

FAIRFIELD BOROUGH HISTORIC DISTRICT DESIGN GUIDELINES



**Borough of Fairfield
Adams County Pennsylvania**

*Cover photo: Main Street,
Fairfield, PA courtesy of the
Adams County Historical Society.*

FAIRFIELD BOROUGH HISTORIC DISTRICT DESIGN GUIDELINES

*A helpful guide to working with the Historical
Architectural Review Board to preserve the historic
character of the borough.*

Prepared for the Fairfield Borough Historical Architectural Review Board

by

the Adams County Office of Planning and Development

2014

Acknowledgements

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Introduction

Fairfield Borough remains a thriving rural village more than 200 years after the town was first settled. The local historic district continues to protect the charm and character of Fairfield for future generations. A local historic district can benefit a small community aesthetically, economically, socially, and environmentally. Historic districts protect the investments of residents and business owners by ensuring that aspects which make a community attractive will be protected. They can also act as a powerful marketing tool as areas that offer charm and character at an affordable price are attractive to businesses, future residents and visitors. Preservation of the built environment also results in increased community pride and cultural enrichment by keeping history alive. Furthermore, the retention and reuse of historic buildings is environmentally friendly because it 'recycles' energy and prevents the waste of quality materials. Local historic districts allow a community to celebrate its distinct identity while protecting local assets and allowing for continued change over time.



*Photo courtesy of the
Adams County Historical Society.*

Design Guidelines





Purpose of the Guidelines

The Fairfield Historic District Design Guidelines are not a rigid rule book. They are based on the Secretary of the Interior's Standards for Rehabilitation and are a contextual explanation of these standards. The Historical Architectural Review Board (HARB) follows these guidelines in making recommendations to the Borough Council. This ensures consistency of the HARB in its review of applications and minimizes arbitrary decisions based on individual taste. The Design Guidelines can also serve in some cases as a general guide for property owners interested in undertaking a project that is not subject to review by the HARB.

How to Use The Guidelines

The guidelines are intended to be a user friendly tool for property owners, prospective property owners, real estate agents, contractors, and other interested citizens. They are designed to provide users with information which allows them to make informed choices when considering a project in the Historic District. The goal of this publication is to describe the application and review process and to offer recommendations and resources for a variety of projects. The guidelines provide specific direction toward enhancing and preserving defining qualities of the historic district. The Fairfield Historic District Design Guidelines can assist applicants in navigating the design review process and HARB members in the administration of the Borough's Historic Preservation and [Historic District Ordinance](#).

Using these guidelines applicants can recognize character-defining features of their building and identify ways to preserve these elements to maintain the historic integrity of the building and the district as a whole. Information on the Borough's most common architectural styles can be found in the [Architectural Styles section](#). Applicants can then learn how to alter their building while maintaining its historic character in the [Design Guidelines for Rehabilitation section](#). The Historic District Ordinance acknowledges that buildings often must change to remain usable. Alterations, including additions, are expected and allowed in the Historic District. The guidelines address some of the more common alterations and give recommendations

Introduction

on how this work can be done without negatively affecting historic integrity and character. This section includes photographic examples of appropriate and inappropriate alterations. Photographs with green frames demonstrate alterations that are encouraged in the historic district. Red frames around pictures indicate inappropriate alterations. In addition, the Maintenance Guide section includes helpful information for property owners on how to properly maintain a historic structure.

Applicants may also use these guidelines to assist in applying for a Certificate of Appropriateness (COA). The guidelines contain information on when and how to apply for and obtain a COA. This includes how to fill out the application and provide the information and level of detail that the HARB requires to review the submission. An explanation of the approval process is also provided.

What is the HARB?

Any new construction and most exterior alterations, including renovations or remodeling of any property in the Historic District require prior review and approval by the Fairfield Historical Architectural Review Board (HARB). The HARB was established by Ordinance in 2004 and consists of five members appointed by the Fairfield Borough Council. The HARB must include one architect, one real estate broker, and one resident of the historic district. Of the remaining members of the Board, one may be a member of the Fairfield Borough

Planning Commission, and one may be a lawyer. The Board gives recommendations to the Borough Council regarding the advisability of issuing any Certificate of Appropriateness. In addition, the Board reviews applications once a month to consider the appropriateness of proposed changes to properties in the Historic District. The HARB is also available to advise owners of historic buildings regarding rehabilitation, repairs, maintenance methods and technologies, adaptive reuse, economic and tax incentives, and other historic preservation topics.



Preservation Briefs

The National Park Service publishes Preservation Briefs on various subjects to provide guidance on preserving, rehabilitating, and restoring historic buildings. Owners of buildings in the historic district are encouraged to consult these publications when undertaking a rehabilitation project. For the reader's convenience, specific Briefs are indicated throughout the Design Guidelines in related sections. The Preservation Briefs can be accessed on the NPS website: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

Application Process

What is a Certificate of Appropriateness?

The Historic District Ordinance defines a Certificate of Appropriateness as:

“the approval statement signed by the Borough of Fairfield governing body which certifies to the historical appropriateness of a particular request for the erection, alteration, reconstruction, demolition, or razing of all or part of any building or structure within a historic district and authorizes the issuance of a building permit for said request”

Any proposed exterior alteration to a building located within the Historic District and visible from the public way, or any new construction proposed to be built in the district requires a Certificate of Appropriateness (COA), which is approved by the Fairfield Borough Council. A COA is not required for general maintenance of a structure.

A Certificate of Appropriateness is required for the following alterations to buildings within the Historic District:

- Additions and new construction
- Deck additions (if visible from a public way)
- Doors*
- Garages and car ports
- Paint colors
- Porches*
- Principle business signs
- Siding*
- Windows*

* Unless replaced in-kind, or matching the original feature exactly including original material, scale, size, finish, detailing, and texture. Wood for wood, for example.

The HARB does not review alterations to the following:

- Cellar doors
- Fences
- Interiors
- Roofing material on existing structures
- Utility sheds

Applying for a COA

Applicants are encouraged to contact the HARB early in the planning phase for a project within the Historic District. The HARB can offer guidance on design choices through informal discussions on a prospective project. A pre-application discussion can help a project move through the approval process, saving time and money. Property owners interested in informally discussing

Application Process

their project with the HARB should contact the Borough Office.

It is also important to note that there may be other elements to the development review process. Contact the Borough Office to ensure that all building, zoning, and other applicable permits and approvals are obtained. Borough staff can also assist applicants by answering questions and providing guidance on submission requirements, the review process, and permitting.

The [Application for Certification of Appropriateness](#) can be found at the end of this document in [the Appendices](#), or a copy can be obtained at the Borough Offices or on the [Borough website](#). There is no application fee. All applicants must complete all sections of the application. The most important section of the application is the "Description of Work." In this section the applicant should provide a detailed explanation of the project. It is important to include as much information as possible so the HARB will be able to review the project without delaying the review process.

A description of the proposed work should include:

- The type of project (demolition, addition, renovation, remodeling, new building, accessory structure or outbuilding, etc.)
- The number of stories of the building
- The approximate square footage of the building
- The approximate extent of site disturbance

- A description of exterior materials being used

Plans, drawings, and photographs that clearly represent the proposal are also required as part of the application.

Drawings should include:

- A property/site plan showing size and location of work to be done
- Site plans indicating new construction or areas to be renovated/remodeled and the existing structure(s)
- Exterior elevations showing alterations with an indication of proposed materials
- Drawings may be computer generated or hand-sketched

Material samples or manufacturers' brochures may also be requested by the HARB if materials are not being replaced in-kind.

Once a completed application is received, the HARB will review the project at its next scheduled meeting. The applicant will be notified of the meeting and must be present. Failure to be present or provide representation during the review will result in the denial of the application. In determining recommendations to be presented to the Fairfield Borough Council concerning the issuance of a COA the HARB will consider the design guidelines listed in the Historic District Ordinance as well as the Fairfield Historic District Design Guidelines. Within 30 working days of the meeting (typically at the meeting) the HARB will make a decision and provide the

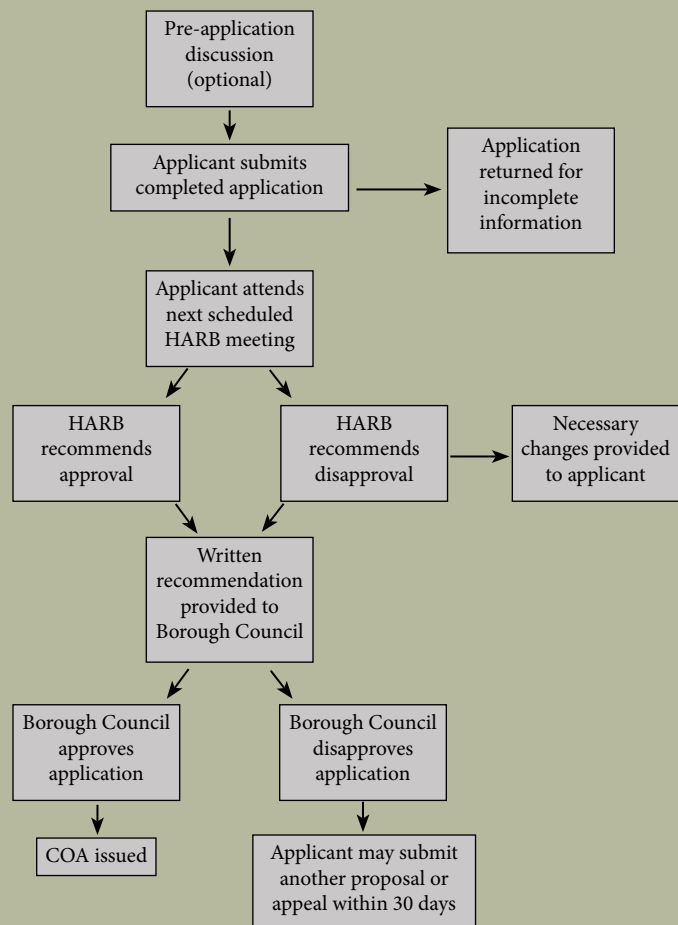
Fairfield Borough Council with a recommendation. If an application is not approved, the HARB will provide the applicant with the changes, if any, that would be required to conform to the Design Guidelines. The applicant may choose to make the necessary changes, in which case the HARB will notify the Borough Council.

Upon receipt of the HARB's written recommendation the Borough Council will review the application at the next regularly scheduled meeting. The applicant will be informed of the meeting date and time and be invited to attend. Borough Council will then consider the HARB's recommendation and review the application using the same guidelines as the HARB. The applicant will be notified of the Borough Council's decision. If the application is approved, a COA will be issued authorizing the Building Code Official to issue a building permit. If the application is not approved, the applicant may appeal to the County Court of Common Pleas within 30 days.

Alterations Made Without Approval

A notice of violation will be issued to any person in violation of the Historic District Ordinance. A violation could include failure to apply for a COA, demolition by neglect, or failure to comply with HARB approved work. Penalties for violating the Historic District Ordinance could include a fine of not less than \$100 nor more than \$1,000.

Certificate of Appropriateness Application Process



Design Guidelines



Fairfield Borough Historic District

A Short History of Fairfield

Nestled within the current southern boundary of Hamiltonban Township, Adams County, Pennsylvania is the Borough of Fairfield. Our town is situated on the 247 acres of land in “Carroll’s Delight” purchased by John Miller from Charles Carroll of Annapolis, Maryland in 1755. Fairfield was named for a hamlet in England, and by 1784 Miller was preparing and selling lots in his town. In 1789 thirteen lots had been improved with houses on them. Seven years after John Miller’s death in 1794, his son William had Fairfield re-surveyed to correct some “inaccuracies,” and 45 lots were identified.

Because of Fairfield’s location on the main road from Gettysburg to Hagerstown, Maryland, the town continued to grow during the intervening years up through the American Civil War. Fairfield would also have been an important stop on Thaddeus Stevens’ “tapeworm railroad” had it not been abandoned in 1838. Nevertheless, the rail-bed did provide a path for escaped slaves using the “underground railroad” to freedom.

By the opening days of the Civil War, Fairfield had developed into a small town of 215 citizens. On its streets could be found merchants of all sorts – shoemakers, wheelwrights, tanners, tailors, milliners, blacksmiths, masons, carpenters, butchers, barbers, shopkeepers, lawyers, hostellers, schoolteachers, servants, farmers, and physicians. Schools served to educate the local children. Churches tended to the spiritual needs of the town, taverns offered lodging, food, and “spirit,” and the justice of the peace kept order.

Nearly 200 men from Fairfield and the surrounding area served as soldiers during the Civil War, but the town’s first taste of the turmoil occurred in October 1862. On the evening of the 11th, Confederate General J.E.B. Stuart commanding 1,800 cavalymen entered Fairfield and proceeded to loot the two general stores and post office, and carried off the postmaster, the justice of the peace, and other men.

During the Gettysburg Campaign of 1863, Fairfield’s geographic location made it likely that the town would be visited by the opposing forces sooner or later. Four minor skirmishes took place at or near Fairfield in the days leading up to the beginning of the Battle of Gettysburg on July 1st, however, it was on July 3rd when 242 Union and 34 Confederate casualties (killed, wounded, and missing) resulted from the cavalry Battle of Fairfield. Here, Major Samuel Starr’s 6th U.S.



Fairfield Borough Historic District

Cavalry clashed with C.S. General W.E. Jones' cavalry brigade and Starr's unit suffered severely. Although a small engagement, the battle remains significant in that it cleared the way for what would be Robert E. Lee's major retreat route for his Army of Northern Virginia from Gettysburg during the next two days.

After the war, Fairfield continued to grow and at one time sported a short-lived newspaper, two shoe factories, a knife factory, five churches, and a book plant. The Borough of Fairfield was incorporated in 1896 with an area of about 448 acres (.7 sq. mi.).

Today this well-kept Borough is home to a variety of businesses and churches and, according to the Census of 2010, a population of 507.



Photo courtesy of the Adams County Historical Society.

Adapted from *Fairfield in the Civil War* by Sarah Sites Thomas.

The Fairfield Borough Historic District



Architectural Styles

The majority of houses built in the United States contain some stylistic influences. The architectural style of a building can be determined by its basic form and shape as well as any decoration or embellishments that may be present. Many buildings do not fit neatly within one architectural style but possess elements from more than one style, either due to preferences of the builder or later changes in fashion. “Vernacular” architecture is also prominent in many historic districts, including in Fairfield Borough. Vernacular buildings reflect the work of local craftsmen as they interpreted national styles. They often combine modest building forms with simple stylistic elements, though they may also have no embellishments at all.

The mix of architectural styles present in a historic district can help determine the history of the district. The following pages include information on the styles that can be found in the Fairfield Historic District. The Design Guidelines are intended to help homeowners make choices that will preserve the architectural elements that contribute to the building’s architectural character, ultimately preserving the architectural and cultural heritage of the Fairfield Historic District.

Preservation Brief #17



Architectural Styles

Greek Revival

1825-1860



Side gabled

Symmetrical
façade

The predominant architectural style found in the Fairfield Historic District is Greek Revival. Many of the buildings of this style are contained within the historic 1872 boundary of the town. Greek Revival was the dominant building style in the United States from the 1830s to around 1850. Inspired by archaeological investigations in Greece, the style features classical ornamentation and proportions, and decorative features associated with monumental Greek architecture.

Italianate Influences

Greek Revival houses built after 1850 often incorporated Italianate brackets and decorative elements. Defining features of the Italianate style include decorative brackets on cornices, door or

window crowns, or porches; paired front doors with large-pane glazing; and one- or two-pane windows. Many of the Greek Revival houses in the Fairfield Historic District have some form of Italianate detailing.

Maintaining Character Defining Features

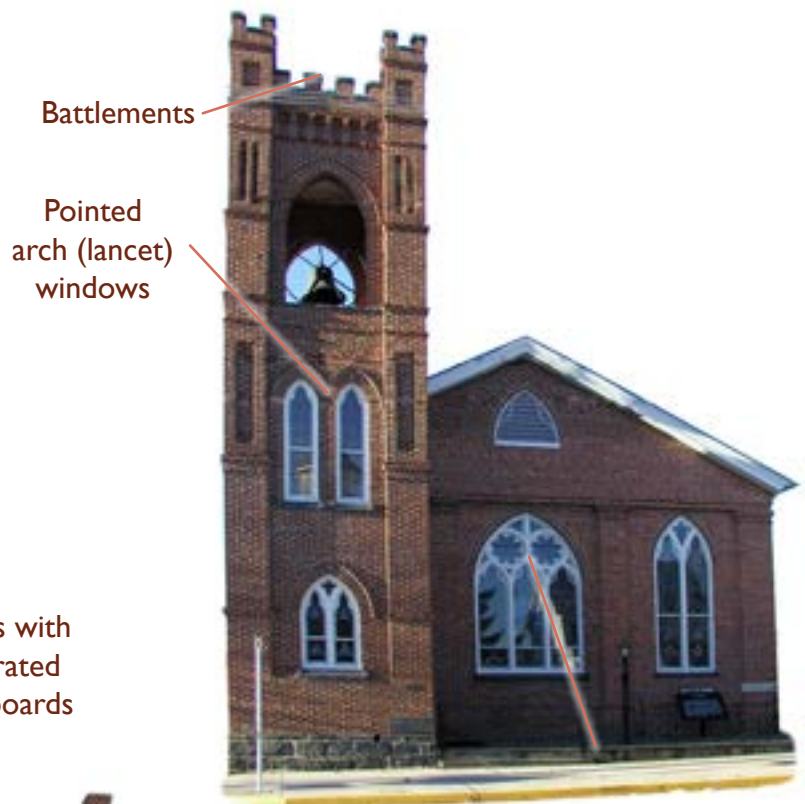
Decorative elements, especially Italianate features, are very important to maintain. They define a building's character and style.

Columns, if they are present, are critical to the Greek Revival identity. They should never be removed and if replaced, they should be replaced in-kind. It is also important to maintain the colonnade appearance of entry porches, which should never be enclosed.

Gothic Revival

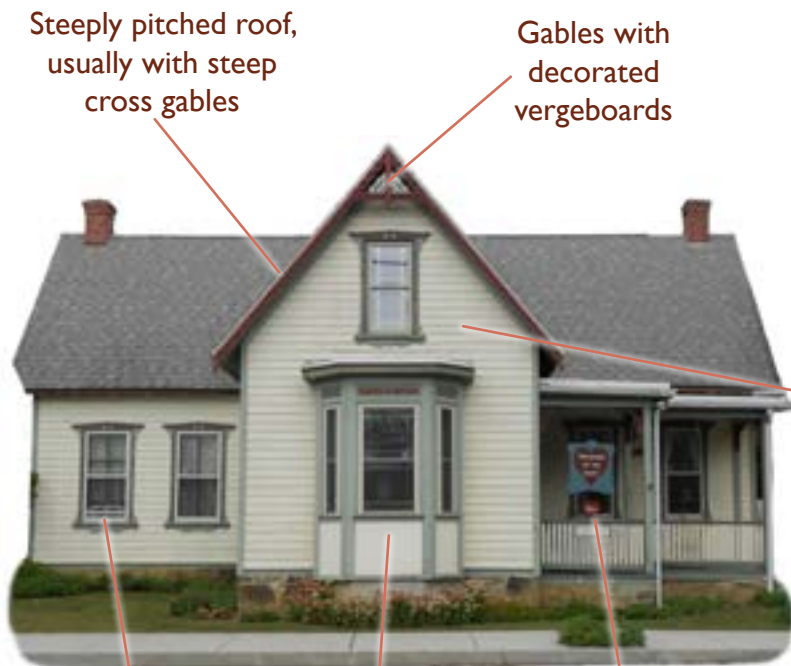
1840-1880

Though less favored than the Greek Revival style, the Gothic Revival style was popular in rural areas in the 1840s and 1850s. Influenced by medieval architecture, this style is considered to be a reaction to the classicism popularized by the Greek Revival style. The style was often used for institutional buildings, such as churches, which is demonstrated by some of the churches in Fairfield Borough.



Tracery (decorative pattern sometimes found in arch windows)

Wall surface extends into gable without break



Maintaining Character Defining Features

The defining features of the Gothic Revival style are the pointed gothic arches most often found in windows. Original windows and window openings should be maintained. If replacement windows are needed they should fit the shape of the existing window opening. In addition, all decorative woodwork should be preserved and maintained or replaced in-kind, not removed or covered.

Architectural Styles

Folk Victorian

1870-1910

This was a very fashionable style for American homes that is characterized by the presence of Victorian decorative detailing on simple folk house forms. Technological advancements including the invention of the scroll saw and the mass production of wood moldings helped to make the style popular in wood-frame construction. The expansion of railroads also made the decorative woodwork widely available. Mass produced embellishments

were either added to existing folk houses to keep up with current fashions or added to newly constructed homes built in house forms familiar to local carpenters. The details were typically inspired by either Italianate or Queen Anne, and sometimes Gothic Revival styles. Houses of this style are easily differentiated from the true Victorian styles because they are usually smaller, simpler in design, and often symmetrical.



Spindlework
or flat jigsaw
cut detailing

Decorative
elements on porch
and cornice line

Brackets

Gable front and wing

Design Guidelines

The Secretary of the Interior's Standards for the Treatment of Historic Properties defines rehabilitation as

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

The Fairfield Historic District Design Guidelines are based on the Secretary of the Interior's Standards, tailored to the unique circumstances present in Fairfield Borough. The Design Guidelines strive to maintain the historical integrity of the buildings within the district while also allowing for the inevitable and natural evolution of the town over time. The following Design Guidelines for Rehabilitation outline the changes and alterations that are appropriate for historic buildings and those that can negatively impact the integrity of the historic district.

This chapter is organized by architectural feature and includes information as well as illustrations that demonstrate sound preservation practices and practices that should be avoided. For additional rehabilitation resources, see [the Appendices](#).



*Photo courtesy of the
Adams County Historical Society.*

Design Guidelines



Design Guidelines



General Guidelines

The Secretary of the Interior's Standards are applicable to the maintenance and rehabilitation of historic buildings within the historic district. The following guidelines are based on the Secretary's Standards and apply to the alteration of a historic building as a whole but can also be applied within the context of the treatment of specific architectural features, described later in this chapter.

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 conjectural 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. Archeological 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 shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and 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 a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For more information, please visit <http://www.nps.gov/history/hps/tps/standguide/index.htm>

Design Guidelines

Preserving Architectural Character The historic character of a property should be retained and preserved. Architectural character can be lost if distinctive materials are removed. The architectural character of a building's features, spaces and spatial relationships can also be lost if the building is significantly altered.

Changes Over Time Changes to a historic building naturally occur over time and help to tell the story of the history of the building, creating a physical record of its time, place, and use. Changes to a building can achieve historic significance in their own right; these changes should also be retained and preserved.

Treatment of Historic Features When historic features become deteriorated they should be repaired, not replaced. This includes materials, finishes, and construction techniques or examples of craftsmanship that contribute to architectural character. Deteriorated features should be stabilized, repaired, or matched with compatible new materials. When features are deteriorated beyond repair, the new feature should match the old in visual qualities including design, color, texture, and if possible, materials. Any missing features should only be replaced if significant documentary or physical evidence exists.

Reversibility Any significant changes to a historic building should be made reversible whenever possible. Permanent alterations to existing materials or features should be avoided in favor of methods that do not damage the original building fabric. Alterations should be able to be removed without leaving any evidence.

Precedent Any alterations approved in the Historic District do not necessarily create a precedent for a future application. All proposals will be considered individually based on their own merit and unique situation within the district.



*Photo courtesy of the
Adams County Historical Society.*

Windows are one of the most significant elements which contribute to a building's style and character. Original windows that have been maintained and preserved enhance a historic building's character and integrity. Original windows are made of durable materials that with the proper care can last many years. They also serve as an illustration of past technologies and craftsmanship.

Preservation Brief #9

Window Guidelines

Historic windows should be maintained and repaired to prevent deterioration of the original materials. Windows can be fully restored using modern epoxies and finishes. Periodic maintenance is the best way to preserve the integrity of historic windows. If parts of the window are deteriorated beyond repair they should be replaced in-kind.

If windows are beyond repair, any replacement window should match the design, size, proportions, and profile of existing original windows. Many replacement windows may be approved by the HARB if they are as similar as possible to the original windows. For example, a "true divided-lite" window or custom wood window may be an appropriate alteration. Replacement windows with interior muntins or muntins between layers of glass are not appropriate in the historic district. These are not suitable replacements as they do not match the character-defining components of historic wood windows.

The size and proportion of window openings should be maintained. Window openings that are no longer needed should not be filled in with brick or other materials. A filled-in window changes the rhythm and composition of the façade. Rhythm is created by the arrangement of open spaces across a building façade. When the rhythm of a façade or streetscape is disrupted

by an inappropriate opening or closing of a window the architectural character of the building and the district is affected. Windows can be closed in from the inside with the panes painted black to match the appearance of a functional window. In addition, window openings should not be enlarged or reduced to fit a modern standard-sized replacement window.

Storm windows are an appropriate way to protect and increase the energy efficiency of original windows, and they have been used for this purpose in the United States for over 100 years. Storm windows can be wood or aluminum and should be colored or



Windows

painted to match the window sash. The sash size and proportion of the storm window should also correspond to the existing window so as not to cover up any defining elements. Caulk and weather-stripping can also be used to increase the energy efficiency of original windows.

Window frames should be retained, including the trim around a window. Aluminum siding contractors often encase window trim, lintels, or sills in aluminum. This conceals character-defining features and may contribute to the deterioration of wooden features by trapping moisture.



The windows in this building are being replaced with modern windows. Though they match the arrangement of some of the originals, they are not an appropriate substitute for wooden true divided-lite windows.



These windows were inappropriately resized.

Benefits of Window Restoration

Architectural and Historical Character

Original windows offer significant insight into the history of a building as well as how it appeared when it was first built. The design, size, materials, craftsmanship, and placement of windows can all offer clues to the age and style of a building. If replaced, they are lost forever, as is the important information they provide.

Superior Materials

Historic wood windows were constructed from dense, old growth wood which with proper maintenance can function indefinitely. It is common for a classic rope-and pulley system to last from 100 to 150 years. Modern materials are not as durable and

can be difficult or impossible to repair. For example, a broken pane of glass can be easily repaired while loss of vacuum or broken glass on most replacement windows requires replacing the sash or entire window. A “maintenance free” window is often in reality a “disposable” window.

Durability and Sustainability

The life cycle of historic wood windows is much longer than modern replacement windows. Modern windows often have a relatively short lifespan; many are warranted only 10 years. When modern windows fall into disrepair they are often irreparable and need to be replaced. This creates an environmentally insensitive cycle of removal and replacement.

Repairing existing windows can be economically and environmentally sustainable.

Return on Investment

It is often assumed that modern replacement windows are more energy efficient than original wooden windows. Many studies have shown that original windows can be retrofitted to be as efficient as a double-pane window. In addition, depending on the lifecycle of a new window the cost of replacement may not be recouped in energy savings before the new window needs replacement. Investing in repairing existing windows is often more economical if the lifecycle of the window is taken into account.

Common Window Problems

Difficult to operate

- If the window is painted shut, score the painted joint with a razor or other tool
- Make sure that sash cords and weights are operational, replace if needed

Draftiness

- Weatherize windows by adding weather-stripping or storm windows
- Replace broken glass
- Remove and replace deteriorated glazing putty and re-caulk joints
- Insulate sash pockets

Loose or deteriorating parts

- Inspect and repair windows regularly
- Remove and replace peeling paint
- Epoxy missing components or add wood
- Tighten sash corner joints with a wedge or new wood dowel and glue

Solar heat gain or loss

- Use interior or exterior shutters
- Use interior blinds or curtains
- Install high-performance glazing or clear film in existing windows, when possible, and only if the historic character can be maintained
- Plant deciduous trees at south and west elevations to block summer sun

Shutter Guidelines

Existing shutters should be maintained and preserved. Shutters should not be added to a building unless there is photographic or physical evidence that they were installed at one time. If shutters need to be replaced, they should be made of wood and match the proportion of the window.

Shutters should be operable with appropriate hardware. Shutters should be fitted with operating hinges and shutter dogs to maintain historic character. Historic shutter hardware can also be refurbished.

Shutters should not be mounted directly on the face of a building. This practice not only affects historic character but historic building materials can be damaged by shutters that are mounted to the wall. Moisture can be trapped against the building, accelerating deterioration, and mounting hardware can create nonreversible damage.

Shutters should fit the existing window opening. When closed, the shutters should sit flush in the window and cover the entire opening. The shutters should match the shape of the window exactly.



This window is no longer used but the integrity of the façade has been maintained by using shutters to close the opening.



The shutters on this building have been removed.



These shutters are functional and fit the size and shape of the window opening.

Windows



The wooden trim on this window has been retained and is well maintained.



These shutters are too small for the window opening and they are mounted directly onto the wall.



The original wooden windows and shutters on this building have been retained.



This window has been filled in with bricks, changing the composition of the façade. The original window opening is also still evident.



This unique and character-defining window has been retained.



The original windows and decorative window caps have been retained, preserving the historic character of the façade.



The door on the far right was converted from a window opening. This conversion has interrupted the rhythm of the façade, creating an uneven appearance.



The window opening on this dormer has been reduced, changing the character of the façade.



These modern replacement windows do not retain the visual qualities of true divided-lite windows.



This paired front door, indicative of the Italianate style, has been retained.



The original wooden doors and architectural features of this entry have been retained, preserving the integrity of the façade.



This storm door does not cover the original door and has been painted to match.

The main entrance is a key architectural feature of a historic building. The front door is the focal point of a façade and can set the tone for the perception of authenticity of the exterior. Original doors can offer clues in determining a building's age and style.

Porches are often the dominant element of a façade and contain the most embellishment. These features are highly influenced by architectural style and help to define the historic character of a building. They are fully exposed to the elements and require regular maintenance. For this reason, porches are often subject to inappropriate alterations due to cost or changing tastes. The alteration of a porch greatly affects the appearance of the building and the streetscape.

Door Guidelines

Original doors should be retained and restored whenever possible.

Historic wooden doors are durable and can be repaired in many cases. Modern replacement doors rarely match the original in detail and workmanship. Original doors should not be replaced with retail stock doors, or doors that do not match the building's style.

If doors are beyond repair, a replacement door should match the design, size, proportions, and profile of the existing original door.

A replacement door may be approved by the HARB if it is as similar as possible to the original door. Replacement doors should have a design that is appropriate for the period of the house. For example, the arrangement of panels and window lights should match the original door. Modern materials such as metal, vinyl, or composite material are discouraged in the historic district.

Any entry architectural features should also be retained and restored rather than replaced.

These decorative elements are as important as the door itself. Wood trim, columns, or surrounding glazing should not be removed, rearranged, or resized. Elements should be selectively repaired as necessary, and only replaced if they are beyond repair. Any replacements should match the original as closely as possible in design and materials. Transoms or sidelights should not be filled in or covered. Any original hardware should also be retained and restored.

Attempts should be made to weatherize wood doors before they are replaced.

Historic doors are often excellent insulators as they are made from thick durable wood. If they become drafty often all is needed is a weatherization kit which is low cost and easy to install.

Entrances

Infill, relocation, enlargement, or reduction of a door opening is strongly discouraged. Entrances should not be added to or removed from a main façade as this can greatly change the design and character of the building. In addition, door openings should not be filled in to accommodate a standard-size door.

Front doors should not be concealed by a storm door or screen door. Storm doors can detract from the character of a historic entry by obscuring architectural details. If storm doors are used, they should be as simple and unobtrusive as possible, with a plain glass or screen insert. The storm door should match the door in color and materials, if possible. Non-historic types such as those with scalloped frames or crossbucks are not appropriate. Storm and screen doors may be appropriate on secondary façades.



This former garage has been adapted for a new use but the character of the original doors was retained.



The original architectural features above this door have been retained.



This modern replacement door is not appropriate for a historic building.



This storm door covers the wooden door of this house, obscuring any architectural details that may still be present.



The design of this replacement door is appropriate for the period of the house.

Preservation Brief #45



The original decorative elements on this porch have been retained.



The character-defining detailing on this Vernacular Victorian house is well maintained.



The screens on the porch to the left were installed behind the porch columns, preserving the open character of the porch.

The porch on the right was inappropriately enclosed using permanent materials that change the character of the porch.



Porch Guidelines

Porches should not be removed simply because they reflect a later style. Porches were often added to older buildings during the 19th century. Although these are later additions, they should not be removed as they contribute to the evolving history and character of the structure.

Character defining details should be restored and retained, not removed or replaced. Decorative elements are important features of a porch and are often the only form of architectural embellishment on a building. As many of these elements are made of wood they should be carefully maintained and replaced only when necessary. If replacement is needed, new work should match the style, scale, and material of the original.

Wood steps should not be replaced with concrete. Wood decking and steps should be retained as concrete will not resemble the original style or appearance of wooden elements.

Original columns and balustrades should not be replaced with modern materials. Replacing original columns and railings with wrought-iron or plastic posts is common when original materials become deteriorated. These materials are not appropriate in the historic district as they completely alter the character of the porch.

Enclosing a porch is highly discouraged in the historic district. Enclosing a porch with permanent materials is a radical change that destroys the character of a historic building façade. An enclosure may be approved on a side or rear façade, provided that the overall visual character of the porch (columns and solid/void relationships) is maintained. This can be accomplished by installing framed screens or windows behind porch columns. Removable enclosures may also be approved if visual characteristics are maintained.

Entrances

The character of a porch floor should not be altered. Indoor/outdoor carpeting should not be used to cover a porch floor. This traps moisture in the floor and promotes rot. Floors should not be replaced with other inappropriate modern materials. The HARB may approve some modern materials if they resemble the original appearance of the floor.

Porch elements should not be covered. Vinyl or other types of siding should not be used to cover porch features.

A porch in disrepair should be replaced in a manner that is compatible with the historic character of the building. If a portion or all of a porch is deteriorated beyond repair the original design should be replicated if possible. If replication is not possible, stock lumber and moldings can be used to create a simplified design with the same visual characteristics of the original. Property owners should consult with the HARB to ensure that the new design is compatible.

Porches should not be added to a building without documentary or physical evidence of their prior existence. A porch that was removed by a prior owner can be reconstructed using photographs and any physical remnants of the structure.



The enclosed porch not only changes the character of the building but interrupts the rhythm of the streetscape.



The porch steps on the left have inappropriately been replaced with concrete.



The shape and style of the porch columns and balustrade on this building have been retained.



The decorative elements on this porch, indicative of the Italianate style, have been retained.



The screens on this small porch appear to be removable. When they are not being used the porch can be returned to its original state.



The original pressed tin shingles, a representation of the preferences and technologies of time, have been retained.



The wooden decorative elements on this Victorian Vernacular house have been retained and maintained.



This unique chimney has been retained.

The outer surfaces of a building, the roof and walls, protect it from the elements and give it character. Architectural features of the roof such as chimneys, dormers, brackets, and roof shape contribute to a building's design and style, both functional and aesthetic aspects should be considered in a roof project. The HARB does not review roofing materials on existing structures, however the guidelines offer recommendations regarding the appropriate treatment of materials. Wall materials reflect preferences and technologies of the time and should be kept in good repair to protect the rest of the building.

Roof Guidelines

Decorative roof elements and materials should be restored and retained, rather than replaced. Decorative elements such as finials or vergeboards should not be removed. If replacement is necessary due to deterioration, new materials should be replaced in-kind or match the original in texture, color, design, and composition. Elements should also only be selectively replaced; materials that are in good condition should be retained whenever possible.

The original roof shape, size and pitch should be retained. Original roofs should not be raised for additional stories as this radically alters the historic appearance of a building.

Modern features should not be visible from the front of a building. Features such as satellite dishes, antennas, solar panels, or air conditioners should be placed in a location that is not visible from the street.

Roofs and gutters should be kept in good repair. Roof materials and draining systems should be regularly maintained to prevent damage to the building or historic features.

Character-defining features should not be added or removed. Original features such as dormers, cupolas, or chimneys should not be removed from a historic building. These features should also not be added unless evidence of their prior existence exists. Constructing features where they did not exist gives a false sense of authenticity that is not appropriate in the historic district.

Buildings should not be re-roofed unless complete replacement is needed. Selective replacement of shingles or sheets of metal with appropriate materials is encouraged unless the entire roof surface is beyond repair.

Roofs and Walls

Historic materials should not be used if there is no evidence of their prior existence. Historic materials should not be added to a building unless there is photographic or physical evidence of a material that was used in the past. Installing a material where it may not have been used gives a false sense of authenticity. For example, replacing asphalt shingles with a metal roof may appear more authentic, but it will be misleading if a metal roof is not appropriate for the period or style of the building.



This decorated vergeboard, a character-defining feature, has been retained.



Solar panels have been placed on the rear of these houses, they are not visible from the street.



The dormer windows on this building are most likely a later addition and are not compatible with the rest of the houses on the street.



This metal roof is in need of repair.

Preservation Brief #4

Appropriate Replacement Materials

If replacing roofing materials in-kind for a reroofing project is not feasible, there are some alternative materials that may be appropriate in the historic district.

Architectural or dimensional shingles in place of shakes, slate, or tile. These shingles are thicker asphalt shingles that are manufactured to look like historic materials. Some also provide the random pattern of shakes or slates. There are noticeable differences between architectural shingles and original materials but they may be an acceptable substitute in some cases.

Synthetic slate shingles. These shingles are made from a variety of materials manufactured to look like stone slate at a lower cost and weight. Some brands of synthetic shingles are able to approximate the appearance of stone slate though others are noticeably artificial. The quality of the materials as well as the method of installation should be evaluated to determine if synthetic shingles are an appropriate substitute.

Life Expectancy of Materials

Historic roof materials have a longer life expectancy than many contemporary materials. Selectively replacing damaged materials may also increase the life expectancy of a roof.

Wood shingles: can last 30 to 60 years depending on quality of materials. Wood shingles are subject to rot, splitting, warping and eroding.

Slate: can last 60 to 125 years, capable of lasting for centuries in certain conditions. Roof accessories and fasteners have a shorter life span than the slate itself so they should be maintained and replaced as needed.

Metal: can last 40 to 60 years, or longer if rust is prevented. Metal roofing is subject to buckling and warping, deterioration from chemical action, or corrosion due to use of incompatible fasteners.

Asphalt: can last 15 to 25 years. "Architectural" or "dimensional" shingles commonly last longer as they have multiple layers. Asphalt shingles can curl, lose their mineral coating, or become brittle.

Cornice Guidelines

The part of a building where the roof meets the wall is called the cornice. Many of the cornices in the Fairfield Historic District are decorated with brackets, dentils, or modillions. These decorations are defining characteristics of the Italianate style and they should be preserved.



This elaborate bracketed cornice has been retained, preserving the integrity of this Italianate house.



The cornice has been boxed in with modern materials, altering the architectural character of this house.



The decorative elements that were likely present on this Victorian Vernacular house have been removed.

Cornices should not be covered or boxed in with aluminum or vinyl siding and trim. A modern boxed soffit is not appropriate for buildings built before 1950.

Any new gutters or downspouts should be of a style compatible with a historic building. Contemporary square gutters with corrugated downspouts are not appropriate on buildings built before 1940. Half round or ogee gutters with round downspouts were used prior to 1940. Existing built-in gutters should be repaired and maintained rather than installing external gutters and downspouts.

Character defining details should be restored and retained, not removed or replaced. Many of these elements are made of wood and they should be carefully maintained and selectively replaced only when necessary. If replacement is needed, new work should match the style, scale, and material of the original.

A cornice in disrepair should be replaced in a manner that is compatible with the historic character of the building. If a portion or all of a cornice is deteriorated beyond repair the original design should be replicated if possible. If replication is not possible, stock lumber and moldings can be used to create a simplified design with the same visual characteristics of the original. Property owners should consult with the HARB to ensure that the new design is compatible.

Ornamentation that was never part of the building should not be added, even if it seems historic. Many of the buildings in the Fairfield Historic District contain no decorative elements. This may be because they were removed in the past. However, it is common for buildings in a rural area such as Fairfield Borough to not have any architectural detailing. For example, a Folk Victorian house may not have any original details as it is a more vernacular architectural style.



Wall Guidelines

Masonry (Brick or Stone)

Masonry walls should be regularly inspected for moisture-related issues. Deterioration of masonry is often caused by excessive moisture. Problem areas such as leaky gutters or improper drainage should be addressed before the masonry sustains any moisture-related damage.

Exposed masonry should never be painted. Paint can dramatically change the historic appearance of a wall, and can trap moisture in the masonry, causing damage and deterioration. Masonry that has been painted in the past should be maintained to prevent deterioration. Paint should not be removed as this can damage the masonry surface.

Masonry should be cleaned with the gentlest method possible. Masonry walls should never be sandblasted, power-washed, or cleaned with acidic or caustic cleaners. These abrasive cleaning methods can remove the hardened outer layer of bricks, exposing them to water infiltration and accelerated deterioration.

Masonry walls should not be covered. Covering masonry walls with siding is discouraged in the historic district. This conceals the structural elements of a building and diminishes its historic character.

Masonry walls should be maintained and repaired as necessary. Localized areas of damaged masonry should be replaced. Replacement materials should match the original in size, color, and texture. Deteriorated mortar or bricks should be removed with hand tools to prevent additional damage. Replacement bricks should be hardened and appropriate for outdoor use. Bricks that are intended for the interior of a wall will deteriorate quickly if exposed to the elements.

Repointing of masonry walls should be done by a qualified professional using mortar of the correct hardness. Modern mortar is much harder than historic mortar. Modern mortars which are much harder than surrounding masonry prevent natural expansion and contraction, causing bricks and stone to fracture and crumble. Mortar should also be mixed to match the color and texture of the original mortar.

Waterproof, water resistant, or stucco treatments should not be a substitute for masonry repair. These kinds of treatments are not appropriate in the historic district as they can affect the visual character of masonry walls. They also may seal moisture within masonry walls, accelerating deterioration.



Half of this house has been inappropriately covered with vinyl siding.

Preservation Brief #1



This painted brick wall is in need of maintenance.

Preservation Brief #2



This brick wall was incorrectly repointed, causing the brick faces to fracture and crumble.

Preservation Brief #8



This house no longer retains any integrity as it has been covered with vinyl siding, removing any architectural character.

Preservation Brief #6

Preservation Brief #10

Wood Siding

Wood siding should not be replaced or covered with inappropriate modern materials. Vinyl or aluminum siding is not appropriate in the historic district. Covering or removing wood siding diminishes the historic character of a building and can trap moisture, accelerating the deterioration of the original cladding. If the majority of siding needs to be replaced and wood is not feasible, artificial siding that approximates the appearance of wood may be appropriate.

Wood siding should be maintained and selectively replaced as needed. Where existing siding has deteriorated beyond repair, only the deteriorated portions should be replaced with wood that matches the original in width and profile. Removing the source of the moisture, insect or fungus treatments, putty, caulking, and epoxy applications are all appropriate repair methods.

Retain and restore, rather than replace, original wall details. Ornamentation such as shingles in a gable end should be maintained as this is a character defining feature of a building.

Wood walls should be cleaned with the gentlest method possible. Wood siding should never be sandblasted, power-washed, or cleaned with acidic or caustic cleaners. Deteriorated paint should be removed by hand scraping and sanding. Chemical strippers should be avoided, if possible. In addition, wood surfaces should not be stripped to the bare wood. Light sanding and scraping should be sufficient to prepare the surface for repainting.

Periodic painting is the best way to maintain wood siding. Paint protects wood surfaces from deterioration and is in many cases an economical alternative to siding replacement. Regularly scrape, sand, prime, and paint small areas of failing paint.



The shingles in this gable end have been retained, preserving the building's architectural character.



This wooden siding is in good repair.



The character-defining features of this house have been retained, maintaining the building's integrity.

Design Guidelines



Paint Colors

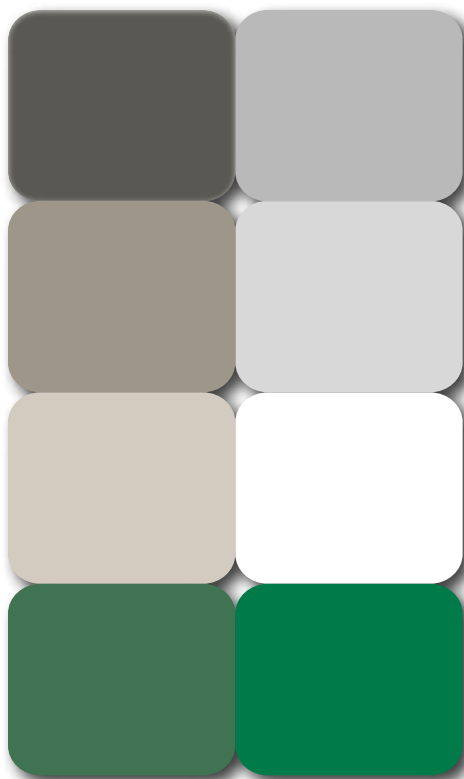


Popular paint colors and styles change over time as preferences evolve. Particular colors are appropriate for certain historical periods and architectural styles. The history and architecture of a structure should be evaluated when choosing a color scheme for a historic building. Property owners can determine exactly which colors were used on the building in the past through paint chip analysis. There are also a number of paint companies that make accurate historical paint palates.

The following chart illustrates the colors that were typically used for the different architectural styles and periods present in the historic district. Property owners are also encouraged to discuss color choices with the HARB. Almost any color scheme can be adapted to complement the historic district and a building's historic character. Minor adjustments such as modifying a shade or placing colors differently on a building can make a color scheme compatible.

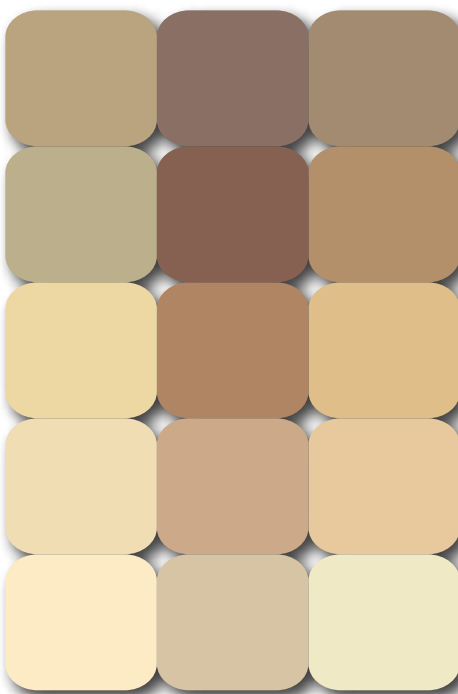
Greek Revival

Light colors or white, imitating the marble of Greek temples. Trim was often white or a subtly different shade. Shutters were often green, a color that was thought to be restful.



Italianate

Ranging from earth tones to more vibrant colors and greater contrast. This was in response to the stark white of Classicism. Natural coloring in harmony with the landscape became popular as the Classical styles fell out of favor.



Victorian

Deeper and richer colors became more typical. As paint became less expensive many different colors were available. The muted natural colors of the previous styles were no longer preferred.



Historic Color Periods

Paint color preferences have evolved over time, with each new period largely a reaction to the previous one. For example, the classical white with green shutters scheme that was popular in the early 19th century became very undesirable later. From about 1820-1840 most wood clad houses were whitewashed and trimmed with either a dark green or sometimes black. Shutters were usually painted dark green to match the trim. Dark red was also used on occasion, as it was a very inexpensive paint. Other body colors that may have been used at the time include a light tan, or fawn, or various shades of grey.

The stark white of the neoclassical style was later seen as unnatural and jarring. This influenced the next color period, the early Victorian (1840-1870), characterized by earth tone colors made popular by architect Andrew Jackson Downing. The colors of this period were based on shades found in nature, and strove to create a harmony between architecture and the surrounding landscape. Downing suggested that a light neutral color be chosen for the body trimmed with a darker shade of the same color, to bring out architectural features. If a darker body color was preferred, a lighter color was chosen for the trim.

Darker shades were preferred in the late Victorian period (1870-1890). Dark, rich colors became more easily available with technological advances in paint and regional transportation. Gradually these new colors were used to decorate the elaborate Victorian houses being built at the time. Dark reds, blues, greens, browns, olives, and oranges were commonly used. Color was employed to complement architectural complexities, the more detailed the architectural features, the more colors were used. If done correctly, architectural form was complemented by color choice and placement, rather than made more complex or confusing.

Choosing Colors for a Historic Building

When choosing colors for a building within the historic district, the owner should first determine the color period most appropriate for the style and period of their building. The colors on the previous page are examples, though not exact shades, of colors that can be used. There are a number of paint manufacturers that carry a historical colors collection which can be used to choose a specific color.

The following guidelines can assist in determining color placement on a building:

- Either a light body and dark trim or the

For more information

The following reference books provide in-depth information on historic color periods and how to choose colors for historic houses:

Century of Color: Exterior Decoration for American Buildings, 1820-1920, Roger Moss (1981)

Paint in America: The Colors of Historic Buildings, Roger Moss (1994)



opposite can be appropriate. A darker trim color can make a building appear smaller.

- The simpler the architectural form, the fewer colors should be used. Multi-color schemes were not popular before the late Victorian period.
- Trim color is typically used on corner boards, cornice, main vertical and horizontal elements of porches, and window and door openings.
- In most cases the window sash and shutters should be the darkest elements. The sash was typically painted darker than the trim, and matched the shutters. The reverse of shutters can be painted the body color for an added layer of detail. Window sashes or storm windows should not be white or brightly colored.
- Brackets on Italianate buildings were commonly painted the same as the cornice, and only recessed details were painted a contrasting color.
- Classical decorations such as scrollwork or garlands were rarely painted a contrasting color.



Design Guidelines



Major Alterations, Infill and Demolition

Preservation Brief #14



This understated addition is an appropriate alteration to a historic building.



This addition is appropriately located to the rear of this house.



The architectural elements featured on this addition are complementary to the original structure.

Communities and their built environments naturally evolve over time. Changes in space requirements, technology, and living preferences require that buildings be flexible to meet current needs. This is no different in a local historic district. Though historic district regulations aim to preserve the historic character of the district, this does not limit future development or changes. New construction and additions are permitted and expected.

Additions

New construction and additions are a sign of economic vitality and often necessary to meet the needs of modern living. As living standards have changed over time, American houses have been adapted to meet new needs. Many older houses have required an addition to accommodate growing families, modern conveniences, and changing preferences. Additions to historic homes that have occurred over time have become historic in their own right. New additions should be compatible with the historic building without replicating historic features or overshadowing them. A passerby should easily be able to determine the evolution of a building just by looking at it.

Additions should not visually dominate or detract from the historic building. The prominence of the original structure should be maintained by using a similar but smaller scale for the addition.

If possible, additions should be added on the rear of a building or a less prominent façade. Additions should never be added to front of a building, as this greatly changes architectural composition and detracts from the original structure.

Important features should not be removed to accommodate an addition. Additions should be built in an area and a manner that minimizes lasting effects on the original building. An addition should be able to be removed at a later date without harming the integrity of the building. Historic walls should not be damaged or destroyed in a way that cannot be reversed.

Additional floors should not be added to a historic building as this completely changes the building's form and massing.

The design of an addition should be compatible with the historic building while clearly differentiating it from the original structure. Similar details should be used, though they should be simpler in design to

Major Alterations

prevent the addition from competing with the primary façade. It is also not appropriate to duplicate the original as this can give a false sense of integrity. Similar materials should be used for an addition, though using slightly different materials to differentiate the new construction is appropriate.

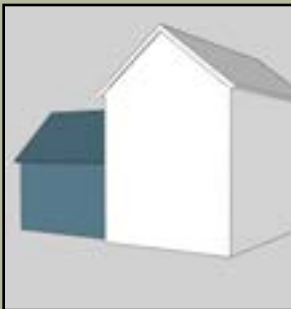
Window design in an addition should be compatible with the historic building. For example, modern casement windows should not be used in an addition if the original structure has double-hung sash windows.



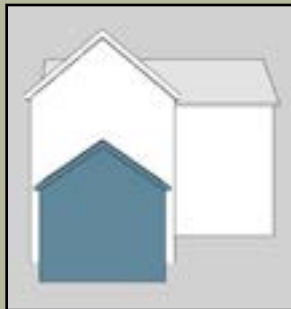
This large addition is not appropriate in the historic district as it does not follow any of the recommended design principles.

The following design principles should be used when planning an addition to a historic building.

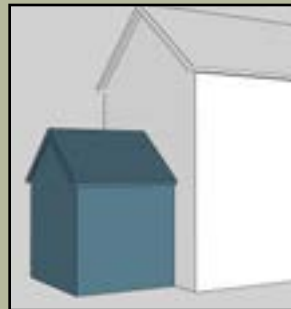
Encouraged in the Historic District:



If possible, additions should be to the rear of the existing building.



The existing roof pitch should be reflected in an addition.

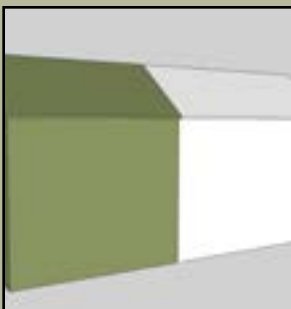


Additions should be recessed from the existing wall planes.



A small connecting passage, or hyphen, can be used to separate an addition from the original structure.

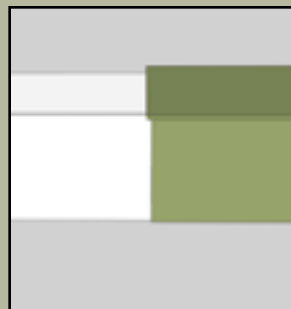
Discouraged in the Historic District:



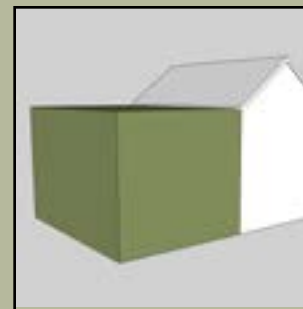
An addition should not attempt to replicate the existing building.



An addition should never be added to the front façade of a historic building.



An addition should never be taller or larger than the original structure.



The design of this addition is unrelated to the original structure.



This rear addition is of the appropriate scale and has a complementary roof pitch.



Though the addition is located in the rear of the building, it is too large.



A hyphen was used to connect the addition to a historic church, separating the structures and minimizing any lasting effects on the church.



This addition is not of the appropriate size or scale to match the historic building.

The character of the front façade of this building was drastically altered when this inappropriate addition was constructed.



Commercial Conversions

This shop retains the residential nature of the building and the district.



Buildings in the Fairfield Borough Historic District are primarily residential in character. The borough's location is ideal for businesses, which often are located in former homes. When the use for a building is changed, alterations made to allow for the new use should be as minimal as possible. Adaptive reuse is an appropriate treatment for a historic building for which the original use is no longer viable.

There are a number of commercial uses that are very compatible with residential buildings because they can be accommodated with minimal alterations to the building. Uses such as a bed and breakfast, professional offices, small specialty restaurants, or personal service businesses can easily be located in a former dwelling.

Major Alterations

The original residential character of the exterior, especially the front façade and front yard, should be maintained. The existing appearance and scale of the structure should not be radically altered to accommodate a commercial use. The overall form of the building should be preserved; original windows and porches should not be altered. The existing front yard should also be maintained, linking the front of the building with the pedestrian network using lawns, patios, and walkways.

Signs for business located in residential buildings should be as unobtrusive as possible, so as not to detract from the existing residential character.

It is not appropriate to add a commercial storefront to a residential building in the Historic District. Building a commercial storefront addition or altering a façade to appear more commercial in character is highly discouraged. This kind of alteration destroys the existing character of the building and is an irreversible change. Commercial uses can easily be accommodated in residential buildings without these kinds of radical alterations.

Parking needs may need to be met with creative solutions when adapting a residential building for a commercial use. Ideally the new use should not require a large number of parking spaces, which a residential lot can often not accommodate. Off-street parking areas should be located to the rear or side of buildings, with a pedestrian connection to the front entrance, and landscaping screening, if needed.

New Construction

The Fairfield Historic District is mostly developed; however there are some open areas where buildings could be built in the future. Any new buildings will have an impact on the district and its historic character. New construction should be sensitive to its context without appearing historic. Elements relating to an architectural style found in the district may be appropriate, but the guidelines do not require that new construction be of any particular style. Physical aspects of design such as setback, spacing, mass, height, scale, proportion, rhythm, materials, and details should be compatible with surrounding buildings.

New construction in the Historic District should contribute to, not detract from the character of the district. New buildings should be consistent with the dominant patterns found in the district. They should clearly appear new without attracting any extra attention.

When planning for a new building, the surrounding area should



A restaurant façade was inappropriately added to this former house, located in a residential neighborhood.



A commercial façade should never be added to a residential building.



These infill townhomes complement the historic neighborhood while still clearly appearing as new construction.



The parking garage on the left was designed to fit into and complement the historic district.



The house on the right does not match the surrounding architectural patterns and design elements.

Archaeological Considerations

Anyone conducting ground disturbance for construction activities within the Fairfield Historic District should be aware of potential archaeological resources that may be present. Any substantial excavation can potentially damage archaeological resources. If any resources are discovered during construction landowners are encouraged to call the Fairfield Borough Office for assistance.

be inspected for patterns and common elements such as roofs, walls, materials, doors, and windows. It is important to involve the HARB in the planning process early on. This can prevent costly setbacks later on by ensuring that an appropriate design is being pursued from the beginning. The HARB is available to informally discuss plans for new construction with landowners and can be a valuable resource.

All new construction should maintain the pedestrian scale that has been established in the Historic District. Building and site designs should encourage and support pedestrian traffic. There are many design techniques that can be used to create a pedestrian-friendly building and street.

When designing a new building to be constructed in the Historic District, it is important that the design be influenced by the context of the future building and the design elements found there.

It is not necessary or appropriate to emphasize a particular architectural style as this can lead to a design that mimics the historic context, rather than complementing it. New buildings should be traditional in form and detailing while still clearly appearing to be new construction.



These new townhouses do not match the character of the surrounding neighborhood, as demonstrated by the smaller house seen beyond the new construction.



These new houses are of a simple traditional design which complements the local historic district.

Major Alterations

Design Elements to Consider for New Construction

Poorly designed infill development can result in a loss of community identity. The integrity of the historic district can also be negatively affected. That is why it is very important to consider the following elements in designing a new building in the Fairfield Historic District.



Proportion of Building Front Façades: the relationship between the width of the front of the building and the height of the front of the building.



Proportion of Openings within the Building: the relationship of width to height of windows and doors.



Rhythms of Solids to Voids in the Front Façades: the relationship between a recurrent alteration of strong and weak architectural elements.



Rhythm of Entrance and/or Porch Projections: the existing rhythm of entrances or porch projections which maintain a pedestrian scale.



Architectural Details: character defining features of buildings, such as architectural details including, but not limited to, cornices, lintels, arches, quoins, balustrades and iron work, chimneys, etc.



Roof Shapes: compatible roof shapes such as gabled, mansard, hip, flat, gambrel, and/or other kinds of roof shapes.

Design Elements to Consider, Con't



Walls of Continuity: physical elements which comprise streetscapes such as walls, fences, building façades, or combinations of these which form visual continuity and cohesiveness along the street.



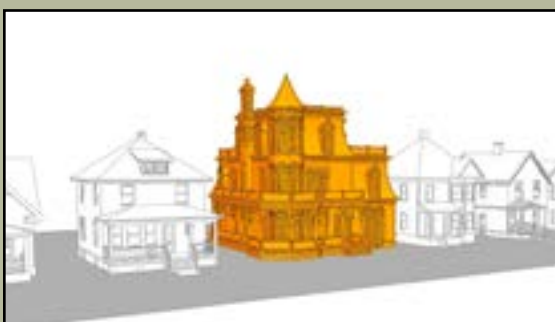
Directional Expression of Front Elevation: the orientation of structural shapes and architectural detail that reflect a predominantly vertical or horizontal character to the building's façade.



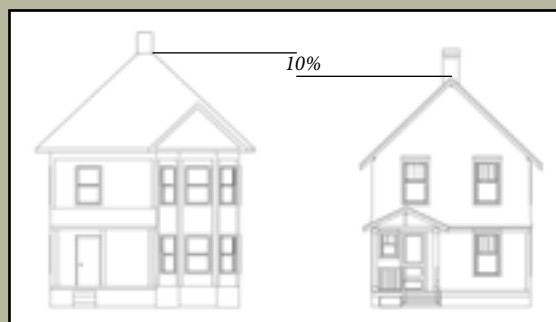
Scale: the scale of the built environment created by the size of units of construction and architectural detail that relate to the size of persons.



Building Orientation: the direction the front façade and main entrance is facing, in relation to the lot and street.



Massing: the overall composition and arrangement of the major volumes of a building, including the main body, roof, bays, overhangs, and porches.



Height: the height of any new building or structure in the historic district cannot exceed the height of the tallest adjacent building by more than 10%.

Major Alterations

Demolition

The demolition of a historic building is an irreversible change, and a decision that should not be made lightly. Once a building is lost it is lost forever. This negatively impacts a historic district in a number of ways, the least of which is an empty space where a building used to stand. The HARB reviews all proposed demolitions in the Fairfield Historic District to determine if there are any other courses of action and if demolition is warranted.

Effects of Demolition

There are numerous negative effects of demolition in a historic district, including the following:

The preservation and restoration of a building can be more economically beneficial to a community than new construction. Many studies have shown that preservation projects create jobs at a higher wage, increase household income, enhance local revenue, enhance business and retail activities, and create a catalyst effect. One study determined that rehabilitation created 3.4 million more jobs than new construction for every \$1 million spent. These benefits also tend to be locally focused because rehabilitation projects typically use local labor and materials.

It is often less expensive to rehabilitate a historic building than demolish and build new. There are a number of financial incentives available that help lower the cost of rehabilitation including tax credits, grants, or low interest loans for historic properties.

Demolition in a downtown often leads to disinvestment and decreasing property values. Rehabilitation almost always results in the opposite outcome.

Once a building is demolished there is often no guarantee that something will be built in its place. Lots being left vacant following the demolition of a historic building are a common occurrence.

The loss of a historic building has a negative effect on the appearance of the

streetscape. Instead of a building that fits the context of the street and continues the pattern of the streetscape, a gap is left which disrupts the visual character of the district.

The demolition of a historic building has a negative environmental impact. Demolition unnecessarily adds building materials to landfills, wasting the energy expended to produce these materials. It also requires more energy to produce and construct new materials. Demolition can also create air and noise pollution, water quality degradation, and erosion and sedimentation.

Demolition can be disruptive to communities. Residents experience negative physical impacts during demolition work, but there are lasting social and psychological effects as well. The loss of a historic building is the loss of a familiar landmark that can upset the sense of community and decrease community pride.



A house was torn down on this street, leaving a vacant lot which disrupts the streetscape and negatively affects the character of the district.

Alternatives to Demolition

The following courses of action can be alternatives to demolishing a historic building:

- Sell the building to a new owner who is interested in retaining and rehabilitating it.
- Move the building to another location.
- Mothball the building until a suitable use can be found for it. A vacant building can be stabilized and protected against weather and vandalism until a new use is found or funds are raised for rehabilitation.

Demolition by Neglect

All buildings and structures within the Borough of Fairfield Historic District must be maintained in good repair, structurally sound, and reasonably protected against decay and deterioration. Examples of such deterioration include:

- Deterioration of exterior walls or other vertical supports
- Deterioration of roofs or other horizontal members
- Deterioration of exterior chimneys
- Deterioration of any feature so as to create a hazardous condition which could lead to the claim that a demolition is necessary for public safety

Any person, property owner, occupant, firm or contractor who razes, demolishes, dismantles all or any part of a building or structure without obtaining a Certificate of Appropriateness or demolition permit shall be fined \$25,000.

When Demolition MAY be Appropriate

Demolition is almost always an inappropriate treatment for a historic building. However, there are some cases where demolition may be necessary:

- The building poses a threat to the safety of the public or occupants.
- Retention of the building will cause undue financial hardship on the owner. Unreasonable economic hardship requirements must be met in this case.
- When a building has been determined to be noncontributing to the Historic District and its demolition will result in little to no loss of integrity.
- When all other alternatives have been examined and deemed impossible.
- Retention of the building is not in the interest of the majority of the community and all necessary approvals for the future development of the lot have been obtained. Proposed new construction must also be consistent with the Design Guidelines.

In such rare cases where the HARB recommends and the governing body approves demolition of a historic building or structure, a good faith effort must be made by the Borough of Fairfield and the owner to move the building. If this is economically or practically unfeasible, efforts must be made to salvage architectural features and materials of the building for reuse within the borough. If possible, the building should also be documented before demolition. Documentation can include but is not limited to, photographs, architectural drawings, and deed records. These records can then be used by future researchers to help preserve the memory of the demolished building.



The demolition of this building, which had lost much of its integrity, was necessary to allow for the redevelopment of a blighted site.

Design Guidelines



Landscape and Site Guidelines



The picket fence in front of this house is appropriate in the historic district.



The fence next to this building helps to maintain the street wall along this open space.



Parking for the auto parts store above is located beside the building, creating a gap in the street wall.

Landscaping

Appropriate landscaping in front yards is encouraged in the Historic District. Any historic landscaping should be retained if possible. Historic photographs can also be used to replicate historic landscaping. Owners should keep in mind that vegetation should be located away from the foundation of a building, to prevent water and root damage.

Mature trees should be maintained whenever possible. Street trees serve an important function. They calm traffic by slowing down cars, create a physical barrier between pedestrians and vehicles, provide shade, and provide stress relief for residents.

Fences should be made of historically appropriate materials such as wood or wrought iron. Chain-link or synthetic materials are not appropriate in the Historic District.

Fences or bushes can be used to maintain an established street wall, or consistent setbacks along a sidewalk. If a building is set back further from the street than neighboring buildings, a fence or hedge can be used to fill in this break in the street wall.

Fences should not disrupt the open feeling of the streetscape. Fences should be of the appropriate scale for the Historic District. They should not be tall or block the view of a front façade or yard in any way.

Outbuildings

Outbuildings associated with a historic building should be maintained and preserved, as they contribute to the overall integrity of the lot and district.

Any rehabilitation of historic outbuildings should be consistent with the Design Guidelines.

Any new outbuildings should match the characteristics of existing outbuildings in the district. Most outbuildings are located to the rear of lots, accessed via public alleys.

Parking and Vehicular Access

Existing historic driveways should be retained. Though many of the houses in Fairfield did not have driveways for vehicles when they were first built, later adaptations for this new technology could be considered historic.

Landscape and Site Guidelines

Walkways which connect buildings to the sidewalk and to any outbuildings should also be maintained.

Any new parking areas should be compatible with existing patterns.

In most cases off-street parking is provided at the rear of lots, in addition to on-street parking. Off-street parking areas should be located to the rear or side of buildings, never in a front yard area.



Parking for this house is provided at the rear of the lot, consistent with the character of the historic district.



This walkway connects the parking area on this lot to the front of the building and should be retained.



Outbuildings should be maintained in a manner consistent with the Design Guidelines.



This chain link fence is not appropriate in the historic district.



Parking for this building was inappropriately located in the front yard area.



Parking access for this building was provided via a new driveway. This midblock curb cut is inappropriate as it interrupts the rhythm of the streetscape.

Design Guidelines for Signs

Signs are necessary for communicating information to the public regarding goods and services available from businesses in the historic district. The sign guidelines for the Borough of Fairfield Historic District can provide applicants with design assistance for commercial signs. It is important that signs be designed carefully so they complement the district's historic character. A well-designed and well placed sign can make a good impression, attract customers and unify a streetscape.

Signs in the Borough of Fairfield Historic District are regulated to encourage compatibility with the historic character of the district. A Certificate of Appropriateness is required for each sign erected or altered in the historic district. All signs must also meet borough zoning requirements.

Creative designs that both enhance the character of the building and convey necessary information to the public are encouraged in the historic district. The design of any sign should be based on the nature of the building as well as the business located within.

Types of Signs Appropriate in the Historic District

Wall Signs are single-sided signs that are mounted to the façade of a building and do not project from the face of the wall.

Projecting Signs are generally double-sided panels that are hung from a bracket or other architectural element which is perpendicular to the building façade.

Window Signs are typically painted, applied or etched onto window glass. This can also include panel signs mounted inside of a window.

Free-standing Signs are not attached to a building but are usually located in paved or landscaped areas in front of the building. They can be mounted on or suspended from posts.

Directory Signs can be attached or free-standing and provide information about several businesses that are located in the same building.

Historic Signs are an architectural feature of the building and often reflect the original owner and use of the building.

Sign Guidelines

	The HARB Encourages	The HARB Discourages
Material	<ul style="list-style-type: none"> Materials consistent with the historic period and character of the building Materials such as wood, bronze or brass, gold paint, etched glass Modern substitute materials such as Urethane board or MDO board Brackets of cast iron or wood to hang signs Regular maintenance of signage and the repairing of historic signage with matching materials 	<ul style="list-style-type: none"> The use of contemporary materials such as plastic or Plexiglas
Shape	<ul style="list-style-type: none"> Shapes that consider sign type, information to be conveyed, size and location of the sign, building style, and other signs in the district Signs that include decorative edge details 	<ul style="list-style-type: none"> Elaborate designs that detract from the historic building
Lettering	<ul style="list-style-type: none"> Incised lettering is more historically accurate than raised lettering, but both may be acceptable Lettering that complements the historic building 	<ul style="list-style-type: none"> Excessive amounts of text or highly stylized type styles
Colors	<ul style="list-style-type: none"> Sign colors that are compatible with the building colors Colors that have enough contrast for legibility 	<ul style="list-style-type: none"> Bright colors that conflict with the building or overwhelm the viewer Colors that have no relation to the building
Illumination	<ul style="list-style-type: none"> Indirect or hidden lighting The use of ambient light from streetlights or storefronts 	<ul style="list-style-type: none"> Internally lit signs are not permitted in the historic district
Size	<ul style="list-style-type: none"> Sign sizes that are compatible to the scale of the building, adjacent buildings, the streetscape, and adjacent signage Signs that reflect the type and speed of traffic of their audience: smaller signs are appropriate for pedestrians and drivers of slow moving cars 	<ul style="list-style-type: none"> Excessively large signs that are not at an appropriate scale based on the size of the building or intended audience
Mounting and Location	<ul style="list-style-type: none"> See the diagram on the next page for appropriate locations for signs Signs should be mounted in a way that minimizes any damage to historic materials. This includes using existing hardware or attachment locations that can be easily patched or repaired 	<ul style="list-style-type: none"> Signs should not extend above the eave of a roof or obscure architectural elements or details such as cornices
Awnings	<ul style="list-style-type: none"> Awnings made of cloth-like materials Awnings located above individual entrances or windows or across the full façade Lettering limited to the hanging awning valance 	<ul style="list-style-type: none"> Awnings made of contemporary materials The use of contemporary shapes such as rounded balloon awnings Awning colors that are not complementary to the building

Encouraged



Discouraged



Glossary

A

ADAPTIVE REUSE. Using a building for a different use than for which it was originally built.

ADDITION. Construction that increases the size of the original structure by building outside its existing walls and/or roof.

ALTERATION. Any act or process requiring a building permit and any other act or process not requiring a building permit but specifically listed in the Historic District Ordinance as a reviewable action, including without limitation the repair, replacement, reconstruction, demolition, or relocation of any structure, or any part of a structure which is visible from the public way.

ASYMMETRICAL. Lacking symmetry, building elements are not mirrored across a centered dividing line.

AWNING. A lightweight, exterior roof-like shade that projects over a window or door.

B

BAY. The division of a façade of a building into discrete units based on the number of openings. For example, a house with two windows

and a door would be described as having three bays.

BAY/ORIEL WINDOW. A projection from the main wall of a building with windows on all sides and typically with its own foundation and/or roof.

BOND. The system of joining elements of masonry together in various patterns.

BRACKET. An angled support to carry the load of a projecting element such as a cornice or pediment.

C

CERTIFICATE OF APPROPRIATENESS. The approval statement signed by the Borough of Fairfield governing body which certifies to the historical appropriateness of a particular request for the erection, alteration, reconstruction, demolition, or razing of all or part of any building or structure within the historic district.

CHARACTER-DEFINING FEATURE. Any distinguishable architectural element that has prominence in a composition, or that contributes to the ability to identify the style, period, or distinction of a building.



Bay



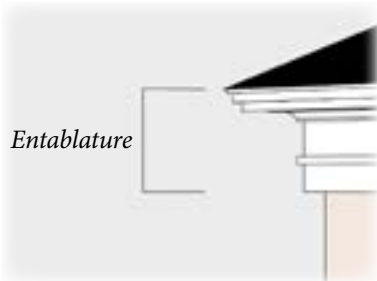
American Bond



Bracket



Dentil



Entablature



Finial

CLAPBOARD. A thin board, often tapered along one side, used for siding, roofing, or flooring.

COLUMN. A slender, vertical element that supports part of a building or structure.

CORNICE. The projecting moldings forming the top band of an entablature, wall, or other element.

CORNICE RETURN. The continuation of a cornice around the gable end of a house.

COURSE. A horizontal row of repetitive elements, especially masonry.

D

DEMOLITION. The dismantling or tearing down of all or part of any building and all operations incidental thereto, including neglecting routine maintenance and repairs which can lead to deterioration and decay.

DEMOLITION BY NEGLECT. The absence of routine maintenance and repair which can lead to a building's or structure's structural weakness, decay and deterioration resulting in its demolition.

DENTIL. In classical cornices and entablatures, a series of small, decorative blocks that alternate with a blank space.

DORMER WINDOW. A small structure that projects from a sloping roof, with a window in the downslope end, used to light an attic space. Gabled, shed or hipped

roofs are common.

DOUBLE HUNG SASH WINDOW. A window with two sashes that slide past each other vertically, types by number of panes range from one-over-one to twelve-over-twelve.

E

EAVE. The projection of a roof beyond the wall below.

ELL. An addition to a building that creates an L-shaped floor plan, usually added at the rear of the original structure.

ENTABLATURE. The horizontal elements above columns or below eaves composed of an architrave, frieze, and cornice.

F

FAÇADE. The front wall of a building, or the wall where the principal building entrance is located.

FENESTRATION. The arrangement of windows in a wall.

FINIAL. A pointed ornament, typically used at the peak of a roof.

FLASHING. Sheet metal or other flexible material used to prevent water from entering a building or structure at joints or intersections.

FOUNDATION. The base that supports a structure, usually masonry, that typically rests below ground level with a portion visible

Glossary

at ground level.

G

GABLE. The triangular-shaped wall at the ends of a pitched roof.

GLAZING. The glass surface of a window or door.

H

HEADER. A brick oriented with the smaller end exposed on the face of the wall.

HOOD. A projecting shelf-like element over an exterior wall opening.

I

INFILL. Buildings or structures erected on land between or adjacent to existing buildings.

IN-KIND. Matching the original feature exactly including original material, scale, size, finish, detailing, and texture.

INTEGRITY. A measure of the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period in comparison with its unaltered state.

L

LANCET WINDOW. A narrow

window with a pointed arch.

LIGHT. An individual pane of glass.

LINTEL. A horizontal structural element over a door or window typically made of wood or stone.

M

MASONRY. Stone, brick or similar elements typically installed with mortar in the joints between the units.

MASSING. The overall composition of the exterior of the major volumes of a building.

MODILLION. An ornamental bracket, larger and more ornate than a dentil, used in classical cornices and entablatures.

MORTAR. The material used to fill the joints of masonry.

MUNTIN. The small molding or bar that separates the individual panes of a multipaned window sash.

P

PEDIMENT. A triangular element formed by the gable end of a roof, or any similar triangular element over windows, doors, or other openings.

PITCH. The incline or rise of a roof.

PORTICO. A covered entrance with a roof supported by columns, especially at the main entrance to a



Hood



Lancet Window



Massing



Shutter Dog



Sidelight



Streetscape

Classical Revival style building.

PRESERVATION. The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property, focusing on the ongoing maintenance and repair of historic materials and features rather than extensive replacement or new construction.

PROPORTION. The relationship of the size, shape, and location of the various building elements to each other and to the overall façade.

R

RECONSTRUCTION. The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

REHABILITATION. The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

RENOVATION. The process of repairing and changing an existing building for modern use.

REPOINT. Repair existing masonry joints by replacing defective mortar with new mortar.

RESTORATION. The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

RHYTHM. The pattern and spacing of repeating elements such as windows or other façade elements.

S

SCALE. The proportions of the elements of a building to one another and the whole, and to adjacent buildings.

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

SHUTTER. A hinged panel that closes a window or door opening.

SHUTTER DOG. A piece of hardware on an exterior wall that swivels and is used to secure a shutter in the open position.

SIDELIGHT. A narrow window adjacent to a door, typically on a front entrance.

SIGN. Any display, structure, device or object which incorporates lettering, logos, colors, lights, or illuminated inert gas tubes visible to the public from a building or structure, which either conveys a message to the public, or intends to advertise, direct, invite, announce, or draw attention

Glossary

to goods, products, services, activities, or facilities, excluding window displays, merchandise and temporary signs.

STREETSCAPE. The built environment of a street, composed of sidewalks and street paving, street furniture, buildings, landscaping, and signage.

STREET WALL. The vertical surface along a street or sidewalk that is created by buildings or other surfaces.



Street Wall

STRETCHER. A brick oriented with the longer end exposed on the face of the wall.

SYMMETRICAL. When elements correspond in shape, size and position on either side of a center dividing line.

T

TRANSOM WINDOW. A small window above a door or larger window.



Transom Window

V

VERGEBOARD. Sloped boards at the edge of a projecting eave at a gable end.

VERNACULAR. A building not designed by an architect or someone with formal training, often based on traditional or regional forms.



Vergeboard

Appendices

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Design Guidelines



Periodic and regular maintenance is the best way to protect the integrity and character of a historic building. Proper maintenance can prolong the life of historic materials and prevent the need for large and costly repairs in the future. For example, historic wooden windows that are properly maintained and cared for over time can last almost indefinitely rather than requiring costly replacement windows.

The following checklist can be used by property owners as a general guide for maintaining their historic building. Periodic inspections should be conducted to identify any problems that could be exacerbated if left unattended. Some items on the checklist may require the help of a professional, depending on the experience and ability of the property owner. It is a good idea to keep documentation of any maintenance work performed for personal reference and future homeowners.

Maintenance Checklist

Roof

- ☐ Inspect roof materials for decay, severe wear, and missing or loose pieces.
- ☐ Inspect and clean gutters each spring and fall. Check for leaks or damage.
- ☐ Inspect flashing for deterioration or leaking.
- ☐ Ensure there is no gathered debris in roof valleys. Also inspect for moss, algae, and mold on roof materials.
- ☐ Inspect the interior of the roof for signs of leaks or rodents.
- ☐ Check the structural integrity of the roof.
- ☐ Inspect the chimney for signs of deteriorating bricks or mortar, sagging or leaning, and check the condition of the chimney cap.
- ☐ Ensure that any decorative elements on the roof or eaves are in good repair. Check for loose or missing pieces, peeling paint, rust, or other deteriorating materials.
- ☐ Inspect for leaks in common places, such as bath and kitchen vents and exhaust ducts, or where porches attach to the building.

Maintenance Guide

Repair schedule and estimated life span

- Roofs should be inspected for damage or wear at least yearly, preferably two or more times a year. Any worn materials or leaks should be addressed as soon as possible to prevent further damage to the building.
- Slate, metal and clay roofs can be expected to last more than 50 years.
- Asphalt shingles should last for up to 20 years.
- Wood shakes can last up to 30 years.

Exterior Walls

- ☐ Inspect masonry walls for loose or missing bricks or stones, crumbling or missing mortar, and efflorescence or staining.
- ☐ Inspect wood siding for peeling paint, stains, rusted nail heads, rotted wood, or loose or broken areas.
- ☐ Inspect stucco walls for cracks or missing material.
- ☐ Look for signs of mold, mildew or vegetation on walls. Remove any vegetative growth or branches, which can damage surfaces.
- ☐ Check the structural integrity of the walls. Look for bulging, leaning, or bowing areas. Also make sure that window and door openings are square. Inspect the foundation for cracks or signs of settling.

Repair schedule and estimated life span

- Properly maintained walls should last indefinitely.
- Masonry can last for centuries, pointing should last at least 50 years.
- Previously painted masonry should be repainted every 10 years.
- Clapboards should last up to 150 years.
- Wood surfaces should be repainted every 5-8 years, or as needed.
- Walls should be cleaned with the gentlest method possible, avoid power-washing historic materials, especially masonry.

Windows and Doors

- ☐ Inspect for broken or loose glass panes. Ensure that panes are secure and putty does not need to be replaced. Also ensure that screens are not damaged and storm windows fit tightly and condensation is not forming on windows.
- ☐ Ensure windows and doors, including hardware, are operational and in good repair. The upper and lower sash should close tightly. Locks and strike plates on doors should align properly.
- ☐ Inspect window and door frames and sills for leaks, peeling paint, rotted wood, or other signs of disrepair.
- ☐ Ensure that windows and doors fit squarely into their frames, check for

any areas where daylight is visible.

- ☐ Inspect and replace any worn or missing weather stripping.
- ☐ Inspect flashing at windows and doors.
- ☐ See [page 19](#) for more information on common problems with windows.

Repair schedule and estimated life span

- Well maintained wooden windows should last 100 years or more. Window glass should last indefinitely.
- Wood surfaces should be repainted every 5-8 years, or as needed.
- Check for putty or caulk that needs replacement when painting. Putty should last 10-15 years, caulking should last 15-20 years.
- Also be sure to remove hardware, clean and reinstall after windows are painted. Well maintained hardware should last indefinitely.
- Use vinegar and water or a non-alkaline window cleaner.

Porches, Steps and Other Exterior Features

- ☐ Ensure that porches and other projections, such as door hoods, are secure and properly aligned.
- ☐ Inspect for deteriorating or missing materials.
- ☐ Inspect wood porch flooring for signs of deterioration.
- ☐ Inspect masonry piers or foundations for damage.
- ☐ Inspect wood lattice for damage.

Perimeter and Landscaping

- ☐ Ensure that downspouts are directing water away from the foundation and are not leaking or broken. Also inspect splash blocks.
- ☐ Inspect for signs of rodents and insects around the building or in landscaping.
- ☐ Inspect window wells for damage and to ensure they are draining properly.
- ☐ Check for damage caused by vegetation growing too close to the foundation.
- ☐ Check for leaks and signs of pests around vents and outdoor faucets.

Borough of Fairfield
Historical Architectural Review Board
Application for Certificate of Appropriateness

Any proposed exterior alteration to a building located within the Historic District, or any new construction proposed to be built in the area as defined by the Fairfield Historic District Ordinance, requires submission of this application and approval from the Fairfield Borough Council before a permit can be issued. The HARB will review the submitted materials and make its recommendation to the Borough Council.

The owner or agent for the owner must be present at the meeting of the Historical Architectural Review Board when the application is being reviewed. Failure to provide representation during the review will result in the denial of the application.

ALL APPLICANTS MUST COMPLETE ALL SECTIONS

Section I Applicant Information

Applicant _____
Address _____
Phone number _____ E-mail _____

I hereby certify that I am the owner of record or that the proposed alteration is authorized by the owner of record and that I have been authorized by the owner to make application as his/her authorized agent.

Signature _____ Date _____

Section II Site Information

Site location: _____
Number Street

Section III Description of Work

Describe the characteristics of the alteration that is being proposed. Attach as many sheets as necessary. The description should include but is not limited to:

- type of project: demolition, addition, renovation, remodeling, new building, accessory structure or outbuilding, fence or walls
- number of walls
- approximate square footage
- approximate extent of site disturbance
- description of exterior materials proposed (Samples of materials or manufacturer's brochures may be requested by the HARB.)

Section IV Attachments

The following documents, where applicable, are required to be submitted with this application:

- property or site plan, drawn to scale, showing size and location of work to be done
- floor plans, drawn to scale, indicating new construction
- exterior elevations, drawn to scale, showing new and/or renovated/remodeled construction and existing structure with indication of proposed materials
- current photographs showing the affected area of the building

Additional Resources

The following resources can be used for additional information and guidance on the preservation and maintenance of historic buildings. The Historic Architectural Review Board is also available to assist owners and applicants. For more information or to request assistance, please contact the Borough Office.

Organizations

[The National Trust for Historic Preservation](#)

[The National Park Service](#)

[Bureau for Historic Preservation , PA State Historic Preservation Office](#)

[PA Historical & Museum Commission](#)

[Preservation Pennsylvania](#)

[Adams County Historical Society](#)

[Historic Gettysburg-Adams County](#)

Publications

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Lanier, G., & Herman, B. (1997). *Everyday architecture of the mid-atlantic: Looking at buildings and landscapes*. Baltimore: The Johns Hopkins University Press.

Additional Resources

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Weeks, K. D., & Grimmer, A. E. (1995). *The secretary of the interior's standards for the treatment of historic properties with guidelines for preserving, rehabilitation, restoring and reconstructing historic buildings*. Washington, DC: The Preservation Press.

Williams, R. (n.d.). *Historic wood windows: a tipsheet from the national trust for historic preservation*. Washington, DC: National Trust for Historic Preservation. Retrieved from <http://www.historic-albany.org/docs/Wood-Windows-Tip-Sheet-July-2008.pdf>

Online Resources

The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings: <http://www.nps.gov/history/hps/tps/standguide/index.htm>

National Park Service Publications: <http://www.nps.gov/TPS/education/print-pubs.htm>

Federal and State Rehabilitation Investment Tax Credit Information: http://www.employment.pa.gov/portal/server.pt/community/rehabilitation_investment_tax_credit_program/2646

National Park Service Preservation Briefs: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>

The Window Preservation Standards Collaborative: <http://windowstandards.org/>

Article 2**Historic Preservation and Historic District****§2-201. Legal Authorization.**

1. Pursuant to authority contained in the Act of June 13, 1961, P.L. 282, No. 167, as amended, there is hereby created a historic district within the Borough of Fairfield, Adams County, Pennsylvania.

2. This Article shall be known and may be cited as the “Borough of Fairfield Historic Preservation Ordinance” or “Historic District Ordinance.”

(Ord. 1-2004, 3/23/2004, §100)

§2-202. Purposes.

This district is created for the following purposes:

A. Pursuant to Article I, §27, of the Pennsylvania Constitution, which states that:

(1) The people have a right to clean air, pure water, and to the preservation of the natural, scenic, historic and aesthetic values of the environment. Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As trustees of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people.

Now therefore it is the purpose and intent of the Borough of Fairfield, Adams County, Pennsylvania, to promote, protect, enhance, perpetuate, and preserve historic districts for the educational, cultural, economic and general welfare of the public through the preservation, protection and regulation of buildings, structures, and areas of historic interest or importance within the Borough of Fairfield to safeguard the heritage of the Borough of Fairfield by preserving and regulating historic districts which reflect elements of its cultural, social, economic, political, and architectural history; to preserve and enhance the environmental quality of neighborhoods; to establish and improve property values; to foster civic pride in the beauty and accomplishments of the Borough of Fairfield; and to preserve and protect the cultural, historical and architectural assets of the Borough of Fairfield for which the Borough of Fairfield has been determined to be of local, State or national historical and/or architectural significance.

(Ord. 1-2004, 3/23/2004, §101)

§2-203. Definitions.

For the purpose of this Article, all words used in the present tense include the future tense. All words in the plural number include the singular number and all words in the singular number include the plural number, unless the natural construction of the word clearly indicates otherwise. The word “shall” is mandatory. The word “used” includes “designated, intended, built, or arranged to be used.”

Alteration - any act or process requiring a building permit and any other act

or process not requiring a building permit but specifically listed in this Article as a reviewable action, including without limitation the repair, replacement, reconstruction, demolition or relocation of any structure or object, or any part of a structure which is visible from the public way.

Borough of Fairfield Historical Architectural Review Board (HARB) - the agency that advises the Borough of Fairfield governing body [applicants for certificates of appropriateness] on any requests for authorization to erect, alter, reconstruct, repair, restore, demolish all or part of any building within a historic district.

Building - any enclosed or open structure that is a combination of materials to form a construction for occupancy and/or use for human or animal habitation and is permanently affixed to the land, including manufactured homes.

Building or demolition permit - an approval statement signed by the zoning or code administrator authorizing the construction, alteration, reconstruction, demolition or razing of all or a part of any building listed in the Borough's Historic Resource Inventory.

Building permit application - the request filed by any person with the Building Inspector or codes administrator that seeks authorization to erect, alter, reconstruct, repair, restore, demolish, or raze all or a part of any building or structure listed in the municipality's building inventory list within a historic district that requires a certificate of appropriateness.

Building Inspector or Codes administrator - a municipal employee of or individual retained by the Borough of Fairfield, designated by the Borough of Fairfield as the individual who enforces compliance of building and/or fire codes and issues the permit for the erection, alteration, reconstruction, demolition or razing of all or a part of any building or structure within a historic district.

Certificate of appropriateness - the approval statement signed by the Borough of Fairfield governing body which certifies to the historical appropriateness of a particular request for the erection, alteration, reconstruction, demolition, or razing of all or a part of any building or structure within a historic district and authorizes the issuance of a building permit for said request.

Completed application - a completed permit or certificate of appropriateness application is an application which conforms to the submittal criteria for specific historic preservation projects, as determined by the Historical Architectural Review Board.

Demolition - the dismantling or tearing down of all or part of any building and all operations incidental thereto, including neglecting routine maintenance and repairs which can lead to deterioration and decay.

Demolition by neglect - the absence of routine maintenance and repair which can lead to a building's or structure's structural weakness, decay and deterioration resulting in its demolition.

Erection - the result of construction such as a building, structure, monument, sign, or object on the ground or on a structure or building.

Fairfield Borough Council - governing body.

Reconstruction - the act or process of reproducing by new construction the exact

form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time but not necessarily of original material.

Sign - any display, structure, device or object which incorporates lettering, logos, colors, lights, or illuminated inert gas tubes visible to the public from a building or structure, which either conveys a message to the public, or intends to advertise, direct, invite, announce, or draw attention to goods, products, services, activities, or facilities, excluding window displays, merchandise and temporary signs.

Structure - anything constructed or erected, having a permanent or semi-permanent location on another structure or in the ground, including without limitation buildings, sheds, manufactured homes, garages, fences, gazebos, freestanding signs, billboards, and decks.

(Ord. 1-2004, 3/23/2004, §200)

§2-204. Delineation of Historic Districts.

1. The Borough of Fairfield Historic District is found on combined Adams County Tax Maps 5 and 6. The northeast boundary encompassing the Musselman Farm is found on Adams County Tax Map 4 (This is described by the County as the Hamilton-ban Township map; however, Parcel 5 does fall within the current boundaries of the Fairfield Borough.

2. The boundary begins at a point on the south side of State Route 116 (Main Street) on the east side of the bridge over Middle Creek. From there the boundary runs along the south side of Route 116 moving west to the northeast corner of Parcel 10 on Tax Map 4.

3. Following the outline of that lot south; then west to the southeast corner of Parcel 57A, Tax Map 6; then running north excluding said Parcel 57A to the southeast corner of Parcel 9, Tax Map 4; then along the southern boundary of said parcel to Centennial Street; then across said sheet and along the southern boundary of Parcel 56, Tax Map 6 to the east boundary of Parcel 55, Tax Map 6; then along said boundary south to the southeast corner of said Parcel 55 to the north side of Wortz Drive. Then along the north side of Wortz Drive to the west side of Water Street; then along said street to the southeast corner of Parcel 46, Tax Map 6; then along the southern boundary of said parcel and neighboring Parcel 45, Tax Map 6 to a point on the eastern boundary of Parcel 44, Tax Map 6; then following said parcel south to the north side of Wortz Drive; then following said Wortz Drive to the west side of South Miller Street; then turning south to follow the boundary of Parcel 87, Tax Map 6 to the north side of Steelman Street; then along said sheet to the northeast corner of Parcel 91, Tax Map 6; then turning south to follow the boundary of said Parcel 91 to the north side of Steelman Street at the southeast corner of Parcel 28, Tax Map 6; then along the north side of said street, excluding three back lots, Parcel 95, Tax Map 6, and Parcels 58 and 49, Tax Map 5, to the east side of McGinley Drive. Then along said McGinley Drive north to the north side of Main Street at the southeast corner of Parcel 31, Tax Map 5; then along said Main Sheet west to the southwest corner of Parcel 30, Tax Map 5; then along the west boundary of said Parcel 5 running north to the south side of Landis Drive. Then following Landis Drive east to the southwest corner of Parcel 107, Tax Map 5; then following the west, north and east boundaries of said Parcel 107 to the south

side of Landis Drive; then following Landis Drive east to the southwest corner of Parcel 5, Tax Map 4; then following the west, north and east boundaries of said parcel to the place of beginning.

Boundary Justification: The Fairfield Historic District boundary was determined by the lots included on the 1872 Adams County Atlas Map of Fairfield, including the H. M. Landis residence and Daniel Musselman residence, and the outlots of W. Low and J. Arzberger. The 1872 town boundary includes all the significant buildings which would have been present doing the 1863 Battle of Gettysburg, as well as later construction which contributes to the architectural significance of the district. The 1872 J. Hemmons lot is excluded because of modern construction on the lot. Lots on the west end to McGinley Drive and on the east end to the Polley Farm (Musselman Farm), not shown on the 1872 Map have been included to cover construction during the nineteenth century and to create a contiguous district to the Polley Farm property. The barn and field east of, and contiguous with, the Polley (Musselman) Farm residence, not shown within the boundaries of the 1872 Map is also included in the district boundary, as part of the historic Musselman Farm, used as a Confederate field hospital in July, 1863.

(Ord. 1-2004, 3/23/2004, §300)

§2-205. The Creation and Membership of the Historical Architectural Review Board.

1. A Historical Architectural Review Board, hereafter referred to as "HARB," is hereby established to be composed of five members appointed by the Fairfield Borough Council. The membership of HARB shall be as follows:

- A. One member shall be a registered architect;
- B. One member shall be a licensed real estate broker;
- C. One member shall live within the Fairfield Historic District;
- D. One member may be a Planning Commission member;
- E. One member may be an attorney;

of which one member(s) shall be person(s) with demonstrated interest, knowledge, ability, experience or expertise in restoration, historic rehabilitation, or neighborhood conservation or revitalization who have interest in the preservation of the Historic District and are property owner(s) who reside in the district.

2. The initial terms of the first members shall be fixed that no more than two members shall be replaced or reappointed during any one calendar year. Vacancies on the HARB shall be filled within 180 days. However, every member shall continue in office after expiration of the term until a successor has been appointed. Their successors shall serve for a term of 5 years. The position of any member of HARB appointed in his capacity, such as a registered architect, a licensed real estate broker, or Planning Commission member, who ceases to be so engaged shall be automatically considered vacant. An appointment to fill a vacancy shall be only for the unexpired portion of the term.

3. It shall be the duty of each HARB member to remain conscious of and sensitive to any possible conflict of interest (including but not limited to financial considerations) that may arise by virtue of his or her membership on the Board. A member, promptly upon determining he or she has a conflict relative to any matter brought, shall

disqualify himself or herself from participating, in any manner, publicly or privately, in the presentation, discussion or deliberation of and the voting on any such matter, including temporarily absenting himself from the room in which the discussion is being held.

(Ord. 1-2004, 3/23/2004, §400)

§2-206. Powers and Duties of HARB.

1. *Advisory Role.* HARB shall give recommendations to the Borough Council regarding the advisability of issuing any certificate of appropriateness required to be issued in accordance with the said Act of June 13, 1961, as amended and this Article.

2. *Board Rule Making Power.* HARB may make and alter rules and regulations for its own organization and procedure, provided that they are consistent with the laws of the Commonwealth and all provisions of this Article.

3. *Removal of Members.* Any board member may be removed for misconduct or wrongdoing, unlawful execution of this Article, or failure to perform his or her responsibilities pursuant to this Article, or for other just cause by a majority vote of the governing body, but not before he or she has been given the opportunity of a hearing to defend to any alleged infractions of said Article.

4. *Annual Reports.* The members of HARB shall make an annual report to the Borough Council, which shall include:

- A. Any recommendations for changes in this Article.
- B. The number and types of cases reviewed.
- C. The number of cases for which a certificate of appropriateness was either approved or denied.
- D. Historic preservation related training which each member attended.

5. *Compensation.* HARB may employ secretarial and professional assistance, and incur other necessary expenses with the approval of Fairfield Borough Council.

6. *Meetings.* HARB shall meet publicly when applications are before them for review. Further, HARB may hold any additional meetings it considers necessary to carry out its powers and duties indicated in this Article. Such meetings shall be open to the public. A majority of HARB shall constitute a quorum and action taken at any meeting shall require the affirmative vote of a majority of the members present.

(Ord. 1-2004, 3/23/2004, §401)

§2-207. Additional Powers and Duties of HARB.

In addition to the above, HARB shall have the following powers and duties:

- A. To conduct a survey of buildings, structures, objects and monuments for the purpose of determining those of historic and/or architectural significance and pertinent facts about them; action in coordination with the Borough of Fairfield Planning Commission to maintain and periodically revise the detailed listings (resource inventories) of historic resources and data about them, appropriately classified with respect to National, State and local significance in accordance or consistent with the Pennsylvania Historical and Museum Commission's "Cultural Resource Management in Pennsylvania: Guidelines for Historic Resource Surveys."

B. To propose, from time to time as deemed appropriate, revisions to the existing district.

C. To formulate recommendations concerning the establishment of an appropriate system of markers for selected historic and/or architectural sites and buildings including proposals for the installation and care of such historic markers.

D. To formulate recommendations concerning the preparation and publication of maps, brochures and descriptive materials about the Borough of Fairfield and its historical and/or architectural sites and buildings.

E. To cooperate with and advise the Fairfield Borough Council and other Fairfield Borough agencies in matters involving historically and/or architecturally significant sites and buildings (such as appropriate land usage, parking facilities and signs, as well as adherence to lot dimensional regulations and minimum structural standards).

F. To cooperate with and enlist assistance from the National Park Service, the National Trust for Historic Preservation, Preservation Pennsylvania, the Pennsylvania Historical and Museum Commission and other agencies, public and private, from time to time, concerned with the preservation of historic sites and buildings.

G. To advise owners of historic buildings regarding rehabilitation, repairs, maintenance methods and technologies, adaptive use, economic and tax incentives and other historic preservation strategies.

H. To promote public interest in the purpose of this Article by carrying on educational and public relations programs.

(*Ord. 1-2004, 3/23/2003, §402*)

§2-208. Design Guidelines.

In determining the recommendations to be made to the Borough of Fairfield governing body concerning the issuance of a certificate of appropriateness, HARB shall consider only those matters that are pertinent to the preservation of the historical and/or architectural aspect and nature of the building, site, area, or district, certified to have historical significance, including the following:

A. Broad historical values representing the cultural, political, economic, or social history of the Borough of Fairfield.

B. The relationship of the building or structure to historic personages or events.

C. Significant architectural types representative of a certain historic period and a style or method of construction.

D. The effect of the proposed change upon the general historical and architectural nature of the district.

E. The appropriateness of the exterior architectural features which can be seen from a public street or way.

F. The general design, arrangement, texture, and material of a building or structure and the relation of such factors to similar features of buildings or structures in the district. Consideration shall be given to, but shall not be limited

to, the following:

(1) *Proportion of Building Front Facades.* Preserving the relationship between the width of the front of the building and the height of the front of the building.

(2) *Proportion of Openings within the Building.* Preserving the relationship of width to height of windows and doors.

(3) *Rhythms of Solids to Voids in the Front Facades.* Preserving the relationship between a recurrent alteration of strong and weak architectural elements thereby maintaining a rhythm of solids to voids.

(4) *Rhythm of Spacing of Buildings on Streets.* Preserving the existing rhythm of recurrent or repeated building masses to spaces between buildings.

(5) *Rhythm of Entrance and/or Porch Projections.* Preserving the existing rhythm of entrances or porch projections to maintain a pedestrian scale.

(6) *Relationship of Architectural Details.* Preserving character defining features of buildings, such as architectural details including, but not limited to, cornices, lintels, arches, quoins, balustrades and iron work, chimneys, etc.

(7) *Relationship of Roof Shapes.* Preserving compatible roof shapes such as gable, mansard, hip, flat, gambrel, and/or other kinds of roof shapes.

(8) *Walls of Continuity.* Preserving physical elements which comprise streetscapes such as brick walls, wrought iron fences, building facades or combinations of these which form visual continuity and cohesiveness along the street.

(9) *Directional Expression of Front Elevation.* Preserving the orientation of structural shapes, plan of openings and architectural detail that reflect a predominantly vertical or horizontal character to the building's facade.

(10) *Scale.* Preserving the scale of the built environment created by the size of units of construction and architectural detail that relate to the size of persons. In addition, preserving building mass in relation to open space.

(11) *Variations.* The HARB shall grant variations in a manner that will be in harmony with the character of other buildings or structures on the street and/or districts.

G. The height of any new building or structure shall not exceed the height of the tallest adjacent building or structure by 10 percent. This requirement shall also apply to any proposed modifications to existing buildings or structures.

H. In such rare cases where HARB recommends and the governing body approves demolition of an historic building or structure, a good faith effort shall be made by the Borough of Fairfield and the owner(s) to move said building or structure to a proximate site. If moving a building or structure slated to be demolished is economically or practically unfeasible, efforts shall be made to salvage architectural features of said building or structure for use within the Borough of Fairfield.

I. *Financial Feasibility.*

(1) The review Board shall consider the financial feasibility of its recommendations in response to a request for a certificate of appropriateness

or building permit for the erection or reconstruction of a building or structure. Financial feasibility shall be determined by HARB on the basis of an unreasonable cost for repair or replacement in-kind of whole or part of an existing historic building or structure.

(2) The applicant shall submit a minimum of three estimates from bona fide contractors and/or vendors substantiating his or her claim that the financial feasibility of reconstruction and/or erection in-kind is unreasonable. The Board shall determine as to the condition of said architectural feature based on its inspection, photographs, or report from the Building Inspector or preservation staff or consultant. No substitute material shall be approved which is inappropriate, incompatible or is destructive to the original fabric of the building or structure.

(Ord. 1-2004, 3/23/2004, §500)

§2-209. Signs.

1. No sign or permanent external advertising display of any kind shall be erected, altered or used in the historic district except for advertising informing the public of service, business, occupation or profession carried on, in or about the property on which such sign or permanent external advertising display appears. In conjunction with this, no such sign or advertising display of any kind or for any purpose shall be erected or altered notwithstanding zoning sign approval, until an application for permit to make such erection or alteration has been reviewed by HARB for its conformity in exterior material composition, exterior structural design, external appearance and size with similar advertising or information media used in the architectural period of the district and a permit granted thereon.

2. All other requirements of any Borough ordinance must be complied with. Historical markers may be authorized by HARB subject to the provisions stipulated and such markers shall not be considered as signs but are to be erected in accordance with the requirements established for historic markers by HARB.

(Ord. 1-2004, 3/23/2004, §501)

§2-210. Application Review Procedure.

1. Upon receipt of a completed application for a building permit or a certificate of appropriateness for work to be done in the district, the Building Inspector shall act in accordance with the procedures being followed in that office, except those procedures that are modified by the following requirements:

A. The Building Inspector shall determine whether the work proposed needs to be forwarded to HARB staff for administrative approval review. If not, he shall forward copies of the completed application for a building permit together with copies of any plot plan and building plans and specifications filed by the applicant to HARB.

Comment: Staff administrative approval is intended to respond to the public's need for quick response time for work which consists of replacement in-kind or minor repairs which do not substantially alter the exterior appearance of a building or structure.

C. The Building Inspector shall not issue a building permit for any erection, alteration, reconstruction or demolition of all or part of any building in the district

until the Fairfield Borough Council has issued a certificate of appropriateness. If the Building Inspector or his or her representative issues a building permit with a certificate of appropriateness due to an administrative or clerical error, said building permit shall be voided.

D. The Building Inspector shall require applicants to submit a sufficient number of additional copies of material required to be attached to a completed application for a building permit or certificate of appropriateness so that the information needed to make the determination set forth in §2-210.7(H) will be available.

E. The Building Inspector shall maintain in his or her office a record of all such applications and final dispositions of the same.

2. *Board Review of Applications.* Upon receipt of a completed building permit or certificate of appropriateness application under the jurisdiction of this Article. HARB shall consider such at its scheduled meeting or special meeting. HARB will hold a meeting not more than 60 days following submission of a completed application for a building permit.

3. *Notification of Application of HARB Meeting.* The owner(s) of record or his or her representative(s) applying for a certificate of appropriateness and/or a building permit shall be advised of the time and place of said meeting and be invited to appear to explain his or her reasons before the HARB meeting. HARB may invite such other persons as it desires to attend its meeting.

4. *Design Guidelines.* In determining both oral and written recommendations to be presented to the Fairfield Borough Council concerning the issuance of a certificate of appropriateness authorizing a permit for the erection, alteration, reconstruction, demolition or demolition by neglect of all or a part of any building within the Historic District, HARB shall consider the design guidelines set forth in §§2-208 and 2-209, and such design guidelines developed by the HARB pursuant to and congruent with the objectives of this Article.

5. *Time Frame for Board Decision.* HARB shall render a decision and recommendation on any application for a building permit under its review no later than 30 working days after the hearing/meeting provided for in §2-206 of this Article and shall submit, in writing, to the Fairfield Borough Council recommendations concerning the issuance of a certificate of appropriateness.

6. *Application Disapproval by HARB.* If the HARB decides to advise against the granting of a certificate of appropriateness, it shall so indicate to the applicant for a building permit. The disapproval shall indicate to the applicant the changes in plans and specifications, if any, which would protect (A) the distinctive historical character of the Historic District and (B) the architectural integrity of the building or structure. If the applicant determines that he or she will make the necessary changes, he or she shall so advise the HARB, which shall in turn advise the governing body accordingly.

7. *Contents of Written Report.* The written report to Borough Council concerning HARB's recommendations on the issuance of a certificate of appropriateness shall set out the findings of fact that shall include, but not be limited to, the following matters:

- A. The exact location of the area in which the work is to be done.
- B. The exterior changes to be made or the exterior character of the structure

to be erected.

C. A list of the surrounding structures with their general exterior characteristics.

D. The effect of the proposed change upon the general historic and architectural nature of the district.

E. The appropriateness of exterior architectural features of the building which can be seen from a public street or way.

F. The general design, arrangement and material of the building and the structure and the relation of such factors to similar features of building or structures in the district.

G. The opinion of HARB (including any dissent) as to the appropriateness of the work or project proposed as it will preserve or destroy the historic character and nature of the district.

H. The specific recommendations of HARB of Fairfield Borough based on findings of fact as to the issuance by Fairfield Borough Council or its refusal to issue a certificate of appropriateness.

8. Notification of applicant by Fairfield Borough Council of their consideration upon receipt of the written report from HARB as provided in subsection .7 of this Section, the Fairfield Borough Council shall consider at the next regularly scheduled or special meeting, the question of issuing to the Building Inspector a certificate of appropriateness authorizing a permit for work covered by the application. The applicant shall be advised by the Secretary of the Fairfield Borough Council of the time and place of the meeting at which his or her application shall be considered. The applicant shall have the right to attend this meeting and be heard as to the reasons for filing the said application.

9. *Design Guidelines.* In determining whether or not to certify to the appropriateness of the proposed erection, alteration, reconstruction, or demolition, of all or part of any building within the Historic District, the Fairfield Borough Council shall consider the same factors as HARB set forth in §§2-208 and 2-209 of this Article and the report of the Board.

10. *Approval by Fairfield Borough Council.* If Borough Council approves the application, it shall issue a certificate of appropriateness authorizing the Building Inspector to issue a building permit for the work covered.

11. *Disapproval by Fairfield Borough Council.* If Borough Council disapproves the application, written reason(s) shall be given to the Building Inspector and the applicant. The disapproval shall indicate what changes in the plans and specifications would meet the conditions for protecting (A) the distinctive historical character of the district and (B) the architectural integrity of the building or structure.

12. Upon receipt of a written disapproval by Fairfield Borough Council, the Building Inspector shall disapprove the application for a building permit and so advise the applicant. The applicant may appeal this disapproval to the County Court of Common Pleas within 30 days.

13. *Final Notification by Fairfield Borough Council.* Whether Borough Council approves or disapproves the application, the Secretary of Borough Council shall notify the applicant of its decision with 5 days of the meeting at which the application was

considered.

(Ord. 1-2004, 3/23/2004, §600)

§2-211. Unreasonable Economic Hardship.

1. When a claim of unreasonable economic hardship is made due to the effect of this Article, the owner(s) of record must present evidence sufficient to prove that as a result of the Review Board's action, he or she is unable to obtain a reasonable return or a reasonable beneficial use from a resource. The owner(s) of record shall submit by affidavit to the Review Board some or all of the information below at the discretion of HARB, which shall include, but not be limited to, the following:

- A. Date the property was acquired by its current owner(s).
- B. Price paid for the property (if acquired by purchase) and a description of the relationship, if any, between the buyer and the seller of the property.
- C. Mortgage history of the property, including current mortgage and the annual debt service, if any, for the previous 2 years.
- D. Current market value of the property.
- E. Equity in the property.
- F. Past and current income and expense statements for the past 2 years.
- G. Past capital expenditures during ownership of current owner(s).
- H. Appraisals of the property obtained within the previous 2 years.
- I. Income and property tax factors affecting the property.
- J. All appraisals obtained within the previous 2 years by the owner(s) or applicant in connection with purchase, offerings for sale, financing or ownership of the property, or state that none was obtained.
- K. All studies commissioned by the owner(s) as to profitable renovation, rehabilitation or utilization of any structures or objects on the property for alternative use, or a statement that none were obtained.
- L. Estimate(s) of the cost of the proposed erection, reconstruction, alteration, demolition or razing and estimate(s) of any additional cost(s) that would be incurred to comply with the recommendations of HARB for changes necessary for it to approve a certificate of appropriateness.
- M. Form of ownership or operation of the property, whether sole proprietorship, for profit or nonprofit corporation, limited partnership, joint venture or other.

2. The Review Board may require that an applicant furnish additional information relevant to its determination of unreasonable economic hardship.

3. Should the Review Board determine that the owner's present return is not reasonable, it must consider whether there are other uses currently allowed that would provide a reasonable return and whether such a return could be obtained through investment in the property for rehabilitation purposes. The Review Board may choose to recommend to Fairfield Borough Council that special economic incentives be developed to assist the owner(s) of the resource in maintaining it and obtaining a suitable economic return or achieving a reasonable beneficial use.

4. The Review Board may seek the assistance of appropriate local, statewide or

national preservation organizations in developing solutions which would relieve the owner(s) economic hardship. If the Review Board chooses to explore such options, the Review Board may delay issuing a certificate of appropriateness for demolition on the basis of economic hardship for a period 120 days in addition to time periods otherwise applicable.

5. Should the applicant satisfy the Review Board that he or she will suffer an unreasonable economic hardship if a certificate of appropriateness is not approved, and should the Review Board be unable to develop with the Borough of Fairfield or appropriate local, statewide and national preservation organizations a solution which can relieve the owner's economic hardship, the Review Board must recommend a certificate of appropriateness for demolition.

(Ord. 1-2004, 3/23/2004, §700)

§2-212. Demolition by Neglect.

All buildings and structures within the Borough of Fairfield Historical District shall be maintained in good repair, structurally sound, and reasonably protected against decay and deterioration. Examples of such deterioration include:

- A. Deterioration of exterior walls or other vertical supports.
- B. Deterioration of roofs or other horizontal members.
- C. Deterioration of exterior chimneys.
- D. Deterioration of any feature so as to create a hazardous condition which could lead to the claim that a demolition is necessary for the public safety.

(Ord. 1-2004, 3/23/2004, §800)

§2-213. Notice of Violation.

The Building Inspector shall serve a notice of violation on the person(s) in violation of this Article which would result in but not be limited to (1) failure to apply for a certificate of appropriateness or a building permit required for the erection, reconstruction, demolition, demolition by neglect, or razing of any building or structure which can be seen from a public way, and (2) failure to comply with HARB approved work. Such notice shall direct the abatement of said violation.

(Ord. 1-2004, 3/23/2004, §900)

§2-214. Enforcement.

The Zoning or Code Enforcement Officer or his designated representative shall have the power to institute any proceedings at law or in equity necessary for the enforcement of this Article.

(Ord. 1-2004, 3/23/2004, §901)

§2-215. Penalty.

1. Any person, property owner, occupant, firm or contractor failing to obtain a building permit or certificate of appropriateness pursuant to this Article, upon conviction thereof, shall be sentenced to a fine of not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Article continues

or each Section of this Article which shall be found to have been violated shall constitute a separate offense. [*Res. 0822-2006*]

2. Any person, property owner, occupant, firm or contractor who razes, demolishes, dismantles all or any part of a building or structure without obtaining a certificate of appropriateness or demolition permit shall be fined \$25,000.

(*Ord. 1-2004, 3/23/2004, §902; as amended by Res. 0822-2006, 8/22/2006*)