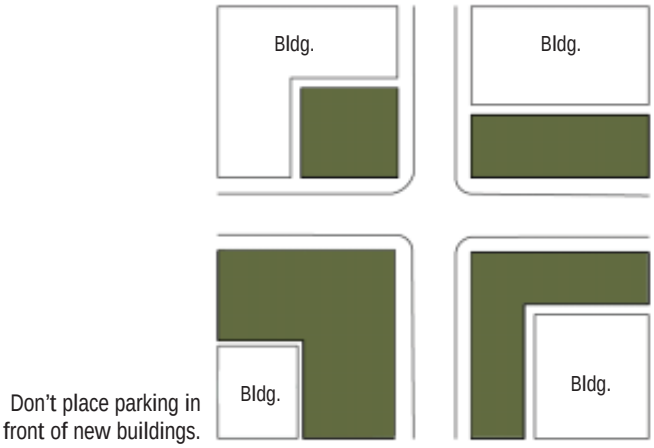
e. Accessibility

Follow all ADA regulations and guidelines; see page 80 for more information.

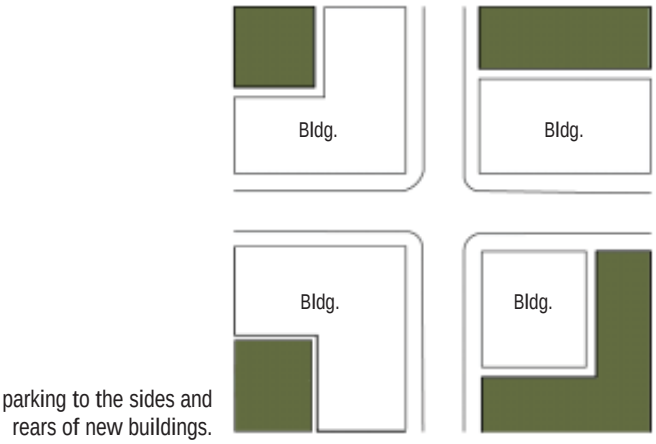
12. Civic and Institutional Buildings

The symbolism and function of town halls, courthouses, libraries, schools, churches and other civic and institutional buildings usually result in distinctive designs. These structures are the visual landmarks scattered throughout the community. They usually have a larger surrounding site and their architectural design reflects their importance in the life of the community.

1. Recognize that the scale of these buildings may not visually relate to nearby buildings within the historic district.
2. Design such buildings so that their materials and forms attempt to relate to surrounding structures if possible.

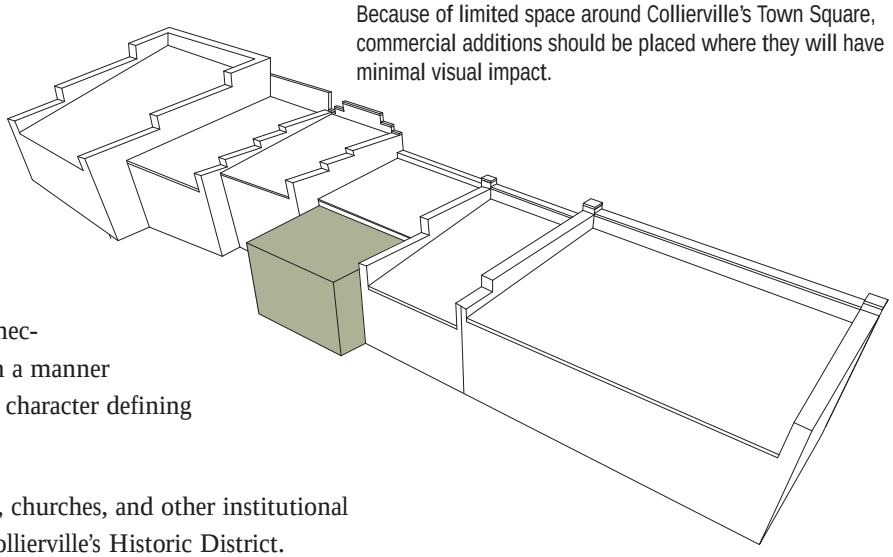


Don't place parking in front of new buildings.



Locate parking to the sides and rears of new buildings.

C. ADDITIONS



Because of limited space around Collierville's Town Square, commercial additions should be placed where they will have minimal visual impact.

There are limited opportunities to make additions to many of Collierville's commercial buildings. An exterior addition to a historic building may radically alter its appearance. Before an addition is planned, every effort should be made to accommodate the new use within the interior of the existing building. When an addition is necessary, it should be designed and constructed in a manner that will complement and not detract from the character defining features of the historic building.

These guidelines for additions apply to schools, churches, and other institutional buildings as well as commercial buildings in Collierville's Historic District.

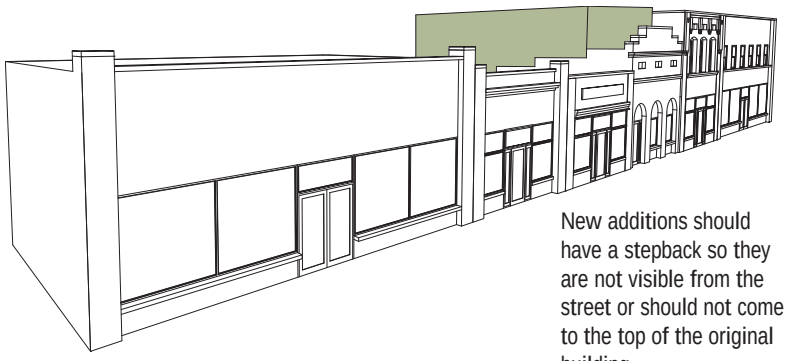
The design of new additions should follow the guidelines for new construction on all elevations that are prominently visible (as described elsewhere in this section.) There are several other considerations that are specific to new additions in the historic district listed below.

1. Function

Attempt to accommodate needed functions within the existing commercial structure without building an addition.

2. Design

New additions should not destroy historic materials that characterize the property. The new work should be differentiated from the old and should be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.



New additions should have a stepback so they are not visible from the street or should not come to the top of the original building.

3. Replication of Style

A new addition should not be an exact copy of the design of the existing historic building. If the new addition appears to be a part of the existing building, the integrity of the original historic design is compromised and the viewer is confused over what is historic and what is new. The design of new additions can be compatible with and respectful of existing commercial buildings without being a mimicry of their original design.

4. Materials and Features

Use materials, windows, doors, architectural detailing, roofs, and colors which are compatible with the existing commercial historic building.

5. Attachment to Existing Building

Wherever possible, new additions or alterations to existing commercial buildings and structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building or structure would be unimpaired. Therefore, the new design should not use the same wall plane, roof line or cornice line of the existing structure.

6. Size

Limit the size of the addition so that it does not visually overpower the existing commercial building.

7. Location

Attempt to locate the addition on the rear elevations or in a manner that makes them visually secondary to the primary elevation of the commercial structure. If the addition is located on a primary elevation facing the street or if a rear or side addition faces a street, parking area, or an important pedestrian route, the visible elevation of the addition should be treated under the new construction guidelines.

The owners of this building have preserved its dormer window and other residential features, even though it is now used as an office.

D. CONVERSION OF RESIDENCES TO COMMERCIAL USE

Several historic residences along Main and Center streets have been converted to commercial uses over the years. Conversion of residential buildings to commercial uses places new demands on these historic dwellings. These buildings require special care and consideration if their historic features are to be retained. The following are guidelines for preserving and rehabilitating residential buildings which are in a commercial use.

In General

1. Preserve the Residential Character of Residential Properties: Within the commercial areas of the Historic District, preserve and rehabilitate historic residential buildings. Conversion of residential property to commercial uses in this area should not alter the residential appearance and character of the historic building. Additions and alterations should follow residential guidelines (See Chapter II).
2. Preserve the Residential Setting: Residential properties should retain their original landscape setting, as viewed from the street or public right-of-way.
3. Preserve Residential Features: Residential features, such as front entrances, porches or porte cocheres, should be retained and preserved where residential buildings are converted to commercial uses.

1. Driveways, Parking and Walks

Conversion of residential buildings to a commercial use often requires additional parking and sidewalks for clients or customers.

a. New parking should be located to the sides and rears of existing buildings and should be screened with landscaping if the area is prominently visible from a public right-of-way.

b. New parking and sidewalks should be paved with appropriate materials. The zoning ordinance requires parking lots to be paved.

Follow the guidelines listed under Chapter II: Residential Guidelines, Driveways, Parking and Walks on page 36.

The Collierville Chamber of Commerce has relocated into a house and has maintained most of its residential features.

New parking should be located to the sides and rears of converted dwellings.

2. Accessibility

The same ADA rules and regulations that apply to commercial buildings also apply to residential buildings converted to a commercial use. Follow the ADA guidelines listed in this Chapter, page 80.

3. Signs

a. For residential buildings converted to commercial uses, flat signs attached to the wall at the first floor or suspended from the fascia between porch columns are appropriate. Signs attached to the structure should not cover any architectural detail.

b. For residential buildings small projecting signs attached to the wall at the first floor or porch column are appropriate and should not be located higher than the top of the porch.

c. Freestanding signs should be no higher than six (6) feet.

d. Lighting of signs should be provided only by direct external lighting, such as flood lights or spot lights. External lighting sources should be shaded, shielded or directed so that the light intensity will not be objectionable to surrounding areas.

4. Paint and Color

The Collierville Historic District Commission does not review and regulate paint colors on wood. Follow the color recommendations of particular architectural styles listed in Chapter II: Guidelines for Residential Buildings, Paint and Color, on page 46.

This converted residence has installed a ramp along the rear of the building and has screened it with landscaping.

The Chamber of Commerce has an appropriate freestanding sign for a converted residence.

Projecting Signs

Window Signs

Flat Wall Signs

Pier-Mounted Signs

Awning Signs

Hanging Signs

Free-standing Signs

E. SIGNS

Signs are a vital part of the downtown scene. A balance should be struck between the need to call attention to individual businesses and the need for a positive image of the entire district. Signs can complement or detract from the character of a building depending on their design, placement, quantity, size, shape, materials, color and condition. Historically significant signs should be retained if possible on buildings, even if the business is no longer in existence.

Signs shall comply with Collierville's sign ordinance except where stated otherwise.

The following guidelines apply to commercial and business uses in the Historic District. For complete information about Collierville's Sign Regulations, see the Collierville Zoning Ordinance, Chapter 12. Additional sign guidelines for businesses located within a Residential Zone District under the H-1 Historic Zoning District are found in the appendix and in "Conversion of Residences to Commercial Use," Section 3, "Signs" on the previous page.

PRESERVATION BRIEF

NOTE: Consult Preservation Brief #25 for information on signs. (Publications available at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.)

GUIDELINES FOR COMMERCIAL BUILDINGS

1. TYPES AND LOCATIONS

a. Place signs so that they do not obstruct architectural elements and details (including vents) that define the design of the building. Respect signs of adjacent businesses.

b. Flat wall signs for commercial buildings can be located above the storefront, within the frieze of the cornice, on covered transoms, or on the pier that frames display windows or generally on flat, unadorned surfaces of the facade or in areas clearly suitable as sign locations.

c. Projecting signs for commercial buildings should be at least 10 feet above the sidewalk and project no more than 3 feet from the surface of the building. They should not be placed above the cornice line of the first floor level unless they have a clearance of less than 10 feet. Wall signs shall not be higher than the roof line of the building or 18 feet, whichever is lower.

d. Window signs (interior and exterior) should be approximately 5.5 feet above the sidewalk at the center point for good pedestrian visibility. Optional locations could include 18 inches from the top or bottom of the display window glass.

e. Window signs are also appropriate on the glazing of doors and on upper floor windows for separate building tenants.

f. Awning and canopy signs should be placed on the valance area only. The minimum space between the edge of the letter and the top and bottom of the valance should be 1.5 inches.

g. Hanging signs are designed for installation under an awning, canopy, porch overhand, or marquee. Hanging signs may be perpendicular or parallel to a building. The bottom of

Hanging signs that face the road are easy for drivers to read.

a hanging signs that is perpendicular to the building and hangs under an awning, canopy, or marquee shall be no less than seven (7) feet above the sidewalk.

2. NUMBER

a. Each ground floor occupant of a business structure is permitted two business signs facing each street upon which his business fronts.
b. The number of signs used should be limited to encourage compatibility with the building and discourage visual clutter.
c. Of the two signs for a business, each should be a different type.
d. A building should have only one wall sign per street frontage. Buildings on corner lots are allowed signs on both frontages.
e. Businesses on the upper floors of a building are permitted one wall sign adjacent to the entrance.
f. If customer access is provided at the rear of the building, property owners should consider reserving some of the building mounted sign allocation for identification of the business at that entry.

3. SIZE

a. The area of business signs upon a structure should not exceed one and one half (1 1/2) square feet of sign for every foot of front frontage of the building. The maximum square footage sign allotment should not exceed 150 square feet, except as approved by the Board of Zoning Appeals.
b. Flat wall signs should not extend more than 6 inches from the surface of the building.
c. Projecting signs should be a maximum of 6 square feet per face.
d. Hanging signs that are perpendicular

The location and size of signs should be carefully planned and coordinated. A rectangular sign may work better than a square sign in some of the above examples.

The size of signs should be proportional to the size of the building. Smaller buildings should use smaller signs, so not to detract from any architectural features of the building.

to a building shall be no larger than 4 square feet. The size of a hanging signs that is parallel to the building shall be calculated according to the maximum signage allotment, but in no case shall exceed 10 square feet.

e. Window signs should obscure no more than 15 percent of the window glass.

f. In general, signs should be proportional to the building they are placed on. A sign that meets the Sign Ordinance requirements may not be appropriate given the scale of the building and the character established by the adjacent storefronts.

The size of signs should be proportional to the size of the building. This sign is a good example as it is large enough for a passerby to read, but doesn't overwhelm the building.

4. MATERIALS

Use traditional sign materials such as wood, glass, gold leaf, raised individual metal or painted wood letters, and painted letters on wood, metal, or glass. Avoid the use of foam molded letters. Some plastic individual letters may be appropriate if they have a non-glossy finish and do not appear as having a shiny plastic appearance. Some engineered wood products (e.g. high-density fiberboard, or medium-density fiberboard) may also be appropriate in certain applications, but only when painted. Wall signs should not be painted directly on the surface of historic masonry walls if the wall has not been previously painted. Window signs should be painted or have decal flat letters and should not be three-dimensional

While individual letters may be a traditional form of signs, these letters are oversized and inappropriate for the building. Individual sign letters on masonry walls may also cause damage, such as holes and spalling, to the masonry.

In General

Execution

Sign professionals who are skilled at lettering and surface preparation should execute signs.

Design

It is important that signs be readable while conveying an image appropriate for the business or the building in a historic setting. Often sign painters or graphic designers can assist with sign design.

Shape

Shape of signs for commercial buildings should conform to the area where the sign is to be located unless a sign is to take on the shape of the product or service provided, such as a shoe for a shoe store. Such shapes should not obscure architectural elements of the building.

White letters on a black background are easy to read and make a nice graphic statement.

5. Color

Use colors that complement the materials and color scheme of the building, including accent and trim colors. Three colors are recommended, although more colors can be appropriate in exceptional and tastefully executed designs.

6. Lighting

Illuminated signs shall adhere to the following provisions and restrictions in addition to those stated in the sign ordinance.

a. The light for or from any illuminated sign shall be so shaded, shielded or directed that intensity will not be objectionable to surrounding areas.

b. No sign shall have blinking, flashing or fluttering lights or other illuminating device which has a changing light intensity, brightness or color.

c. No colored lights shall be used at any location in any manner so as to be confused with or construed as traffic control devices.

d. Neither the direct nor reflected light from primary light sources shall create a traffic hazard to operators of motor vehicles on public thoroughfares.

e. Exposed bulbs shall not be used on the exterior surface of any sign.

f. Neon signs shall not be permitted.

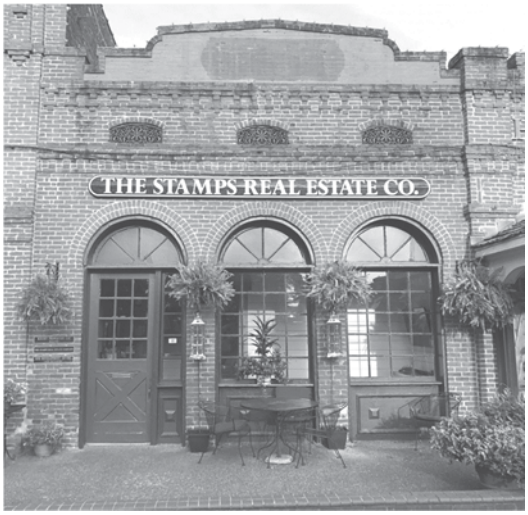
g. Canopies and awnings shall not have back-lighting.

The large historic sign on this warehouse is appropriate only for this industrial building function.

Not all commercial facades historically had awnings or canopies, but of those that did, flat metal canopies suspended from building facades or lightweight canvas awnings were the most common by the 1940s.

F. AWNINGS, CANOPIES, AND MARQUEES

Awnings and canopies can contribute to the overall image of downtown by providing visual continuity for an entire block, and helping to highlight specific buildings. These features protect pedestrians from the weather, shield window displays from sunlight and conserve energy. Depending on the circumstances, new awnings and canopies may replace deteriorated existing awnings and canopies in kind, or be installed where they were once in place as seen in pictorial or physical documentation. In other instances, they may be newly installed where no awning or canopy previously existed, provided they are compatible with the historic building. Marquees may be even appropriate on a case-by-case basis.



Not all commercial facades on the Town Square have awnings or canopies. If awnings were added to this building, for example, they would be appropriate if they fit the window openings and did not cover distinctive architectural details.

1. GENERAL REQUIREMENTS

a. The lowest point of the awning, canopy, or marquee shall be at least seven (7) feet above the sidewalk.

b. Choose designs that do not interfere with existing signs, distinctive architectural features of the building, street trees, or other elements along the street.

c. Coordinate colors and finishes with the building's overall color scheme. Solid colors, wide stripes, and narrow stripes may be appropriate, but not overly bright or complex patterns.

d. It is appropriate to perform routine maintenance and minor repairs on existing awnings and canopies that have inappropriate materials (e.g. wood shake shingles, asphalt shingles, or metal slat awnings); however, replacing over 50% of the existing materials with similar materials is considered rehabilitation and is not allowed unless approved by the HDC.

2. AWNINGS

Awnings are light roof-like structures, supported entirely by the exterior wall of a building consisting of a fixed or movable frame covered with canvas, shingles, or metal extending over doors, windows, and/or show windows with the purpose of providing protection from sun and rain and/or embellishment of the façade.

a. Whether fixed or retractable, sloped canvas awnings are the most historically appropriate awning type, provided that they carefully fit within the storefront, porch, door, or window openings; do not obscure distinctive architectural elements; and, do not damage historic materials
b. Choose an awning shape that fits the opening for which it is intended.
c. High-quality standing seam metal awnings (see figure on page 104) are appropriate only on a case-by-case basis (if approved by HDC) for non-historic or new commercial buildings. Product and installation details will be required to determine if the proposed metal is appropriate. This material should not be used as a replacement finishing on steep-sloped awnings when inappropriate cedar shake shingles are removed.
d. Backlit awnings, plastic awnings, shiny plastic-like fabrics, rigid metal awnings, metal slat awnings, asphalt shingle or cedar shake shingles awnings, and corrugated metal awnings are prohibited.

Canvas awnings such as these are appropriate on commercial storefronts.

Flat metal canopies such as this one are appropriate on commercial storefronts.

3. CANOPIES

Canopies are solid roof-like structures, supported by the exterior wall of a building or by the exterior of the building and columns, consisting of a fixed frame covered with metal or shingles, extending over doors, windows, and/or show windows, with the purpose of providing protection from sun and rain and embellishment of the façade.

a. Flat metal canopies are the most historically appropriate canopy type and are appropriate provided that they fit the storefront design and do not obscure important elements such as transoms or decorative glass.

b. When posts are used to support the weight of canopies, ornate metal posts similar to those used on historic storefronts shall be used. If within the public right-of-way, the Board of Mayor and Aldermen (BMA) will need to approve such encroachments and clarify maintenance responsibility.

c. It is not appropriate to perpetuate the use of mansard or pent roof canopies with wood shake shingles added dur-

Oversized pent roofs (left) are common in Collierville's downtown but are not appropriate for historic buildings.

Standing seam metal can be an appropriate metal for awnings and canopies with a low slope like this one (above left). Corrugated metal, although it was found on buildings on the Town Square (above right), is no longer appropriate.

The McGinnis Hardware building once had a flat metal canopy suspended from the building façade (above left), but during modern restoration efforts, a mansard roof canopy with square steel columns and a wood shake shingle roof was added (above right). These more recent elements in the Historic District are inappropriate and should be completely removed if possible.

Some storefronts had ornate metal posts adorned with embellishments (above left). Such posts are appropriate for supporting the weight of new canopies (above right).

ing modern renovations before the establishment of the local Historic District. These elements are inappropriate and should be completely removed if possible.

d. High-quality standing seam metal canopies (see figure below right) are only appropriate on a case-by-case basis for non-historic or new commercial buildings (if approved by HDC). Product and installation details will be required to determine if the proposed metal is appropriate. This material should not be used as a replacement finishing on steep-sloped, pent roof, or mansard canopies when inappropriate cedar shake shingles are removed.
e. Corrugated metal and asphalt shingle roofing for canopies is prohibited.

4. MARQUEES

Marquees are permanent roofed structures attached to and supported entirely by a building with the purpose of providing protection from sun and rain, signage, and embellishment of the façade and not used for occupancy or storage. They are not be appropriate on most commercial buildings and will be considered on a case -by-case basis.

5. SIGNS

As appropriate, use the front panel or valance of an awning, canopy, or marquee for a sign. Letters can be sewn, screened, applied or painted on fabric; avoid hand-painted or individually made fabric letters that are not professionally applied. See the sign section of the Guidelines and the Zoning Ordinance for size and placement requirements for awning, canopy, or marquee signs.

Widely available by the 1950s, aluminum awnings made with slats called "pans" typically arranged vertically were added to some storefronts. Aluminum “slat” awnings like these can be retained if original but should not be added where they do not currently exist.

Metal canopies need to be properly maintained to make sure they don’t rust.

Proper maintenance of wood or metal canopies lengthens their life-span.

Characteristics of high-quality standing seam metal roofing:

- 24 gauge or heavier
- seams at least 1.5 inches tall
- seams at least 12 inches apart
- fasteners that are not visible/exposed
- a closed edge

GUIDELINES FOR STREETSCAPE/ PUBLIC IMPROVEMENTS

IV

IV

GUIDELINES FOR STREETSCAPE/PUBLIC IMPROVEMENTS

The publicly owned parts of Collierville's Historic District are as important as the private structures in helping define the unique character of the area. Probably the most distinctive aspect of the district is the Town Square and its public park. This area defines the district with its small shops, distinctive street furni-ture, historically styled light fixtures and colorful banners. The park itself becomes the town green, an area where citizens can gather for celebrations, or to attend the Farmer's Market.

Other features that reflect the special district character are brick crosswalks, specialized signage and historical plaques. The following streetscape guidelines encourage retaining such character-defining features, expanding their use when the opportunity arises, and making additional improvements to create a streetscape that complements the historic nature of the district.

Differences in material make a separation of street and crosswalk more visible.

A. STREETS, PAVING AND PARKING

1. Avoid widening existing streets without providing sidewalks, street trees, and other elements that maintain the street wall and emphasize the human scale.
2. Any traffic improvements, such as traffic calming devices, should be designed to be compatible with the district, especially in the materials and colors used.
3. Retain any remaining historic paving or curbing; and if any such material is uncovered in future public projects, consider reusing it or parts of it in the new project.
4. Make street paving consistent throughout the district. Avoid the cosmetic patching of surfaces when more substantial repair is needed.
5. Avoid paving over areas that could be used for plantings.
6. Screen parking lots from streets and sidewalks with trees and shrubs and include interior planting islands to provide shade and visual relief from large expanses of asphalt.

Plantings throughout Town Square parking areas provide visual interest for visitors and keep focus away from parking lots.

Brick sidewalks throughout the Town Square match nicely to crosswalks throughout the district.

7. Provide water in parking lots for landscape maintenance.
8. Install adequate lighting in parking areas to provide security in evening hours. Select fixtures that are appropriate to a historic setting and avoid cobra head types.
9. Avoid demolishing historic buildings for any parking areas or facilities.
10. Attempt to provide sufficient parking on streets to prevent conversions of yards into parking lots.
11. Ensure that the design of any new parking structure relates to the design guidelines in Chapter III: Guidelines for Commercial Buildings.
12. Attempt in the street-level design of any such facility to relate to pedestrians through the use of storefronts or display windows or other visual features.

A stair leading to an ADA accessible ramp in the Town Square.

Discontinuous sidewalks are common through-out the historic district.

B. CURBS AND SIDEWALKS

1. Retain historic paving materials such as scored concrete and brick sidewalks.
2. When sidewalks must be repaired, match adjacent materials (except for modern concrete) in design, color, texture, and tooling. Avoid extensive variation in sidewalk and curb materials.
3. When sidewalks need replacement, use a paving unit such as brick or patterned concrete that relates to the scale of the district. Curbs likewise should be a material such as stone or exposed concrete aggregate. Avoid pouring concrete in continuous strips.
4. Make sure sidewalks are continuous, especially in the areas adjacent to Town Square. Consider installing sidewalks where there currently are none, such as on Main Street, just north of the square.
5. Expand brick crosswalks throughout the district to encourage more pedestrian activity.
6. Avoid excessive curb cuts for vehicular access across pedestrian ways. Where curb cuts are necessary, mark them with a change in materials, color, texture, or grade.
7. Avoid blocking the sidewalk with too many street furniture elements and remove obsolete signs and poles.
8. Maintain a distinction between sidewalks and streets. Avoid paving sidewalks with asphalt and retain the curb strip.
9. Continue to expand the installation of handicapped ramps throughout the district.

The historic district has nice streetscape elements including guardrails like this one.

Traditionally designed light poles give a pedestrian sense of scale and provide a place to display local banners.

C. STREET FURNITURE AND LIGHTING

1. Expand the use of pedestrian-scaled, traditionally styled light fixtures like those around the Town Square. The design of these may vary in different parts of the district but do not expand the use of wooden poles and cobra-head light fixtures. A temporary alternative would be to install pedestrian-scaled arms on existing wooden poles.
2. Provide adequate lighting at critical areas of pedestrian/vehicular conflict such as parking lots, alleys, and crosswalks.
3. Continue to use traditional designs for trash containers in the district, possibly matching other street furniture.
4. Continue to place benches at key locations in the district. Continue to use traditional designs constructed of wood and/or cast iron.
5. Continue to make any existing or future street furniture, such as newspaper boxes, telephone booths, bicycle racks, drinking fountains, planters, and bollards compatible in design, color, and materials with existing elements like those around the Town Square.
6. Avoid placing too many elements on narrow sidewalks.

The design of trash containers around Town Square is coordinated nicely with other streetscape elements.

Landscaping around the Town Square clock brings focus to an important streetscape element.

D. TREES, PLANTINGS AND OPEN SPACE

1. Maintain the canopy effect of mature deciduous shade trees.
2. Maintain existing plantings in all public areas, especially indigenous species. Plantings areas are especially appropriate in medians and curb strips.
3. Consider installing street trees along more of the main streets in the district. Use indigenous and hardy species that require minimal maintenance.
4. Consider installing landscaping, including trees, in areas like medians, divider strips and traffic islands. Site plantings so that they are protected from pedestrian and vehicular traffic, do no not block views of storefronts and meet necessary traffic-safety standards.
5. Expand the use of the existing portable planters. Site them so that they do not block narrow sidewalks and remove them in winter months when they are empty.
6. Maintain the existing public park and other open spaces.

The public park provides a major landscaping element and open space in the middle of downtown.

Landscaped medians around Town Square provide nice color in the blooming season.

Street signs throughout the district make good use of Collierville's logo.

E. PUBLIC SIGNS AND PLAQUES

1. Maintain the existing neighborhood street signs with the Collierville logo and expand their use if possible.
2. Signs should be consistent in design, color and material. Use of the existing logo encourages uniformity throughout the district.
3. Promote the installation of local historical plaques commemorating significant events, buildings, and individuals in the district. These place-making elements play an important role in celebrating and communicating the history of the district.
4. Avoid placing signposts in locations where they can interfere with the opening of vehicle doors; use the minimum number of signs necessary.

Plaques located around the Town Square celebrate the history of the district.

Collierville has many different types of street signs including this unusual concrete pylon marker from an earlier era.

F. GATEWAYS AND WAYFINDING

1. Consider installing gateway signage at entrances to the historic district. This, along with the expansion of historic street lights, will indicate to visitors that they have entered the historic district. Gateway signage should be moderately sized and of good quality in design or materials. Signage can be of carved and painted wood. Base mounting the sign presents another opportunity for landscaping.

2. Consider locating wayfinding signs in key areas to direct automobiles and pedestrians to important sites, such as the Town Square (a public park) and other local attractions. Signs should be consistent in design, color and material. Use of the existing logo encourages uniformity throughout the district. (See map on next page.)

Signs like these provide directional information for visitors.

The northern entry to the Town Square offers the opportunity to add gateway signs.

Additional historic district signs could be added to the southern gateway of the district to complement the existing banners.

IV

GUIDELINES FOR STREETSCAPE/PUBLIC IMPROVEMENTS


TOWN OF COLLIERVILLE
GATEWAYS & WAYFINDING---LEGEND
LOCAL HISTORIC DISTRICT BOUNDARY
GATEWAYS
CENTER STREET
NORTH ROWLETT
POPLAR AVENUE
WAYFINDING
WALNUT STREET
WASHINGTON STREET
CENTER STREET
MAIN STREET
0
50
100
280
500
1000
HWY 57- POPLAR AVENUE
COLLEGE ST.
NORTH ROWLETT
SOUTH ROWLETT
WASHINGTON ST.
NATCHEZ ST.
NEELY ST.
SOUTH ST.
MAIN ST.
CENTER ST.
WALNUT ST.
CHURCH ST.
ELLAWOOD LANE

G. UTILITIES AND EQUIPMENT

1. Consider installing traffic signals on poles that are placed beside the street and are compatible with pedestrian-scaled light fixtures.
2. Place utilities underground, if at all possible, or locate behind buildings. Screen surface equipment.
3. Place necessary utilities, such as transformers and overhead wires, so that they are as visually unobtrusive as possible.
4. Encourage the siting of dumpsters and trash storage areas to be as unobtrusive as possible.

Utility lines along Poplar Avenue are a distraction when entering the historic district.

Throughout the historic district, trees have been trimmed to protect utility lines. Placing utility lines underground helps to eliminate this problem.

V

APPENDICES

V

APPENDICES

A. DESIGN REVIEW APPLICATION FORM

Application forms are available at the Planning Division's office at Town Hall or at the Town website (***www.collierville.com***).

Information may also be obtained by calling the Planning Division at (901) 853-3271.

B. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectured features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.

C. HISTORIC DISTRICT COMMISSION NEW CONSTRUCTION CHECKLIST

This checklist was developed for the Historic District Commission to use when considering all aspects of the design of new construction and the architecture review process.

1. SITE PLANNING

- ❑ Relationship to street: Setback
- ❑ Spacing between buildings
- ❑ Orientation
- ❑ Garage location
- ❑ Placement of other outbuildings
- ❑ Landscaping: type and location
- ❑ Walks: location, size and materials
- ❑ Driveways: location, size and materials
- ❑ Fences and walls: location, size and materials
- ❑ Signs: location, size, materials, number, design

2. HEIGHT

3. WIDTH AND PROPORTION

4. MASSING

5. ROOF FORMS

- ❑ Shape
- ❑ Degree of Pitch
- ❑ Overhang
- ❑ Parapet Walls
- ❑ Turrets
- ❑ Dormers
- ❑ Skylights
- ❑ Chimneys

6. PLACEMENT AND AMOUNT OF OPENINGS

Organization of solids and voids within all elevations

7. ARTICULATION OF OPENINGS

- ❑ Flush
- ❑ Recessed
- ❑ Trimmed out
- ❑ Shutters/blinds

8. PROPORTION OF OPENINGS

TYPE OF OPENINGS

- ❑ Windows
- ❑ Display
- ❑ Double hung
- ❑ Casement
- ❑ Fixed
- ❑ Decorative
- ❑ Storm
- ❑ Doors

9. OTHER EXTERIOR ARCHITECTURAL ELEMENTS

- ❑ Cornices
- ❑ Porches
- ❑ Balconies
- ❑ Decks
- ❑ Exterior stairs
- ❑ Loading docks
- ❑ Sign area
- ❑ Transoms
- ❑ Bulkheads

10. STREET LEVEL DESIGN (COMMERCIAL BUILDINGS)

- ❑ Transparent storefront
- ❑ Entry access

11. MATERIALS AND TEXTURES

- ❑ Wall surfaces
- ❑ Roof
- ❑ Foundation
- ❑ Signs
- ❑ Awnings

12. TRIM AND MISCELLANEOUS DETAILS

- ❑ Type and profile of siding material
- ❑ Window and door surrounds
- ❑ Corner boards
- ❑ Storefront details
- ❑ Porch details
- ❑ Brick bond type
- ❑ Water tables
- ❑ Rustication
- ❑ Quoins
- ❑ Gutters and downspouts
- ❑ Light fixtures
- ❑ Hardware
- ❑ Utilities

13. COLORS

- ❑ Wall
- ❑ Trim
- ❑ Foundation
- ❑ Roof
- ❑ Accent
- ❑ Awning

14. SIGNS

- ❑ Type
- ❑ Location
- ❑ Number
- ❑ Size
- ❑ Materials
- ❑ Color
- ❑ Lighting

15. AWNINGS

- ❑ Type
- ❑ Design
- ❑ Placement
- ❑ Fabric
- ❑ Color

D. GUIDELINES FOR DEMOLITION AND RELOCATION

Historic buildings are irreplaceable community assets and once they are gone, they are gone forever. With each succeeding demolition or removal, the integrity of Collierville's heritage is further eroded. The new building or parking lot that often replaces the removed building is seldom an attribute to the historic character of the district. Therefore the moving or demolition of any significant building in the historic district should be considered very carefully before any approval is given. Since the purpose of historic zoning is to protect historic properties, the demolition of a building that contributes historically or architecturally to the character and significance of the district is inappropriate and should be avoided. A CERTIFICATE OF APPROPRIATENESS IS REQUIRED BEFORE ANY BUILDING WITHIN THE HISTORIC DISTRICT MAY BE DEMOLISHED OR RELOCATED.

1. DEMOLITION IS INAPPROPRIATE:

a. If a building is of such architectural or historical interest and value that its removal would be detrimental to the public interest;

b. If a building is of such old, unusual or uncommon design and materials that it could not be reproduced or be reproduced without great difficulty and expense, or;

c. If its proposed replacement would make a less positive visual contribution to the district, would disrupt the character of the district or would be visually incompatible.

2. DEMOLITION IS APPROPRIATE:

a. If a building has lost its architectural and historical integrity and importance and its removal will not result in a more negative, less appropriate visual effect on the district;

b. If a building does not contribute to the historical or architectural character and importance of the district and its removal will result in a more positive, appropriate visual effect on the district; or

c. If the denial of the demolition will result in an economic hardship on the applicant as determined by the Collierville Historic District Commission.

3. GUIDELINES FOR DEMOLITION OF A HISTORIC BUILDING

a. Document the building thoroughly through photographs and measured drawings according to Historic American Building Survey standards. The resulting information should be retained in the offices of the Collierville Planning Department and with the Tennessee Historical Commission.

b. Demolish a historic building only after all preferable alternatives have been previously exhausted.

c. If the site is to remain vacant for any length of time, improve the empty lot in a manner consistent with other open space in the historic district.

4. RELOCATION

The moving of an existing building which retains architectural and historical integrity and which contributes to the architectural and historical character of the district should be avoided.

The moving out of the district of a building which does not contribute to the historical and architectural integrity of the district or which has lost architectural integrity due to deterioration and neglect shall be appropriate if its removal or the proposal for its replacement will result in a more positive appropriate visual effect on the district.

a. Relocated buildings must be carefully rebuilt to retain and maintain original architectural details and materials.

b. A building may be moved into the district if it maintains a sense of architectural unity in terms of style, height, scale, massing, materials, texture and setback with existing buildings along the street.

c. A building may be moved from one side to another in the district if:

i. The integrity of location and setting of the building in its original location has been lost or is seriously threatened;

ii. The new location will be similar in setting and sitting;

iii. The building will be compatible with the buildings adjacent to the new location in style, height, scale, materials and setbacks; and

iv. The relocation of the building will not result in a negative visual effect on the site and surrounding building from which it will be removed.

5. ADDITIONAL MOVING CRITERIA

The following general standards should be applied in decisions made by the Historic District Commission in regard to moving buildings:

a. Whether or not the proposed relocation is the only practical means of saving the structure from demolition. Have other alternatives been studied which would not require the building to be moved?

b. The age and character of a historic structure. For example, is the subject building one of the older structures found in the district or is its design of a distinctive character not found frequently in the historic district?

c. The view of the structure or area from a public street or right-of-way. For example, is the site at a prominent location in the historic district that is very visible and the removal of the subject building would create a detrimental view in the future? Or is the subject building part of a continuous row of similar structures and its removal would result in a loss of the integrity of the view of the entire block?

d. The present character of the setting of the structure or area and its surroundings and the impact caused by the structure's removal. That is, how significant is the setting of the structure and how much does the setting help define the character

of the subject building? For example, is the existing lot a large area with significant landscaping and is it surrounded by similar properties and would the removal of the building create a large gap along the street?

e. Whether or not the proposed relocation may have a detrimental or beneficial effect on the structural soundness of the building or structure. That is, will the move likely threaten the structural stability of the subject building or improve its stability by its move to a new location?

f. Whether or not the proposed relocation would have a negative or positive effect on other historic sites, buildings, or structures within the historic district. That is, would the moving of the subject building create an unsightly gap in a continuous row of existing historic structures? Or would the new location of the moved building within the historic district be an area where the subject building would not be of a type, style or scale that would relate to the surrounding historic buildings.

g. Whether or not the proposed relocation would provide new surroundings that would be compatible with the architectural aspects of the building or structure.

h. Whether or not the building or structure will be relocated to another site within the historic district that is appropriate in scale and size. For example, is the moved building scaled to its receiving site or is it too large or too small for its new lot when compared with surrounding properties.

6. GUIDELINES FOR MOVING BUILDINGS

a. Move buildings only after all alternatives to retention have been examined, including a professional feasibility study. Seek guidance from the Collierville Planning Department for information about moving buildings.

b. Contact the Tennessee Historical Commission for assistance prior to moving the building if there is a desire to remain listed on the National Register of Historic Places.

c. Seek assistance from the Collierville Planning Department on documenting the building on its original site before undertaking the move. Photograph the building and the site thoroughly and also measure the building if the move will require substantial reconstruction.

d. Thoroughly assess the building's structural condition in order to minimize any damage that might occur during the move.

e. Select a contractor who has experience in moving buildings and check references with other building owners who have used this contractor.

f. Secure the building from vandalism and potential weather damage before and after its move.

g. If the site is to remain vacant for any length of time, improve the empty lot in a manner consistent with other open space in the historic district.

E. BUSINESS SIGN REGULATIONS WITHIN A RESIDENTIAL ZONE

1. PURPOSE:

The Collierville Historic District is unique through its development as the original center for the Town of Collierville. It possesses tradition, charm, and character, and serves as a visible reminder of the cultural and historical development of the Town. It is the intent of this section to preserve and enhance the elements of the historical and traditional nature of the district through the design of the signs for businesses located within the residential zones of this district.

2. ALLOWABLE SIGNS

a. Wall sign face mounted on the building wall provided said wall contains the main entrance of the business or occupant and faces a public street. Signs attached to the structure shall not cover any architectural details. The following wall signs may also be allowed with the approval of the Historic District Commission:

1. Sign placed on wall of other occupant in lieu of or in combination with sign on wall containing a main exterior entrance.
2. More than one sign when there is more than one entrance.
3. Sign placed on walls containing a main entrance facing customer parking lots not apparent from residential areas.

b. Ground mounted sign for project, buildings, or tenant identification.

c. Traffic directional signs as approved by the Historic Zoning Commission.

d. Exterior directories shall be provided:

1. In any project where one or more tenant does not have an exterior entrance or does not qualify for an exterior sign, the building shall qualify for a directory.
2. The purpose of the directory shall be for customer convenience.
3. The number of directories shall be limited to one for each main entrance to the building.

3. SIZE

a. Wall Signs - A maximum total sign area up to four (4) square feet. Where frontage is on more than one (1) street, a sign shall be permitted on each building wall facing a street.

b. Ground Mounted Signs in Lieu of Wall Signs — Ground mounted signs in lieu of wall signs shall not exceed twelve (12) square feet per face, and total sign area shall not exceed twenty-four (24) square feet total of all faces. Size of ground-mounted signs shall be in proportion to location from face of curb based on the following:

1. Face of Curb or Edge of Pavement
2. Sign Size
3. 0’ - 15’
4. 5 square feet per face
5. 16’ - 30’
6. 1 square foot per face for each 2 feet of setback with a maximum of 12 square feet
7. 31’ or greater
8. Maximum of 12 square feet per face

c. Directories shall not exceed seven and one-half (7.5) square feet per face, and total directory area shall not exceed fifteen (15) square feet.

d. Traffic directional signs shall not exceed a size of 8” x 16” with a maximum of two faces per sign. Signs shall not exceed twenty (20) inches above the existing grade.

4. LOCATION

a. Wall signs - All signs shall be face mounted on the building wall. Wall mounted signs shall not project more than four (4) inches from the face of the building.

b. Ground Mounted Signs - Location shall be based on building setback form the face of curb or edge of pavement as follows:

1. Building Setback
2. Sign Location
3. 40’ or less
4. Within 10 feet of the front face of the building; however, no sign shall be located less than fifteen (15) feet from the face of curb or edge of pavement
5. Greater than 40’
6. No sign shall be located less than fifteen (15) feet from the face of curb or edge of pavement

c. Height - Four (4) feet as measured from surrounding grade. Where a sign is oriented parallel to

the street and is three (3) feet or less in height, the Historic District Commission may allow a setback of less distance than the above requirement.

d. Directories - Directories shall be located either behind the main building line or within ten (10) feet of front building line upon approval of the Historic District Commission. Directories shall be completely screened from the street. Height of directory shall be a maximum of four (4) feet as measured from surrounding grade.

e. Traffic Directional Signs - Traffic directional signs shall be located a minimum of one (1) foot from the right-of-way of any street.

f. Location - Location of any signs shall not disturb existing vegetation.

5. CONTENT

a. Wall and ground mounted signs shall be limited to the name of the business, address, hours, dates, instructions, and primary projects and services.

b. Directories shall be limited to building identification and address, tenant name and location.

c. Traffic directional signs shall indicate “enter” - “exit” only.

6. ILLUMINATION

Lighting of signs shall be provided by only direct external lighting, such as flood or spot lights. External lighting sources shall be so shaded, shielded or directed so that the light intensity will not be objectionable to surrounding areas.

7. LANDSCAPING

a. All aspects of site development should be sympathetic to the character of landscape development, type of plants and spatial treatment of adjacent properties.

b. Wherever possible, healthy existing trees should be retained, as they are an amenity requiring many years to replace. Grading and construction should avoid disturbance to such trees.

c. To provide a consistent effect in residential areas, the preferred street trees are 2-2 1/2” caliper, planted on average forty (40) feet on center.

d. To provide a more immediate effect in commercial areas and offset the larger scale structures, the preferred street trees are 3-3 1/2” caliper, planted no further apart than forty (40) feet on center.

e. Evergreen species are desirable for screening views, such as views into parking or service areas.

f. As an extension of the surrounding natural landscape, plant species should be native or well-adapted to the region.

g. Suggested shade tree species include: Willow Oak, Pin Oak, Scarlet Oak, Bald Cypress, Tulip Tree, Honeylocust and Red Maple.

h. Suggested flowering tree species include: Magnolia, Crepe Myrtle, Washington Hawthorne, Goldenrain Tree, Red Bud, Japanese Cherry, and Crabapple.

i. Suggested shrub species at 24” - 36” height include: Wax Leaf Ligustrum, Florida Jasmine, Variegated Privet, Elaeagnus, Golden Euonymus, Gold Spot Euonymus, Manhattan Euonymus, Japanese Cleyera, Burford Holly and Azalea.

j. Suggested shrub species at 18” - 24” height include: Andorra Juniper, Pfizer Juniper, Mugho Pine, Dwarf Japanese Holly, Dwarf Chinese Holly, Variegated Privet, Manhattan Euonymus and Florida Jasmine.

k. Suggested screening plants include: Lob Lolly Pine, White Pine, Virginia Pine, Savannah Holly, Foster Holly, and Red Leaf Photinia.

l. On site areas adjacent to streets, lawn areas must be established or be sodded prior to occupancy of the project.

m. Planting plans approved by the Commission must be maintained as originally designed. Any diseased, dying or dead plants should be treated or removed by the property owner. Appropriate, durable plants should be installed.

n. Where needed, irrigation must be provided to ensure robust planting areas.

o. To prevent accidents, irrigation systems must be installed below ground, with spray heads flush with the ground surface.

F. GLOSSARY

ADAPTIVE USE. Recycling an old building for a use other than that for which it was originally constructed. Adaptive re-use can involve a sensitive rehabilitation that retains much of a building's original character, or it can involve extensive remodeling.

ADDITION. A new part such as a wing, ell, or porch added to an existing building or structure.

ALTERATION. A visible change to the exterior of a building or structure.

BARGEBOARD. A sometimes richly ornamented board placed on the verge (incline) or the gable to conceal the ends of rafters.

BAY. A part of a structure defined by vertical divisions such as adjacent columns or piers.

BAY WINDOW. Fenestration projecting from an exterior wall surface and often forming a recess in the interior space.

BRACKET. A wooden or stone decorative support beneath a projecting floor, window, or cornice.

CAPITAL. The upper portion of a column or pilaster.

CERTIFICATE OF APPROPRIATENESS. Approval given by an architectural review board for any construction plans that will be done on any building within a historic district. A certificate of appropriateness deems that the work is appropriate, as it will not devalue the historic character of a building or environment.

CLADDING. Any exterior wall covering, including masonry.

COBRA-HEAD LIGHT FIXTURE. A commonly used street light fixture in which the luminaire is suspended from a simple, curved metal arm.

COLUMN. A vertical support, usually supporting a member above.

COMPLEX ROOF. A roof that is a combination of hipped and gable forms and may contain turrets or towers. The majority of these occur on Queen Anne style houses.

COPING. The top course of a wall which covers and protects the wall from the effects of weather.

CORBELING. Courses of masonry that project out in a series of steps from the wall or chimney.

CORNICE. The upper, projecting part of a classical entablature or a decorative treatment of the eaves of a roof.

CUPOLA. A small structure crowning a roof or tower.

DENTIL. Small square blocks found in series on many cornices, moldings, etc.

DORMER. A small window with its own roof projecting from a sloping roof.

DOUBLE-HUNG SASH. A type of window with lights (or windowpanes) on both upper and lower sashes, which move up and down in vertical grooves one in front of the other.

DOWNSPOUT. A pipe for directing rain water from the roof to the ground.

EAVE. The edge of the roof that extends past the walls.

FACADE. The front face or elevation of a building.

FANLIGHT. A semicircular window with radiating muntins, located above a door.

FENESTRATION. The arrangement of the openings of a building.

FINIAL. An ornament that caps a gable, hip, pinnacle, or other architectural feature.

FLASHING. Pieces of metal used for waterproofing roof joints.

FRIEZE. A horizontal band, sometimes decorated with sculpture relief, located immediately below the cornice.

GABLE ROOF. A pitched roof in the shape of a triangle.

GLAZING. Another term for glass or other transparent material used in windows.

HALF-TIMBERING. A framework of heavy timbers in which the interstices are filled in with plaster or brick.

HIPPED ROOF. A roof with slopes on all four sides. They are more common on older houses than on those built after 1940.

INFILL BUILDING. A new structure built in a block or row of existing buildings.

INTEGRITY. Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period.

LATH. Narrowly spaced strips of wood upon which plaster is spread. Lath in modern construction is metal mesh.

LEADED GLASS. Glass set in pieces of lead.

LIGHT. A section of a window; the glass or pane.

LINTEL. A horizontal beam over an opening carrying the weight of the wall.

MOLDING. Horizontal bands having either rectangular or curved profiles, or both, used for transition or decorative relief.

MUNTIN. A glazing bar that separates panes of glass.

OVERLAY ZONING DISTRICT. A set of legal regulations that are imposed on properties in a particular area or district that are additional requirements to the existing zoning regulations in effect for those properties.

PARAPET. A low wall that rises above a roof line, terrace, or porch and may be decorated.

PATINA. Usually a green film that forms naturally on copper and bronze by long exposure or artificially (as by acids) and often values aesthetically for its color.

PEDIMENT. A triangular section framed by a horizontal molding on its base and two raking (sloping) moldings on each of its sides. Used as a crowning element for doors, windows, over-mantels, and niches.

PIER. An upright structure of masonry serving as a principal support.

PILASTER. A pier attached to a wall with a shallow depth and sometimes treated as a classical column with a base, shaft, and capital.

PITCH. The degree of slope of a roof.

PORTE-COCHERE. An exterior shelter often used to shelter a driveway area in front or on the side of a building.

PORTICO. An entrance porch often supported by columns and sometimes topped by a pedimented roof; can be open or partially enclosed.

PRESERVATION. The sustaining of the existing form, integrity, and material of a building or structure and the existing form and vegetation of a site.

QUOINS. Large stones, or rectangular pieces of wood or brick, used to decorate, accentuate and reinforce the corners of a building; laid in vertical series with, usually, alternately large and small blocks.

REHABILITATION. Returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features that are significant to its historical, architectural, and cultural values.

REMODEL. To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

RENOVATION. See REHABILITATION

RESTORATION. Accurately recovering the form and details of a property and its setting as it appeared at a particular period of time, by removing later work and/or replacing missing earlier work.

RETROFIT. To furnish a building with new parts or equipment not available at the time of original construction.

REPOINT. To remove old mortar from courses of masonry and replace it with new mortar.

REVEAL. The depth of wall thickness between its outer face and a window or door set in an opening.

RISING DAMP. A condition in which moisture from the ground rises into the walls of a building.

SASH. The movable part of a window holding the glass.

SETBACK. The distance between a building and the front of the property line.

SIDELIGHTS. Narrow windows flanking a door.

SIGN BAND. The area that is incorporated within or directly under the cornice of a storefront and that contains the sign of the business in the building.

SILL. The horizontal water-shedding member at the bottom of a door or window.

SPALLING. A condition in which pieces of masonry split off from the surface, usually caused by weather.

STABILIZATION. The re-establishment of a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it currently exists.

STANDING SEAM METAL ROOFS. A roof where long narrow pieces of metal are joined with raised seams.

STILE. A vertical framing member of a paneled door.

STRING COURSE. A projecting horizontal band of masonry set in the exterior wall of a building.

SYNTHETIC SIDING. Any siding made of vinyl, aluminum, or other metallic material to resemble a variety of authentic wood siding types.

TRANSOM. In commercial buildings, the area of windows in the storefront above the display windows and above the door.

TURRET. A small tower, usually corbeled, at the corner of a building and extending above it.

VERNACULAR. Indigenous architecture that generally is not designed by an architect and may be characteristic of a particular area. Many simpler buildings that were constructed in the late-nineteenth century and early-twentieth century are considered vernacular because they do not exhibit enough characteristics to relate to a particular architectural style.

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V

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PRESERVATION BOOKS

A large variety of books addressing various topics of preservation are available from the National Trust for Historic Preservation web site. Titles that may be of interest include: *Better Models for Chain Drugstores; Safety, Building Codes, and Historic Preservation; Maintaining Community Character: How to Establish a Local Historic District; Reviewing New Construction Projects in Historic Areas; and Design Review in Historic Districts.*

INFORMATION SERIES

The National Trust also publishes a series of booklets on topics covering a wide range of preservation issues. Booklets, which contain topical introductions as well as case studies, can be ordered individually or as a set.

NATIONAL REGISTER BULLETINS

The National Park Service offers a series of free publications covering a variety of subjects, including the National Register of Historic Places, preservation planning, historic landscapes and historic documentation methods. Bulletins may be ordered from the National Register web site under the heading Publications and the sub-heading Bulletins & Brochures.

V

APPENDICES

THE SECRETARY OF THE INTERIOR'S STANDARDS

The various Standards issued by the National Park Service are available from the National Park Service web site under the heading The HPS Bookstore, and the sub-heading Technical Preservation Services' Sales Publications.

H. PRESERVATION BRIEFS

Produced by the National Park Service, these useful pamphlets on specific topics can be ordered through the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9325; (202) 512-1800

http://www2.cr.nps.gov/tps/briefs/presbhom.htm

01: Assessing, Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
02: Repointing Mortar Joints in Historic Masonry Buildings
03: Conserving Energy in Historic Buildings
04: Roofing for Historic Buildings
05: The Preservation of Historic Adobe Buildings
06: Dangers of Abrasive Cleaning to Historic Buildings
07: The Preservation of Historic Glazed Architectural Terra-Cotta
08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
09: The Repair of Historic Wooden Windows
10: Exterior Paint Problems on Historic Woodwork
11: Rehabilitating Historic Storefronts
12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13: The Repair and Thermal Upgrading of Historic Steel Windows
14: New Exterior Additions to Historic Buildings: Preservation Concerns
15: Preservation of Historic Concrete: Problems and General Approaches
16: The Use of Substitute Materials on Historic Building Exteriors
17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18: Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements
19: The Repair and Replacement of Historic Wooden Shingle Roofs
20: The Preservation of Historic Barns
21: Repairing Historic Flat Plaster - Walls and Ceilings
22: The Preservation and Repair of Historic Stucco
23: Preserving Historic Ornamental Plaster
24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25: The Preservation of Historic Signs
26: The Preservation and Repair of Historic Log Buildings
27: The Maintenance and Repair of Architectural Cast Iron
28: Painting Historic Interiors
29: The Repair, Replacement, and Maintenance of Historic Slate Roofs
30: The Preservation and Repair of Historic Clay Tile Roofs
31: Mothballing Historic Buildings

32: Making Historic Properties Accessible
33: The Preservation and Repair of Historic Stained and Leaded Glass
34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35: Understanding Old Buildings: The Process of Architectural Investigation
36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38: Removing Graffiti from Historic Masonry
39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40: Preserving Historic Ceramic Tile Floors
41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42: The Maintenance, Repair and Replacement of Historic Cast Stone

I. RESOURCE ORGANIZATIONS AND WEB SITES

1. LOCAL

Town of Collierville
101 Walnut Street
Collierville, TN 38017
Ph: (901) 853-3200 (Town Hall)
Fax: (901) 853-3230 (fax)
http://www.collierville.com/
feedback@ci.collierville.tn.us

TOWN OF COLLIERVILLE-PLANNING DIVISION

Department of Development Services
151 Walnut Street
Collierville, TN 38017
Ph: (901) 853-3271
Fax: (901) 853-5858
Email: develop@ci.collierville.tn.us

BOARD OF MAYOR AND ALDERMEN

Mayor Linda Kerley, 853-3200 (Town Hall),
kerley@ci.collierville.tn.us
Alderman Buddy Rowe, 937-3112 (work), *trowe@glcc.com*
Alderman Monty Lee, 853-9961 (home),
mlee@ci.collierville.tn.us
Alderman Stan Joyner, 853-9323 (work), *stanjoyner@msn.com*
Alderman John Walko, 853-3378 (home), *walko@bellsouth.net*
Alderman Niki Campbell, 854-6060 (work),
ncampbell4@aol.com

CODE ENFORCEMENT OFFICE

Ph: (901) 853-3272

PUBLIC SERVICES DEPARTMENT

Ph: (901) 853-3215

MAIN STREET COLLIERVILLE

Ph: (901) 853-1666
Fax: (901) 853-6777
mnstreetcv@aol.com
Ph: (615) 741-2764

2. STATE

TENNESSEE HISTORICAL COMMISSION (STATE HISTORIC PRESERVATION OFFICE)

Herbert Harper, Director
Clover Bottom Mansion
2941 Lebanon Road
Nashville, TN 37243-0442
Ph: (615) 532-1549
http://www.state.tn.us/environment/hist

NATIONAL TRUST STATEWIDE INITIATIVE

Tennessee Preservation Trust
Patrick McIntyre, Executive Director
P.O. Box 24373
Nashville, TN 37202-4373
Ph: (615) 259-2289
http://www.tennesseepreservationtrust.org

THE LAND TRUST FOR TENNESSEE

P.O. Box 23473
Nashville, TN 37202
Ph: (615) 244-LAND (5263)
Email:info@landtrusttn.org
http://www.landtrusttn.org

TENNESSEE WARS COMMISSION

Fred M. Prouty
Director of Programs
2941 Lebanon Rd.
Nashville, TN 37243-0442
Ph: (615) 532-1563
Fax: (615) 532-1549
Email: Fred.Prouty@state.tn.us

ASSOCIATION FOR THE PRESERVATION OF TENNESSEE ANTIQUITIES (APTA)

Harris Walker, Director
110 Leake Avenue
Nashville, TN 37205
Ph: (615) 352-8247

AMERICAN INSTITUTE OF ARCHITECTS (AIA) TENNESSEE

209 10th Ave So, #506
Nashville, TN 37203
Ph: (615)255-3860
Fax: (615)254-1186
http://www.aiatn.org

TENNESSEE STATE LIBRARY AND ARCHIVES

403 Seventh Avenue North
Nashville, TN 37243-0312
Ph: (615) 741-2764
http://www.state.tn.us/sos/statelib/tslahome.htm

CENTER FOR HISTORIC PRESERVATION, MIDDLE TENNESSEE STATE UNIVERSITY

Box 80
Murfreesboro, TN 37132
Ph: (615) 898-2947
Fax: (615) 898-5614
http://www.mtsu.edu/~histpres

TENNESSEE HISTORICAL SOCIETY

Ground Floor, War Memorial Building
Nashville, TN 37243
Ph: (615) 741-8934
tnhissoc@tennesseehistory.org
http://www.tennesseehistory.org

TENNESSEE STATE MUSEUM

Polk Cultural Center
505 Deaderick Street
Nashville, TN 37243
Ph: 1800-407-4324
Fax: (615) 741-7231
http://www.tnmuseum.org

3. FEDERAL/NATIONAL

Advisory Council on Historic Federal Preservation. The Advisory Council on Historic Preservation is an independent Federal agency created by the National Historic Preservation Act of 1966 (NHPA), and is the major policy advisor to the Government in the field of historic preservation. *http://www.achp.gov*

American Planning Institute. The American Planning Association and its professional institute, the American Institute of Certified Planners, are organized to advance the art and science of planning and to foster the activity of planning — physical, economic, and social — at the local, regional, state, and national levels. *http://www.planning.org*

Association for the Preservation of Civil War Sites. Founded in 1987 by a group of historians deeply concerned over the irresponsible development and eradication of America's Civil War battlefields, the Association for the Preservation of Civil War Sites is a membership-driven national non-profit organization headquartered in Hagerstown, Maryland. APCWS acts to preserve and protect these hallowed grounds by directly purchasing the property or negotiating protective easements. *http://www.apcws.com/*

Cyburbia. Cyburbia contains a comprehensive directory of Internet resources relevant to planning, architecture, urbanism and other topics related to the built environment. *http://www.arch.buffalo.edu/pairc/*

Heritage Preservation. Heritage Preservation is a key partner in Save America's Treasures, a national program to save our nation's past for the coming millennium. *http://www.heritagepreservation.org/*

National Alliance of Preservation Commissions The NAPC is a private, non-profit 501(c)(3) corporation that builds strong local preservation programs through education, training, and advocacy. *www.arches.uga.edu/~napc/*

National Conference of State Historic Preservation Officers The National Conference of State Historic Preservation Officers is the professional association of the State government officials who carry out the national historic preservation program as delegatees of the Secretary of the Interior pursuant to the National Historic Preservation Act (16 USC 470). *www.sso.org/ncshpo*

National Archive and Records Administration. The National Archive's mission is to ensure ready access to essential evidence that documents the rights of American citizens, the actions of federal officials, and the national experience. *http://www.nara.gov/*

National Center for Preservation Technology and Training. NCPTT promotes and enhances the preservation and conservation of prehistoric and historic resources in the United States for present and future generations through the advancement and dissemination of preservation technology and training. *http://www.ncptt.nps.gov/about_mission_fs.stm*

National Park Service: Heritage Preservation: Heritage Preservation Services. A web site offering information on preservation planning, grants, tax credits, training, news, mapping and legislation. *http://www2.cr.nps.gov/*

National Park Service: Links to the Past. A comprehensive listing of links relating to Historic Preservation. Subjects include archaeology, educational materials, architecture, landscapes and many more preservation related categories. *http://www.cr.nps.gov/*

National Trust for Historic Preservation. The National Trust for Historic Preservation, chartered by Congress in 1949, is a private, nonprofit organization dedicated to protecting historic resources. It fights to save historic buildings and the neighborhoods and landscapes they anchor through education and advocacy. *http://www.nationaltrust.org/main/abouttrust/mission.htm*

NTHP's Main Street Center. Provides information and resources on the Main Street program of downtown revitalization through historic preservation and economic development. *http://www.mainst.org/*

Partners for Sacred Places. This organization promotes the stewardship and active community use of America's older and historic religious properties. *http://www.sacredplaces.org*

Preservation Action. Founded in 1974, Preservation Action advocates federal legislation to further the impact of historic preservation at the local, state and national levels.
http://www.preservenet.cornell.edu/pg.htm

Preserve/Net Information and Law Service. The site you've come to rely on for all things preservation, Preserve/Net has hosted nearly 3,500,000 connections since going online in December of 1994. Preserve/Net Law Service is designed to aid lawyers, activists and owners in understanding the law as it relates to preservation.
http://www.preservenet.cornell.edu/

Scenic America Scenic America is the only national nonprofit organization dedicated to preserving and enhancing the scenic character of America's communities and countryside.
www.scenic.org

Society for American Archaeology The Society for American Archaeology (SAA) is an international organization dedicated to the research, interpretation, and protection of the archaeological heritage of the Americas.
www.saa.org

Society for Commercial Archeology Established in 1977, the SCA is the oldest national organization devoted to the buildings, artifacts, structures, signs, and symbols of the 20th-century commercial landscape.
www.sca-roadside.org

Sprawl Watch Clearinghouse The Sprawl Watch Clearinghouse mission is to make the tools, techniques, and strategies developed to manage growth, accessible to citizens, grassroots organizations, environmentalists, public officials, planners, architects, the media and business leaders. At the Clearinghouse we identify, collect, compile, and disseminate information on the best land use practices, for those listed above.
www.sprawlwatch.org

Surface Transportation Policy Project Welcome to tea3.org, a resource devoted to tracking the TEA-21 reauthorization debate.
www.istea.org

State Historic Preservation Offices. Information provided by State Historic Preservation Offices, State Archaeologists, and other U.S. State Agencies involved in archaeology and the protection of cultural resources.
http://archnet.uconn.edu/topical/crm/crmshpo.html

TECHNICAL AND PROFESSIONAL LINKS

American Cultural Resource Association. ACRA's mission is to promote the professional, ethical and business practices of the cultural resources industry, including all of its affiliated disciplines, for the benefit of the resources, the public, and the members of the association.
http://www.acra-rm.org/

American Institute of Architects. Provides information on both consumer and professional issues.
http://www.aiaonline.com/

American Planning Association. The American Planning Association and its professional institute, the American Institute of Certified Planners, are organized to advance the art and science of planning and to foster the activity of planning — physical, economic, and social — at the local, regional, state, and national levels.
http://www.planning.org/abtapa/abtapa.html

Conservation Online. CoOL, a project of the Preservation Department of Stanford University Libraries, is a full text library of conservation information, covering a wide spectrum of topics of interest to those involved with the conservation of library, archives and museum materials.
http://palimpsest.stanford.edu/

Journal of Architectural Conservation. An essential Journal for practitioners and scholars in the field, the Journal of Architectural Conservation offers a wide-ranging review of research and innovative practice.
http://www.donhead.com/Journal%20of%20Architectural%20Conservation.htm

National Park Service: Preservation Briefs. Preservation Briefs assist owners and developers of historic buildings in recognizing and resolving common preservation and repair problems prior to work.
http://www2.cr.nps.gov/tps/briefs/presbhom.htm

Old House Journal Online. The OHJ online offers publications, forums, historic house plans, a restoration directory and a database of professionals in the preservation field.
http://www.dovetale.com/default.asp

Preservation Trades Network. To provide a much needed opportunity for both experienced and novice members of the preservation trades community to exchange experiences, skills, and ideas.
http://ptn.org/index.html

Preservation Web. Preservation Web is an online guide to thousands of specialized services and products you need to successfully restore, rehabilitate and preserve America's historic buildings.
http://www.preservationweb.com/

Traditional Building Magazine Online. This web-site is the gateway to more than 400 leading suppliers of traditionally styled products and related services. These products are appropriate for restoration and renovation of older structures — as well as traditionally styled new buildings.
http://www.traditional-building.com/

V

ADMINISTRATIVE REVIEW

CAN CERTIFICATES OF APPROPRIATENESS BE GRANTED ADMINISTRATIVELY?

In some circumstances, yes. The Development Director, or his designee, in lieu of action by the Historic District Commission, can review, and, if appropriate, approve* applications relating to property within the Historic District dealing with the following. In all other cases, a Certificate of Appropriateness application must be considered by the Historic District Commission.

- □ replacement of existing materials with similar materials (see Pages 101-104 for limitations related to replacement of nonconforming awnings and canopies);
- □ relocation of a site feature, such as a fence, light post, or entry pillar;
- □ extension of an existing fence;
- □ the addition of, and/or replacement of a non-compliant fence with, a compliant fence;
- □ removal of a minor non-compliant architectural element, such as shutters, wall-mounted light fixtures, and building numbers. The addition of, and/or replacement with, a compliant element could also be approved administratively;
- □ screening of trash receptacles, mechanical and utility equipment, and other similar unsightly site features or building elements;
- □ relocation of a sign from one property to another property if said sign meets the requirements of the Town Code and Historic District Design Guidelines at the new location; and
- □ new signs if said sign meets the requirements of the Town Code and Historic District Design Guidelines.

*An applicant may appeal an administrative decision of staff related to a Certificate of Appropriateness to the Historic District Commission (Zoning Ordinance§ 151.204).

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