

Design Guidelines

Bryan, Texas



The Downtown Historic District and Other Local Commercial Historic Resources

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The Texas Historical Commission and the U.S. Department of the Interior, National Park Service, aided in financially assisting this work. However, the contents and opinions do not necessarily reflect the views and policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

INTRODUCTION

Over the years, the municipality and citizens of Bryan have fostered a relationship in the interest of protecting, maintaining and preserving local historic resources. In 1981, a preservation ordinance was adopted by the City of Bryan in response to a petition filed by residents concerning the preservation of the city's historic resources. The ordinance established the Historic Landmark Commission as the administrative body responsible for identifying and preserving all of Bryan's historic resources as well as reviewing proposals for rehabilitating these historic resources. With that authority, the Historic Landmark Commission has taken steps to preserve local historic resources. It has identified two historic districts, the East Side Historic District in 1983 and the Downtown Historic District in 1993, as well as many individual historic resources. The Historic Landmark Commission recorded all local historic properties with the Comprehensive Historic Resources Survey in 1986. It followed up on this original survey in 1993 with the Historic Resources Survey Update. Throughout its history, the Historic Landmark Commission has continued to serve the public interest by being responsive to public opinion and taking measures to advance the preservation program. A critical step in preserving historic resources is establishing design guidelines for rehabilitating historic properties. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings have become the benchmark for local design guidelines across the country. Federal standards and guidelines reflect the most prevalent preservation practices. Originally developed to guide preservation work undertaken by federal agencies on historic buildings listed or eligible for listing in the National Register for Historic Places, they have subsequently been adopted in some form or fashion by the more than 1,200 residential and commercial historic districts in America.



North view looking down Main Street, 1995.

The design guidelines for Bryan's commercial historic resources rely upon the federal standards and guidelines to ensure rehabilitation of local commercial historic properties follows the most reliable preservation practices. They address methods for rehabilitating historic materials, details and features. To preserve historic structures for future generations and to promote economic development, the following guidelines provide a model process for owners, developers and public agencies to follow. Together, the City of Bryan and its citizens can take the next step towards preserving the integrity and character of local commercial historic properties by upholding these design guidelines.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Design Guidelines: the Downtown Historic District and Other Local Commercial Historic Resources is based upon the Secretary of the Interior's Standards for Rehabilitation. The intended result of establishing standards is to advance the long-term preservation of historic resources through the preservation of their materials, features and characteristics. They apply beyond historic buildings to include historic landscapes, sites and environments. The standards should be referred to by the property owner and developer during the drafting of rehabilitation plans. If a property owner wishes to take advantage of the federal tax incentive program, the local Historic Preservation Officer can provide details on eligibility for the federal tax credits. The following are the Secretary of the Interior's Standards for Rehabilitation:

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

DESIGN GUIDELINES

Bryan's design guidelines are intended to assist property owners, architects, developers, public officials and the Historic Landmark Commission during the planning stage of rehabilitation projects by providing general recommendations for physical changes to the materials, details and features of commercial historic resources. They are consistent with preservation principles established by the Secretary of the Interior's Standards for Rehabilitation while remaining specific to the conditions and characteristics of local commercial historic resources. Addressing only exterior repairs and alterations to commercial historic properties visible from the public right-of-way, they are concerned with preserving the materials and features of these properties that contribute to their historical, architectural and cultural significance.

The Historic Landmark Commission is responsible for regulating rehabilitation of historic properties in Bryan. The Commission uses the Design Guidelines: the Downtown Historic District and Other Local Commercial Historic Resources to review all exterior changes to commercial historic properties that will affect their appearance, character and integrity. Routine maintenance of a building does not require review. However, a property owner may wish to review the recommendations for maintenance pertaining to the material, feature or detail needing upkeep. Those activities that must receive approval are exterior alterations, demolitions, new additions and new construction. If the physical change is consistent with the design guidelines, the applicant will receive a Certificate of Appropriateness and may proceed with the permitting process. Each section on rehabilitation presents recommendations in a straightforward fashion. Discussion of treatments and techniques is divided into Preferred and Not Preferred areas. Preferred methods are always listed first and describe the best process for protection, repair, or replacement. Not Preferred methods describe what actions would be most harmful to the materials, details and features that are important to the historic character of a building.

Throughout the design guidelines, illustrations are provided to clarify different recommendations. Topics within each section are listed in order of importance to rehabilitation projects to provide clear and consistent advice. Each section begins with protection and maintenance recommendations. These statements describe the most effective measures that can be taken to achieve overall preservation of a property. Following this section, guidance is provided for the repair of historic materials and features showing signs of deterioration. The last area of rehabilitation work in each section discusses the replacement of historic materials and features with new materials in cases where there is extensive deterioration. The issues of alterations and additions to historic properties complete each section.

The design guidelines in harmony with the Historic Preservation Ordinance will further assist the Historic Landmark Commission to protect and preserve local commercial historic resources. They do not provide case specific advice or address exceptions; the conditions and characteristics of each historic property will be considered on a proposal-by-proposal basis. The final decision making is best left in the hands of the involved property owners, architects, developers, municipal authorities and moreover, the Historic Landmark Commission to determine what are the important defining characteristics of a historic property and its environment that are worthy of being preserved. This approach reminds us all that the responsibility to preserve Bryan's commercial historic properties does not rely on ordinances or guidelines, but upon the decisions we make as individuals and as a community.

DIRECTORY OF ARCHITECTURAL STYLES

Many historic properties in and around downtown are designed with significant architectural styles. Fifty years of prosperity in Bryan, from the 1880s through the 1930s, propelled development of commercial buildings. New construction included a variety of different architectural styles, including Gothic Revival, Victorian, Art Deco, Art Moderne, Neo-Classical Revival and Prairie Style. Many historic buildings have been recognized by local, state and federal programs as significant historic landmarks. The composite of these styles, alongside simple vernacular buildings, contributes to the 'sense of place' that distinguishes the downtown area and other commercial historic resources from contemporary commercial properties in town.

The directory of architectural styles immediately following this page provides general descriptions of major architectural styles found in Bryan, particularly on Main Street. An understanding of their general characteristics will assist people to distinguish between the different styles and identify their common features, such as Art Deco vs. Art Moderne. An illustration of a local historic building exhibiting a particular architectural style accompanies each description of the same architectural style to help clarify the described features. In addition, architectural characteristics of traditional Main Street commercial buildings found in downtown are reviewed at the end of this section.

ARCHITECTURAL STYLE: GOTHIC REVIVAL

Gothic Revival was imported to America from England in the first quarter of the 19th century. Its inception was fostered by romantic art and literature of the time as well as growing dissatisfaction with restraints of classical architecture. Adaptations to this style over the century made it better suited for public buildings, including schools, libraries, and churches. Gothic remained a very influential style for churches well into the 20th century.

St. Andrews Episcopal Church is a notable example of Gothic Revival. The sanctuary was built in 1914 and the parish hall was added in 1920. It incorporates prominent Gothic details such as a front tower with pointed-arched windows and a verandah with a pointed-arched entrance. The steep gable roof and numerous tracery and leaded stain glass windows are distinctive features too. St. Andrews is the only example of Gothic Revival in the downtown historic area.

ARCHITECTURAL STYLE: NEO-CLASSICAL

Neo-Classical Architecture is an adaptation of Greek and to a lesser extent, Roman architectural orders. It was a popular style for public buildings from 1900 to 1920. A distinct characteristic of the style is strict symmetry of building proportions. Monumental pedimented porticos often enhance facades. This style uses large single-sash windows. Since the Greek order is predominant, designs incorporate plain moldings and linear architectural elements.

The design of the Carnegie Library incorporates Neo-Classical elements to create a dominate image on Main Street. It is crowned by a colossal pedimented portico enriched by the use of elaborately ornamented Corinthian capitals. It uses single-light sash windows all around. The unadorned roof line resembles Neo-Classical simple detailing. It is a significant local historical and cultural landmark built in 1903 with a grant from the Carnegie Foundation.

ARCHITECTURAL STYLE: PRAIRIE SCHOOL STYLE

American architecture produced one of its first architectural styles independent of European influence at the beginning of the 20th Century with the Prairie School Style. Frank Lloyd Wright, the movement's influential leader, brought international attention to Prairie School plans and philosophy. Its original application to residential architecture was soon expanded to larger scale public structures. The movement began in Chicago, Illinois, where elements of the design were reflective of rolling mid-western prairie terrain on which they were built. The style spread to Iowa, Wisconsin, and even out to the West Coast. Collectively, Prairie Style structures represent a major achievement in American architectural development.

The Masonic Lodge built in 1910 is one of the few examples of Prairie School Style in Texas. The three story structure remains anchored to the landscape with its broad low-pitched hipped roof and wide projecting eave. This horizontal emphasis is reinforced by continuous bands of windows highlighted above and below by light brick trim. Its brick finish is the preferred exterior material of Prairie School architecture. The Masonic Lodge has been placed in the National Register of Historic Places.

ARCHITECTURAL STYLE: ART DECO

Art Deco architecture first appeared in America in the 1920s. It distinguished itself from revivalist traditions of the Beaux-Arts and period styles through its manipulation of materials and treatment of features. The use of Art Deco ornamentation transformed buildings into symbols of technology of the 20th Century. It became a popular style for movie palaces of the 1920s and 1930s, where curtains, murals, and light fixtures bore the same Art Deco motifs as the buildings themselves.

The Old First State Bank Building is one of the finest and most expressive examples of Art Deco in the region. Its distinctive facade is decorated by a stepped frontispiece, sunrise and floriated patterns, and volute details. Metal casement-type windows are highlighted by window spandrels. Octagonal lamps are placed to both sides of the main entry as well as both side doorways. Zig-zag decorative bands run the length of the building above the second story windows and along the bottom of the first floor windows. Dallas architects Lang and Mitchell designed this building in 1930. The Queen Theatre built in 1939 is another example of Art Deco.

ARCHITECTURAL STYLE: ART MODERNE

Art Moderne developed in the 1930s out of the earlier Art Deco movement. Much like its predecessor, the principal characteristic remained the celebration of new technology through expressive architectural details and features. Its use of soft or round corners with little to no surface ornamentation contrasted with the hard, linear edges and heavy surface decoration of Art Deco. Dominate horizontal bands of windows were used to bring out Art Moderne's horizontal emphasis and streamline like quality.

The Vilas Motor Works built in 1942 displays several Art Moderne characteristics. Upon first glance, the flat roof, rounded corner and lack of surface ornamentation are the most obvious elements. The band of windows wrapping around the curved corner add to the building's distinctive architectural style. Looking to the top of the building, a string course along the coping of the wall is the most subtle of all the elements. The Old Charles Hotel built in 1910 (exterior renovated in 1930s) and the Conoco Gas Station constructed in 1942 are the only other examples of Art Moderne in all of Bryan.

ARCHITECTURAL STYLE: MAIN STREET COMMERCIAL ARCHITECTURE

Many structures in downtown are not indicative of any significant architectural style but contribute to the character of the historic area. Their use of materials and features are similar to the buildings that are architecturally, historically or culturally significant. Cumulatively, they create a district that conveys a sense of place and time, making it equally important to preserve their materials and features.

Typical Main Street commercial buildings hold certain architectural elements in common. The traditional commercial facade is composed of two basic parts: the street facade, or storefront, and the upper facade. The upper facade usually consists of one or two stories constructed of masonry. Manipulation of the masonry surface held to a minimum with regularly spaced and placed windows opening up the interior. In contrast to the composition of the upper facade, the storefront is commonly transparent, composed of large windows for displays and general viewing. Treatment of the basic parts of the facade has changed over the years.

Local historic commercial architecture takes on many different compositions. A one-part commercial building is a one-story structure with a decorated facade and an urban appearance. The two-part commercial block is the most common type of arrangement for small and mid-sized commercial buildings on Main Streets throughout the country. It consists of two to four stories horizontally divided into two parts that are distinguished from one another by the different treatment of their materials, features, and finishes as well as proportion and scale. As a way to simplify taller buildings, the two-part vertical block composition creates two horizontally divided major areas. The lower area is either one to two stories and is oriented to the street. The upper area serves as the visually dominant half of this composition.

The three-part vertical block appears similar to the two-part vertical block with the addition of a distinct upper zone. This top layer can be one to three stories. A look at historic buildings in downtown will reveal the use of these arrangements.

ARCHITECTURAL METALS

Architectural metals are distinctive stylistic elements that enrich the aesthetics of exterior elevations and interior spaces. They are one of the most memorable details of buildings by means of their color, texture, shape, and type of metal. The nature of this material has made its use practical in a variety of functions; examples are window frames, cornices, roofs, doors, columns, entablatures, lamps, stairways, and canopy wall anchors. Removal or damage of these architectural metals would diminish the significance of a historic building, particularly when they are specific to its architectural style. The identification, maintenance and preservation of architectural metals are supported by the Secretary Standards 2, 3, 7 and 9.

Rehabilitation projects should respect the integrity of architectural metals that contribute to the historic character of a property. The removal of historic architectural metals should be avoided according to Standard 2 when it will lessen the historic character of a building. Adding of undocumented features that create a false sense of a building's historical development is discouraged under Standard 3. It also clarifies that architectural elements transposed from one historic building to another are not acceptable substitutes. These actions would severely diminish the significance of a historic property.

Standard 7 recommends historic architectural metal features should be maintained by the gentlest methods possible. It cautions against the use of abrasive cleaning methods (i.e., sandblasting, harsh chemicals, or high pressure grit) that would do harm to historic architectural metals. Cleaning methods should be tested on a specimen of the metal type to reduce the occurrence of accidental damage to historic material. Where they have

historically had a protective coating, such as paint or a patina, architectural metals should continue to be protected from the environment.

Particularly relevant is Standard 9 with regards to the building of new additions, exterior alterations or related new construction. The new work should not damage or destroy architectural metal features that characterize a property. There should be a clear distinction between old and new features. The size, scale and architectural features of the additional space should be compatible to protect the integrity of the property and its environment.

ARCHITECTURAL METALS

Preferred

1. Identifying, retaining, and preserving architectural metal features, finishes and colors that contribute to the historic character of the building.
2. Protecting and maintaining architectural metals, such as columns, capitols, window hoods or stairways, from corrosion by providing adequate drainage.
3. Determining if further protection and maintenance measures will retain the architectural metal features before removing or repairing them.

Not Preferred

1. Diminishing the historic character of the building by substantially altering, obscuring or removing significant architectural metal features.
2. Removing historic architectural metal from the storefront to create a uniform or updated appearance rather than repairing or replacing only the severely damaged or deteriorated metal.
3. Radically changing the architectural metal's historic finish, color or accent scheme.
4. Placing incompatible metals together without providing a reliable separation material. Contact between two incompatible metals can result in galvanic corrosion of less noble material, such as copper will corrode cast iron, steel, tin, and aluminum.
5. Replacing an entire architectural metal feature when the repair or limited replacement of the deteriorated or missing parts will suffice.

CLEANING ARCHITECTURAL METALS

Preferred

1. Cleaning architectural metals to remove corrosion prior to repainting or applying other appropriate protective coatings.
2. Testing the selected cleaning method on a specimen of the metal type to be cleaned to avoid any damaging effects to the historic architectural metal features on the building.
3. Using appropriate chemical methods on soft metals, such as lead, tin and copper, that minimize harm to their finish and color.
4. Treating hard metals—cast iron, wrought iron and steel—with the gentlest cleaning methods. Handscraping and wire brushing should be attempted first before trying more abrasive methods.

Not Preferred

1. Exposing metals which were intended to be protected from the environment.
2. Applying paint or other coatings to metals, such as copper, bronze, or stainless steel that were meant to be exposed.
3. Using cleaning methods which alter or damage the historic color, texture or finish of the metal; using high pressure grit blasting; or cleaning when it is inappropriate for the metal.
4. Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

PAINTING ARCHITECTURAL METALS

Preferred

1. Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.
2. Repainting with colors that are appropriate to the historic building or district.
3. Applying an appropriate protective coating such as lacquer to an architectural metal feature such as a bronze door which is subject to heavy pedestrian use.

Not Preferred

1. Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that

accelerated corrosion occurs.

2. Using new colors that are inappropriate to the historic building or district.

REPAIRING AND REPLACING ARCHITECTURAL METALS

Preferred

1. Repairing deteriorated or missing historic architectural metal features using in kind or compatible substitute materials. Repair to architectural metal features includes patching, splicing, or otherwise reinforcing the metal using recognized preservation methods.
2. Replacing in kind an entire architectural metal feature that is too deteriorated to repair using any physical or pictorial evidence to guide the new work. If using the same kind of metal is neither technically or economically feasible, a compatible substitute material is appropriate.

Not Preferred

1. Selecting inappropriate substitute material that changes the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.
2. Removing an architectural metal feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

DESIGNING FOR MISSING HISTORIC FEATURES (METALS)

Preferred

1. Designing and installing a new architectural metal feature, such as a sheet metal cornice or cast iron capitul, when the historic feature is completely missing should rely upon available historical, pictorial, and physical documentation of the historic feature to maintain the character and the appearance of historic building.

Not Preferred

1. Creating a false historic appearance because the replaced architectural metal feature is based on insufficient documentation.
2. Introducing a new architectural metal feature that is incompatible in size, scale, material, and finish.

ENTRANCES

Rehabilitation to historic buildings should preserve the character of entrances wherever possible. Because they are the first impression of a business to a customer, alterations of primary and secondary entrances can have a

dramatic impact on the historic character of a property. Commercial historic resources in Bryan located in the downtown area are particularly sensitive to changes to their entrances due to the nature of American Main Streets. The Secretary of the Interior's Standards 2, 3, 6 and 9 apply to the preservation of entrances.

Alteration of entrances and their features should be minimized according to Standard 2. It states that placement of new entrances on primary facades should be avoided. On Main Streets, store entrances traditionally border the sidewalk, creating a sense of enclosure along streets. Doorways are set back enough to allow safe entry and exit. Modification of this arrangement between doorways and exterior front walls that do not maintain the historic pattern would reduce the historic character of entrances. Changes to distinct materials and features, such as doors, glass, lights and setbacks, should be preserved rather than replaced under Standard 6.

Where changes are necessary for a new use or to satisfy code requirements, the new work should be sensitive to the historic character of the building as expressed by Standard 9. Any new entrances required by a new use should be located on secondary facades to minimize their impact on the historic character of the building. Standard 3 states that they should be differentiated from the old in their use of materials, craftsmanship, finishes and features. Moreover, alterations should be compatible with the historic building's massing and scale. This should minimize the intrusion of new on old and maintain the historic integrity of the property as much as possible.

Preferred

1. Retaining the functional and decorative features of entrances that contribute to defining the overall historic character of the building, such as doors, lights, pilasters, entablatures, columns, balustrades, and stairs.
2. Protecting and maintaining the masonry, wood, and architectural metal features by applying appropriate surface treatments, such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.
3. Conserving historic materials of entrances and porches when conducting repairs. In the case of extensive deterioration or missing parts of repeated features, replacement of materials should be of the same or a compatible material.
4. Determining the physical design and construction technique of a missing historic entrance or porch by researching available historical, pictorial, and physical documentation to assure the new one maintains the historic appearance of the building. If documentation is not available, the new entrance can use a design that is compatible to the historic character of the building.
5. Designing alterations and additions to entrances that maintain the historic character of the facade.

Not Preferred

1. Diminishing the historic character of a building by removing, adding or drastically altering any significant public entrance or porch.
2. Removing historic materials of entrances and porches.

3. Blocking an entire entrance or porch because a new use has altered the orientation of the building.
4. Creating or enhancing secondary entrances or porches, such as service entrances, to appear more formal by adding decorative features.
5. Taking extreme measures to repair entrances or porches when the repair and limited replacement of parts or materials will suffice.
6. Using substitute material to replace a historic feature of an entrance or porch that is physically or chemically incompatible or does not convey the same visual appearance of the other remaining materials.
7. Removing an entrance or porch that is un-repairable and neglecting to replace it with a new one that conveys the same historic appearance.
8. Designing enclosures to entrances or porches that create a diminution or loss of historic character.

MASONRY

Masonry is the most common exterior material of historic commercial properties in Bryan. It includes brick, terra cotta, concrete and mortar. Masonry features and surface treatments, like tooling, bonding patterns, and joint unit and size, are important to the historic character of a building. These masonry features and treatments should be preserved as indicated by Standards 2, 3, 7 and 9.

Significant historic masonry material and features that contribute to the character of a property should be retained under Standard 2. The historic identity of a property is often thought of in terms of its physical characteristics, such as cornices, columns, pilasters, entablatures and decorative bands. Their removal would significantly reduce the historic appearance of a building.

Preservation of masonry requires routine cleaning. The nature of masonry makes it a durable material that can last for hundreds of years when properly maintained. Selection of maintenance and cleaning methods should include testing on a specimen of the same material prior to use on the historic masonry surface. Without such precaution, an abrasive or harsh approach, such as sandblasting, could inadvertently alter the appearance and damage the surface of masonry. Particularly relevant is Standard 7, which suggests the gentlest method possible be selected when maintenance or cleaning of masonry is necessary.

Painting is another concern in preserving the historic character of masonry. This choice is often selected as a way to create a new or improved appearance for a building. Standard 3 substantiates the contribution of masonry's color, mortar and joint size, particularly brick, to the historic record of a building. Where brick and other masonry surfaces were unpainted, they should remain that way as indicated by Standard 2. Under certain circumstances, such as when masonry has been damaged or is excessively weathered, painting may be appropriate as a protective coating.

Standard 9 clearly states that new additions, alterations, or related new construction should not damage or cover historic masonry features. Removal of historic masonry features should be limited to areas that are too severely deteriorated for cleaning or maintenance measures. New work should clearly be distinguishable from

the old to avoid confusion.

Preferred

1. Identifying, retaining, and preserving the masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window and door architraves, door pediment, steps and columns; and joint and unit size, tooling and bonding patterns, coatings, and color.
2. Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.
3. Treating the various causes of mortar joint deterioration such as roofs or gutters, differential settlement of the building, capillary action or extreme weather exposure.
4. Evaluating the overall condition of the masonry to determine whether repairs are required, rather than protection and maintenance measures.

Not Preferred

1. Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
2. Replacing a major portion of the exterior masonry walls that could be repaired, thereby diminishing historic significance and resulting in essentially new construction.

CLEANING MASONRY

Preferred

1. Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.
2. Applying masonry surface cleaning treatments when it is determined such methods will contribute to long-term preservation of the masonry.
3. Using the gentlest methods possible to clean masonry surfaces, such as low pressure water and detergents, using natural bristle brushes.

Not Preferred

1. Cleaning masonry when it will not contribute to its preservation and will needlessly introduce chemicals or moisture to historic masonry features.
2. Cleaning masonry surfaces without first testing to determine the effects of the treatment.

3. Applying abrasive surface cleaning treatments that can permanently erode the surface of the material and accelerate deterioration, such as sandblasting using dry or wet grit.
4. Using chemical products that will damage masonry, such as leave chemicals on the masonry surfaces or alter the color and finish.
5. Applying high pressure water cleaning methods that will damage historic masonry and mortar joints

PAINTING MASONRY

Preferred

1. Inspecting painted masonry surfaces to determine whether repainting is necessary or appropriate.
2. Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible prior to repainting, such as handsanding or handscraping.
3. Applying compatible paint coating systems following proper surface preparation.
4. Repainting with colors that are historically appropriate to the building and district.
5. Following manufacturer's product and application instructions when repainting masonry.
6. Painting historically unpainted masonry only if it has been previously painted or to prevent further deterioration to damaged masonry.

Not Preferred

1. Removing paint that is firmly adhering to, and thus protecting, the masonry surfaces.
2. Removing paint by destructive abrasive methods, such as application of caustic solutions, high pressure waterblasting or sandblasting.
3. Creating a new appearance by applying paint or other coatings, such as stucco, to masonry that has been historically unpainted or uncoated.
4. Introducing new paint colors that are inappropriate to the historic building and district.
5. Failing to follow manufacturer's guidelines in the application of new paint.
6. Altering the historic paint treatment of masonry.

RE-POINTING MASONRY

Preferred

1. Repairing masonry walls and other masonry features by re-pointing mortar joints where there is

evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls or even damaged plasterwork.

2. Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.
3. Duplicating old mortar in strength, composition, color, and texture.
4. Duplicating old mortar joints in width and in joint profile.

Not Preferred

- I. Removing non-deteriorated mortar from sound joints, then re-pointing the entire building to achieve a uniform appearance.
2. Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to re-pointing.
3. Re-pointing with mortar of a different composition, such as with portland cement, from the historic mortar resulting in an unequalled bond that could cause damage.
4. Re-pointing with a synthetic caulking compound.
5. Using a 'scrub' coating technique to re-point instead of traditional re-pointing methods.

REPAIRING AND REPLACING OF MASONRY

Preferred

1. Repairing masonry features by patching, piecing-in or consolidating masonry using recognized preservation methods. Repair may also include limited replacement with the same or compatible substitute materials of those deteriorated or missing parts of the masonry features when there are surviving prototypes.
2. Applying new or non-historic surface treatments such as water repellent coatings to masonry only after re-pointing and only if masonry repairs have failed to arrest water penetration problems.
3. Replacing in kind an entire masonry feature that is too deteriorated to repair using available physical evidence to guide the new work, if the overall form and detailing are still evident. Examples can include large sections of a wall, a cornice, balustrade, column or stairway. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

Not Preferred

1. Replacing an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and the limited replacement of deteriorated or missing parts are appropriate.
2. Using a substitute material for the replacement part that does not convey the visual appearance of the surviving masonry features or that is physically or chemically incompatible.
3. Applying waterproof, water-repellent or non-historic coatings, such as stucco to masonry, as a substitute for re-pointing and masonry repairs. Applications of this sort can trap water in the masonry and actually accelerate deterioration. Coatings may change the appearance of historic masonry as well as accelerate its deterioration.
4. Removing a masonry feature that is un-repairable and not replacing it, or replacing it with a new feature that does not convey the same visual appearance.

DESIGNING FOR MISSING MASONRY FEATURES

Preferred

1. Designing and installing a new masonry feature, such as steps or a door pediment, should rely upon available historical, pictorial and physical documentation when the historic feature is completely missing to maintain the character and appearance of historic building.

Not Preferred

1. Creating a false historic appearance because the replaced masonry feature is based on insufficient documentation.
2. Introducing a new masonry feature that is incompatible in size, scale, material and color.

MECHANICAL SYSTEMS

The installation of mechanical systems to include heating, air-conditioning, electrical and plumbing in historic commercial buildings should be sensitive to historic materials and features of buildings. The need to make these properties more fashionable for customers is a primary reason for installing or upgrading mechanical systems. These projects require creative solutions to preserve historic fabric and install efficient mechanical systems in buildings that have inadequate service rooms and wall cavities to accommodate modern systems. Their placement is usually reserved to closets, back rooms and above dropped ceilings. The content of Standards 2, 5, 9 and 10 should be referred to when installing mechanical systems in historic commercial properties. Upgrading or installing mechanical systems is a common type of rehabilitation work. A plan of action preceding installation of a modern mechanical system should be the first step to determine ways to preserve existing historic materials and features as encouraged by Standard 2. Insensitive installation of mechanical systems can cause significant damage to the historic fabric and alter visual qualities of a building in violation of Standard 5. Installation of a 'dropped' ceiling to accommodate mechanical systems should not alter proportions of significant exterior elevations, such as store fronts. In this scenario, the interior change would directly effect exterior historic characteristics and be subject to the same design review as a physical alteration to the exterior.

The final product should be the least obtrusive installation in the most inconspicuous locations to satisfy Standard 9. Installation of a mechanical system, according to Standard 10, should be accomplished in a fashion that allows for its future removal. Visible placement of components of new systems or window air-conditioning units should be avoided whenever possible.

Preferred

1. Identifying, retaining, and preserving visible features of early mechanical systems that are important in defining the historic character of the exterior of the building, such as vents, fans, grills, plumbing fixtures, pipes, and lights.
2. Improving mechanical systems that are in need of repairs, replacement or upgrading of system parts.
3. Replacing extensively deteriorated or missing visible features of mechanical systems with in kind parts. If this is not functionally or economically possible, a compatible substitute part should closely match the old one in its visual qualities, such as design, color, texture, and material.

Not Preferred

1. Removing or radically changing features of mechanical systems that are important to defining the exterior historic character of the building so that, as a result, the character is diminished.
2. Failing to provide adequate protection of materials on a cyclical basis so that the deterioration of mechanical systems and their visible features results.
3. Replacing a mechanical system or its functional parts when it could be upgraded and retained.
4. Installing a replacement feature that does not convey the same visual appearance.

MECHANICAL SYSTEMS – ALTERATIONS/ADDITION FOR THE NEW USE

Preferred

1. Installing a completely new mechanical system if necessary for the new addition in the least obtrusive manner to the floor plan, exterior elevations, and historic building materials.
2. Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities so as to preserve character defining exterior elevations.
3. Protecting historic materials and features from damage while conducting repairs or installing replacements to mechanical systems.

Not Preferred

1. Installing a new mechanical system that radically changes, damages, or destroys character-defining exterior features.
2. Installing vertical runs of ducts, pipes, and cables in places where they will obscure character-defining exterior features.
3. Concealing mechanical equipment in walls or ceilings in such a manner that requires the removal of historic building material.
4. Installing 'dropped' acoustical ceilings to hide mechanical equipment when this destroys the proportions of character-defining exterior elevations.
5. Cutting through features such as masonry walls in order to install air conditioning units.
6. Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

ROOFS

Roofs are an important component to the overall historic character of historic commercial buildings. Their upkeep protects other structural and architectural features of buildings. In planning roof repairs, it is important to protect significant features and materials from damage under Standards 2 and 5. In cases where significant features are severely deteriorated, Standard 6 clearly communicates repair is preferred over replacement. When replacement is necessary, the new materials for the feature should closely match the original. There is greater flexibility in the rehabilitation of flat roofs which are neither visible components nor integral parts of a building's design.

Most roofs have had significant changes to their materials and features over the years. The present roof form may be retained, reconstructed with original features or treated in a contemporary style in compliance with Standards 4, 6 and 9. If existing roofing material is non-original, it is important to keep in mind Standard 9. It requires the replacement of roofing surface material to be compatible with the design of the building even if the existing material is inappropriate.

Rooftop additions must follow the criteria of Standards 2 and 9. The historic form or features of the roof should not be altered. In general, an addition must be setback from the roofline, inconspicuous from the view of the public and designed to be distinguishable from historic roof features. Additions are usually constructed atop three story or taller commercial structures to meet these guidelines.

Preferred

1. Identifying, retaining, and preserving roofs and their features that contribute to the historic character of the building. This includes their shape, decorative features, and roofing material as well as size, color, and patterning.
2. Maintaining drainage features of roofs; and conducting periodic cleaning of historic features and materials.
3. Providing temporary protection to a leaking roof, such as with plywood and building paper, until repairs can be made.

Not Preferred

1. Diminishing the historic character of the building by adding inappropriate roof features, such as vents, skylights, air-conditioning, and solar collectors, which can be seen from the public right-of-way.
2. Altering the historic appearance of a roof by removing a major portion of the roof or sound roofing material.
3. Applying paint or other coatings to roofing material, which has been historically uncoated, if it can be seen from the public right-of-way.
4. Permitting a leaking roof to remain unprotected allowing other historic building materials to be damaged, such as masonry, wood, plaster, paint, and structural members.

ROOFS- REPAIRING AND REPLACING HISTORIC MATERIALS

Preferred

1. Repairing deteriorated, missing, or damaged historic roofing materials which comprise roof features using in kind or compatible substitute materials. The replacement of historic roofing materials should be based upon physical, pictorial or historical information.
2. Replacing in kind an entire roof feature that is too deteriorated to repair using any available physical or pictorial evidence to guide the new work. If using the same kind of material is neither technically or economically feasible, a compatible substitute material is appropriate.

Not Preferred

1. Replacing the entire roof feature such as a cupola or dormer, when the repair or limited replacement of the deteriorated or missing roofing material will suffice.

2. Selecting inappropriate substitute material that changes the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.
3. Removing a roof feature that is un-repairable and not replacing it.

ROOFS DESIGN FOR MISSING HISTORIC FEATURES

Preferred

1. Designing and constructing a new roof feature, such as a tower or cupola, should rely upon available historical, pictorial, and physical documentation of the missing historic feature to maintain the building's historic character.

Not Preferred

2. Creating a false historic appearance because the replaced feature is based on insufficient documentation. Introducing a new roof feature that is incompatible in size, scale, material, and color.

ROOFS- ALTERATIONS/ADDITION FOR THE NEW USE

Preferred

1. Placing mechanical and service equipment on the roof, such as air conditioning, transformers, or solar collectors, in an inconspicuous location when required for the new use. The equipment should not damage or obscure character-defining features.
2. Designing an addition to a roof when required by the new use to be as sensitive to the historic roof line and its features. It should not damage or obscure character-defining features.

Not Preferred

1. Installing mechanical or service equipment in such a way that it damages or obscures character-defining features or is conspicuous from the public right-of-way.

STOREFRONTS

Historic storefronts speak of the businesses they house. Each one incorporates different materials, features, finishes, styles and construction techniques. Prominent businesses, for instance banks, used more elaborate architectural details and features to express their wealth. On the other hand, small businesses, such as clothing, grocery or feed stores, occupied simple vernacular buildings with little to no detailing. The collection of varying historic storefronts in Bryan reflects the diversity of its historic business community. Alterations and repairs to historic storefronts should abide by Standards 2, 4, 5, 6 and 9.

Historic storefronts should be retained. Their historic materials and features should be preserved under Standard 2. Exceptions to this recommendation are those alterations that have acquired historic significance over time as

indicated by Standard 4. The removal of distinctive elements of a facade, such as windows, doors and columns, is in conflict with Standard 5. Identification of distinctive storefront features before work begins could contribute to preserving the integrity of commercial historic facades.

Many commercial historic properties have experienced deterioration of their materials and features. In those cases, repair is the recommended course of action. Where necessary, replacement of materials and features should be of compatible materials under Standard 6. The design and construction of deteriorated and missing features should match the old in design, material and appearance based upon available evidence.

New construction and additions should maintain the spatial dimensions of historic stores. In the downtown area, for example, historic storefronts cover one-to-two lot fronts. This pattern established a variety of styles and heights. This type of development established small storefronts that contributed to, rather than dominated, the streetscape. No storefront should be set back from the sidewalk edge to distinguish itself. New businesses should maintain this pattern under Standard 9.

Preferred

1. Identifying, retaining and preserving distinct functional and decorative features, materials, and colors that contribute to the historic character of the storefront.
2. Repairing extensively deteriorating or missing features and materials using in kind or compatible substitute features or materials.
3. Replacing an existing storefront that is beyond repair using in kind or compatible substitute materials. All physical evidence from the deteriorated façade should be used to guide the work.
4. Determining the design and construction of a missing storefront with available physical, pictorial, or historical documentation. If no documentation is available, a new design that is compatible in size, proportion, scale, material, and color to the historic building is acceptable.
5. Maintaining the historic spatial orientation of lots-to-streets, the historic setting of the blocks. In the downtown area, the typical Bryan storefront width is one-half to one-third of the length of the store.
6. Maintaining alignment of the storefronts which creates a distinct edge along the sidewalk. This is an important feature to the historic character of downtown.
7. Applying the gentlest cleaning methods to the materials, features, and colors of the storefront.

Not Preferred

1. Diminishing the historic character of the storefront by removing or radically altering its features, materials or colors.
2. Introducing non-historic features and materials to the storefront, such as signs or lighting that obscure, damage or destroy character defining features and materials of the historic elevation.

3. Altering the appearance of the storefront to be other than a commercial use.
4. Recessing the storefront by removing historic features and materials to a distinct, non-historic appearance
5. Shifting the location of the primary entrance from the historic storefront elevation to another one.
6. Removing a storefront that is un-repairable without replacing it with a similar or compatible substitute.
7. Altering the visual appearance of the facade by replacing features and materials with substitutes that are not compatible, physically or chemically, with the surviving features and materials.
8. Destroying the historic pattern of competing storefronts along a block by combining a number of original lots for a single new use.
9. Reproducing storefronts to conceal the greater size of a contemporary commercial space behind

STUCCO

Stucco is used on many commercial historic buildings in Bryan. Its distinct appearance makes it an attractive alternative to more common exterior materials, such as wood and masonry. In some cases, it has been placed on top of the original exterior material acquiring historic significance over time. The preservation of stucco material involves the application of Standards 2, 3, 7 and 9.

The preservation of stucco surfaces requires careful maintenance and cleaning. Its susceptible nature to dramatic climate fluctuations makes routine maintenance and cleaning all the more important. Any cleaning to stucco should first be tested on a specimen before being applied to the historic stucco surface to avoid damage. Use of harsh cleaning methods, such as sandblasting or high pressure grit, that cause damage to historic stucco surfaces would be in violation of Standard 7, which calls for the gentlest cleaning measures to be used.

Replacement of damaged stucco should be limited to areas that are beyond cleaning and maintenance measures under Standard 2. if repair to a stucco surface is necessary, it is important to ensure the mixture of the new stucco is equal in strength, color and composition to the old. if the new mixture is not compatible with the old composition, it is very likely that the two will expand and contract at different ratios, causing cracks and other noticeable effects.

Physical changes to a historic building should respect historic materials. Particularly relevant to the removal of historic stucco material is Standard 3. Changes to historic materials would diminish the historic significance of a property. Changes that have acquired historic significance over time are exceptions to this rule. New work should be clearly differentiated from the old according to Standard 9. The treatment of materials of an addition or new construction next to historic stucco material should be distinct in visual appearance to avoid confusion between what is historic and what is new.

Preferred

1. Identifying, retaining, and preserving stucco features that are important in defining the overall historic character of a building.
2. Repairing stucco by removing damaged material and patching it with new stucco that duplicates the old in strength, color, composition and texture.
3. Using the gentlest methods possible to clean stucco surfaces, such as low pressure water and detergents, if it will halt deterioration or remove heavy stains.

Not Preferred

1. Removing or radically changing stucco features which are important in defining the overall historic character of the building so that as a result the character is diminished.
2. Repairing or replacing sound stucco with new stucco that is stronger than the original material or does not convey the same visual appearance.
3. Cleaning stucco when it will not contribute to its preservation and will needlessly introduce chemicals or moisture to historic stucco features.

WINDOWS, AWNINGS, CANOPIES AND SHUTTERS

Distinctive historic windows contribute to the character of commercial historic properties. They are incorporated as stylistic elements by different architectural styles, such as Gothic Revival's use of tracery windows, Art Deco's metal casement-type windows, and Neo-Classical use of single-light sash windows. They are of primary importance for displaying products, signs and special promotions. Commercial buildings often incorporate awnings, canopies or shutters with windows for functional as well as decorative purposes. Rehabilitation of commercial historic properties that affect notable historic windows should follow Standards 2, 3, 6, 7 and 9.

Repair or replacement of distinctive historic windows requires careful planning. According to Standard 2, physical changes should not destroy or damage the materials or features of historic windows. Factors to consider prior to rehabilitation are overall design and materials of windows, their size and placement in relationship to a wall surface, their pattern of repetition, and their visibility. Installation of decorative or functional features, such as canopies, awnings or shutters, should not diminish or damage the visual role of historic window design and craftsmanship. Where such changes would create a false sense of historical development, Standard 3 states that they should not be added.

The desire to decrease maintenance costs and improve efficiency of windows are common reasons for alterations to historic window units. The most appropriate method is to improve existing windows first. This may involve repairing window materials to reduce or eliminate leaks, drafts or other deficiencies in accordance with Standard 6. A cost effective way to increase energy efficiency of historic windows is to repair or install weather stripping, whereas using tinted windows or stock windows of incompatible design are inappropriate measures.

A particularly sensitive rehabilitation issue is treatment of deteriorated or missing historic windows. Cleaning of significant window features, such as frames, sills, heads and muntins, should use the gentlest methods possible to prepare window materials for repair or improvement according to Standard 7. Where deterioration is too severe for repair measures, replacement of distinctive window features and materials should resemble the old in design, color, texture and other important visual qualities under Standard 6. Reconstruction of missing historic windows or their features should rely upon documented historical, physical or pictorial data.

In general, changes to historic window openings due to new additions, alterations or new construction should be avoided as substantiated by Standard 9. The rhythm of window openings is an important aspect of historic commercial properties in Bryan, particularly in downtown. The design for a new use should not alter the placement, shape or number of historic windows on primary facades. In some instances, new windows may be required to fulfill code requirements. If this is the case, every attempt should be made to locate the new openings on non-significant walls, such as common or party walls or secondary elevations. The added window openings should be clearly differentiated from the old while using compatible massing, scale, size and architectural features to completely satisfy Standard 9.

Canopies

Canopies have been documented on historic commercial buildings in Bryan. Under Standard 3, unless there is historical or physical evidence of their existence, canopies should not be constructed. If they are built, they should be mounted on the building in the same fashion as the original canopy. They can be supported by either columns below or chains connected to wall anchors. Where possible, new canopies should be made of similar or compatible materials to the original.

Awnings

Canvas awnings were used predominantly on second and higher floor windows on local historic commercial buildings. They are appropriate to many buildings in downtown. Standard 3 should be considered when awnings are proposed as part of a rehabilitation project. They should follow the lines of window openings. In no instance is a continuous awning covering more than one window opening permissible. This would obscure significant features of distinct windows. Furthermore, the shape of the awnings should emulate the window opening: round awnings are appropriate for curved windows; angled awnings for flat headed windows.

Shutters

Commercial use of shutters in Bryan was minimal. Like canopies, there should be historical or physical evidence of their use to comply with Standard 3. If shutters are appropriate, they should appear in the same fashion as their historical counterparts. If they were found to be historically operable, the new shutters should be attached to the window casing rather than the exterior material surface. They should be of the same size and configuration as their historical counterparts, measuring the full height of the window opening.

Preferred

1. Identifying, retaining, and preserving windows and their features that contribute to the historic character of the building, such as frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings; shutters, canopies, and awnings.
2. Applying appropriate preventative maintenance treatments, such as cleaning and rust or paint removal,

to protect and maintain the wood and metal components of windows.

3. Improving the thermal performance of windows by re-caulking and replacing or installing weather-stripping to reduce the adverse effects of weather.
4. Installing functional or architectural features, such as shutters, awnings, or canopies that are historically appropriate to the building design or are of a compatible contemporary design.
5. Designing awnings, canopies, and shutters to follow the lines of window and door openings that they are intended to cover.

Not Preferred

1. Diminishing the historic character of the building by substantially altering, obscuring, or removing significant windows and their features on prominent facades.
2. Altering facades by changing the number, location, shape, size, or treatment of windows as well as cutting new openings and blocking-in windows.
3. Removing historic materials from windows that can be repaired; not placing historic materials and features with in kind or compatible substitute materials and features.
4. Creating a false historic appearance by installing shutters, awnings, blinds, security grills, screens or other features on the building, which are neither historically appropriate or compatible with the character of the building.
5. Installing awnings, canopies, and shutters that obscure significant architectural detailing or features.

REPAIRING AND REPLACING WINDOWS

Preferred

1. Determining if further protection and maintenance measures will retain the window features before removing or repairing them,
2. Repairing deteriorated or missing historic window features, such as frames, sashes, shutters, canopies, and awnings, using in kind or compatible substitute materials, Repair to window features includes patching, piecing-in, consolidating, or otherwise reinforcing the window using appropriate repair techniques.
3. Replacing an entire window feature that is severely deteriorated or missing with a new element of similar material, size, proportion, shape, and reflective quality to the historic feature. Any available physical or pictorial evidence should be used to design the new work. If using the same kind of material is neither technically or economically feasible, a compatible substitute material is appropriate.

Not Preferred

1. Replacing an entire window when the repair or limited replacement of the deteriorated or missing parts

will suffice.

2. Selecting inappropriate substitute material that changes the visual appearance of the surviving parts of the window feature or that is physically or chemically incompatible.
3. Removing a character-defining window that is un-repairable and blocking it in; or replacing it with a window that alters the visual appearance of the opening.

DESIGNING FOR MISSING FEATURES

Preferred

1. Designing new windows based on available historical, pictorial, and physical documentation when features of the historic window are completely missing in order to maintain the historic character and appearance of the building.

Not Preferred

1. Creating a false historic appearance because the replaced window is based on insufficient documentation.
2. Introducing a new window that is incompatible in size, scale, material, and color.

ALTERATIONS AND ADDITION FOR THE NEW USE

Preferred

1. Designing additional windows on non-significant elevations, if required by the new use, to be compatible with the overall design of the building. They should not duplicate the fenestration pattern and detailing of a character-defining elevation,
2. Installing new windows should not obscure, damage, or destroy character-defining features of non-significant elevations.
3. Maintaining the full height of window openings by incorporating a setback in the design of dropped ceilings required for the new use.

Not Preferred

1. Installing new windows and features, including frames, sash, and muntin configuration, that are incompatible with the building's historic appearance.
2. Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

WOOD

Use of wood as an exterior material on Bryan commercial historic resources is limited. Wood finishes include weatherboard, shingles, and other wooden siding. On commercial historic structures in Bryan, this material is

most often used for window and door frames and decorative features. Character defining wood exterior features should be protected under Standards 2, 3, 7 and 9.

The removal or alteration of any historic material or feature that characterizes a property should be avoided when possible according to Standard 2. The most common alteration to wood features is the replacement of historic window units with contemporary ones. These are usually constructed of metal and lack the craftsmanship of original window frames. This diminishes the historic significance of the windows. Likewise, wooden doors or frames contribute to the character of a property and should be retained.

Application of non-historic exterior coverings over historic wood finishes and features violates Standard 3. This standard states that historic buildings should be recognized as products of their time and that alterations that create a false sense of historical development should be discouraged. Aluminum, vinyl and permastone are clearly non-historic materials that diminish the significance of a historic property.

Standard 7 addresses surface cleaning and paint removal of historic wood elements. The proper method for paint removal is cleaning, handscraping and sanding down to the next sound layer. If more extreme measures are required, the gentlest means possible should be used. Appropriate methods include a heat plate for flat surfaces such as siding, window sills and doors; an electric heat gun for solid decorative elements such as shutters, balusters, columns and doors when other methods are too laborious.

Harsh abrasive methods, such as rotary sanding discs, rotary wire strippers and sandblasting should never be used to remove paint from exterior wood. Such methods leave circular depressions in the wood, shred the wood or erode the fibers of the wood, leaving a permanently pitted surface. This treatment would accelerate the deterioration of historic wood finishes and features. Abrasive thermal methods, such as hand-held propane or butane torches should never be used because they can scorch or ignite wood.

Preferred

1. Identifying, retaining, and preserving wood components that contribute to the historic character of the building, such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.
2. Protecting and maintaining wood features from water damage by providing adequate drainage.
3. Retaining protective treatments to wood that reduce damage from moisture and ultraviolet light. The removal of paint should be limited to cases of exception, such as paint surface deterioration or as part of an overall maintenance program.
4. Determining if further protection and maintenance measures will retain the wood features before removing or repairing them.

Not Preferred

1. Diminishing the historic character of the building by substantially altering, obscuring, or removing significant wood features.
2. Removing historic wood components from the storefront rather than repairing or replacing only severely damaged or deteriorated portions.

3. Replacing historic wood features with inappropriate materials that will diminish the historic character of the building. Unsuitable materials include artificial stone, brick veneer, asbestos, asphalt shingles, rustic shakes, and vinyl or aluminum siding.
4. Stripping paint or varnish from a historically protected wood feature without reapplying a similar or compatible coating, thus exposing it to the effects of accelerated weathering.
5. Using protective coatings, such as chemical preservatives, that can alter the appearance of wood features.
6. Replacing an entire wood feature when the repair or limited replacement of the deteriorated or missing parts will suffice.

PAINTING WOOD

Preferred

1. Applying the gentlest surface preparation methods to remove damaged or deteriorated paint, such as handscraping or handsanding, to avoid revealing the bare wood.
2. Using thermal devices to achieve total paint removal in situations where neglect has caused total deterioration of paint coatings.
3. Using chemical strippers as supplements to previous methods.
4. Repainting with colors that are appropriate to the historic building and district.

Not Preferred

1. Removing paint that is firmly adhering to and thus protecting wood surfaces.
2. Using abrasive cleaning methods that can cause permanent damage to historic woodwork, such as rotary sanding or wire brushing, sandblasting or waterblasting (PSI of 100 or greater), and propane or butane torches.
3. Using thermal devices, such as heat gun or heat plate, improperly so that historic woodwork is damaged.
4. Failing to follow manufacturer's product and application instructions for chemical treatments or repainting woodwork.
5. Using new colors that are inappropriate to the historic area.

REPAIRING AND REPLACING WOOD

Preferred

1. Repairing deteriorated or missing historic wood features using in kind or compatible substitute materials. Repair to wood features includes patching, piecing-in, consolidating or otherwise reinforcing

the wood using recognized preservation methods.

2. Replacing in kind an entire wood feature that is too deteriorated to repair using any available physical or pictorial evidence to guide the new work. If using the same kind of material is neither technically or economically feasible, a compatible substitute material is appropriate.

Not Preferred

1. Selecting inappropriate substitute material that changes the visual appearance of surviving parts of the wood feature or that is physically or chemically incompatible.
2. Removing a wood feature that is unrepairable and not replacing it.

DESIGNING FOR MISSING HISTORIC FEATURES

Preferred

1. Designing and installing a new wood feature, such as a cornice or doorway, when the historic feature is completely missing should rely upon available historical, pictorial and physical documentation of the historic feature to maintain the character and appearance of historic building.

Not Preferred

1. Creating a false historic appearance because the replaced wood feature is based on insufficient documentation.
2. Introducing a new wood feature that is incompatible in size, scale, material, and color.

NEW ADDITIONS

Adaptive reuse of historic buildings in some instances requires construction of new spaces. Additions may be necessary to make projects economically feasible, to satisfy building and fire codes, to house mechanical systems, to accommodate expanding businesses or for other particular reasons. Every effort should be made to accommodate a new use in existing space. Where it is found necessary to expand a historic building, the Secretary of the Interior's Standards 9 and 10 specifically address additions.

New additions should respect the historic character of a property. This requirement of Standard 9 asserts distinguishing historic materials and features of a building should not be altered, obscured, damaged or destroyed. The scale, size and massing of additions should be proportional with the historic building, yet discernible in appearance to preserve its historic integrity and environment. Additions should appear subordinate to the historic portion of the building.

The essential form and integrity of a historic property and its environment should not be endangered by new additions under Standard 10. They should be attached to a secondary elevation, an inconspicuous side or the rear of the building. Their construction should permit for future removal without altering or damaging historic materials and features of the building.

The following recommendations are made to guide the design and construction of new additions to historic buildings. They permit for a variety of different additions while preserving the historic character and integrity of buildings and their surroundings.

Preferred

1. Reducing construction of a new addition by placing new functions and services in existing available spaces whenever possible.
2. Minimizing the impact on historic materials so as to not obscure, damage, or destroy character-defining features during the construction of a new addition.
3. Ensuring the new addition is compatible in size, scale, and proportion as well as in its use of materials, colors and texture with the historic building.
4. Using a contemporary design for a new addition in a manner that makes clear what is historic and what is new.
5. Obscuring the view of additional stories from the public streetway to maintain the historic appearance of the principle facades.
6. Placing television antennas, satellite dishes, and mechanical equipment in locations that are not noticeable from the public view.

Not Preferred

1. Placing a new use in an addition when the need can be met by altering non-character defining interior spaces in the existing structure.
2. Building a new addition that obscures, damages, or destroys character-defining features of the historic building, such as cornices, railings, window architraves, and door pediments.
3. Imitating the architectural style of the historic structure by using the same form, materials and features, so that the addition and the original's physical parts are indistinguishable from one another.
4. Altering the historic appearance of the primary facades by adding stories or installing new equipment that is visible from the public view.

New construction adjacent to or near historic properties should respect historic characteristics of the surrounding built environment. Development of real estate can be a positive experience in historic areas that have vacant parcels. New construction must not impose itself upon adjacent or surrounding structures and sites; nor should it be so distinct as to call attention to itself, thus distracting from the historic character of the area. When designing a new building, Standards 9 and 10 are particularly relevant.

The use of architectural styles and conjectural features from historic buildings should not be used in the design of new buildings. Standard 9 indicates that new construction should be differentiated from the old as to not confuse what is modern and what is historic. Contemporary designs can contribute to the characteristics of a historic area by using compatible materials, colors and finishes with that of surrounding historic properties. New buildings should use contemporary designs that retain the scale, size and massing of historic properties nearby. They should appear non-intrusive to the historic area.

New construction should maintain the essential form and integrity of neighboring historic properties according to Standard 10. If it is adjacent to historic properties, precautions should be taken to protect historic materials and features during construction. The impact of the new building should be assessed prior to its construction to ensure adequate water runoff is provided to protect surrounding buildings and avoid erosion of significant site features; Construction techniques that allow for the new structure's future removal without destroying historic buildings should be used.

The following criteria should be considered for new construction in the historic downtown area and near other historic commercial structures.

Preferred

1. Designing new buildings to be compatible with surrounding historic buildings in their use of materials, colors, and finishes.
2. Using contemporary designs that retain the historic relationship between buildings, landscape features, and open space.
3. Designing adequate water runoff to protect surrounding buildings and to avoid erosion of significant site features, such as foundations, materials, and landscape features.
4. Removing non-significant buildings, additions or site features which are not compatible with the historic character of the district.

Not Preferred

1. Introducing a new building or site feature that is inappropriate in mass, form, or scaling with the historic surroundings.
2. Designing new buildings or site features with materials, colors, and finishes not traditionally used in the historic district.
3. Imitating an earlier architectural style that creates a false impression between what is new and what is historic.
4. Providing inadequate site drainage that causes damage to surrounding buildings and site features. This includes allowing water runoff to drain toward buildings.
5. Removing historic buildings or site features that are important in defining the historic character of the site.

DEMOLITION

Demolition activity has removed many significant historic structures in Bryan. The most common reasons for demolition have been expansions to existing businesses and condemnation by public agencies. Even in the downtown area where preservation is sought, the need to raze a structure could occur. Careless demolition of commercial historic properties could result in diminishing significance of local historic commercial areas.

Particularly relevant to the demolition of historic properties are Standards 1 and 2.

Standard 1 supports rehabilitation of surviving historic structures. Reuse should be the first option considered to ensure preservation of the historic properties. Every effort should be made to find a feasible adaptive reuse of a historic structure that would require minimal change to the defining materials and features of the property and its site and environment. Demolition should only be considered after all other options have been thoughtfully reviewed and found inadequate.

Razing neglected structures may weaken the historic integrity of the area and violate Standard 2. If a new building is proposed to replace the old, the real effect of the new development should be assessed before demolition is approved. Its design and construction should be compatible with the historic character of the site and surrounding environment. Demolition is discouraged when it would result in a vacant lot. This action would severely lessen the historic character of a property and surrounding properties and sites. The demolition of significant historic structures directly conflicts with the goals of Bryan's Historic Preservation Ordinance. The razing historic structures. The Historic Landmark Commission will consider the following guidelines when a property owner applies for a certificate of Appropriateness for a demolition.

Preferred

1. Determining if there are other feasible alternatives to demolition that would preserve significant structures or site features.
2. Reviewing the appropriateness of the proposed new use; if there are no plans for a new use, demolition is discouraged.
3. Removing non-significant buildings, additions, or site features which detract from the historic character of the site or district.

Not Preferred

1. Removing a historic building from a lot, a building feature, or a site feature which is important in defining the historic character of the site or area.
2. Approving a demolition without regard to the impact of the removal of significant structures on surrounding buildings, sites, and district.

PARKING

At some point in time, the historic downtown area may need more parking areas to accommodate increased traffic. This would require construction of new parking lots to provide visitors, shoppers and employees with accessible and convenient parking. Standards 2, 9 and 10 indicate parking lots should blend in with the surrounding historic area.

The use of a property for parking should not diminish historic features of the site or surrounding buildings under Standard 2. The demolition of structures to make way for parking should be avoided due to the fact that it would drastically alter the character of the property and surrounding sites and structures. For this reason, existing vacant lots should be considered first for future parking areas.

Impact of parking areas on surrounding historic structures and the historic character of the area should be

minimal under Standard 9. Designing landscape features and minimum vegetation requirements should ease aesthetic deficiencies of parking areas with surrounding historic structures. Common characteristics of the downtown area, such as setbacks, materials, colors and finishes, should carry over into the design of parking lots to increase the connection between parking lots and the historic area.

Construction of parking areas should respect the historic structures of adjacent properties. Standard 10 states that precautions should be taken to reduce or eliminate any foreseen externalities during construction. Additionally, construction of a parking lot should incorporate design features that would allow its future removal to not endanger any adjacent historic buildings.

The following criteria will be considered by the Historic Landmark Commission before approval for a parking area proposal is awarded. If within the Downtown Historic District, a property owner who wants to build a parking lot must obtain a Certificate of Appropriateness before beginning construction.

Preferred

1. Placing necessary new parking where it would have the least impact on the flow of street traffic, i.e. on side streets or on vacant lots. Parking should be planned in a 'shared' manner so that several businesses can utilize one parking area as opposed to introducing random, multiple lots.
2. Designing new parking lot structures, landscape features, and open space with compatible materials, colors, and finishes that will maintain the historic character of surrounding buildings.
3. Designing adequate water runoff to protect the site and surrounding buildings to avoid erosion of foundations, and landscape and other significant site features.
4. Removing non-significant buildings, additions or site features which are not compatible with the historic character of the district.
5. Minimizing the number of curb cuts according to parking spaces built to allow for efficient access and flow of traffic.
6. Designing for adequate landscape features especially along the setback to reduce the visual impact of a parking lot on the historic character of the area.
7. Maximizing the capacity of the lot by allotting for different sizes of vehicles, such as compact, mid-size, and full-size as well as handicap spaces.

Not Preferred

1. Locating parking areas adjacent to historic buildings which cause the removal of historic plantings, relocation of paths and walkways, or blocking of alleys.
2. Introducing new structures or site features whose mass, form, and scaling are inappropriate as well as using materials, colors, and finishes uncharacteristic to the area.
3. Designing inadequate site drainage where water runoff drains toward surrounding buildings causing damage to structures and site features.

4. Removing historic buildings or site features that are important in defining the historic character of the site in order to create parking facilities.
5. Establishing a new setback to create an individual statement that would diminish the historic character of the setback of surrounding buildings.
6. Designing unnecessary curb cuts that increase points of congestion along the street.

SIDEWALK ENHANCEMENTS

Adding sidewalk enhancements along the streetscape of historic areas increases convenience, comfort and safety for pedestrians. Benches, trash receptacles, light posts and plant holders are the most common types of sidewalk enhancements. They beautify the aesthetics of the public space adjacent historic properties, thereby increasing the value of the overall historic environment. Careful planning on where and how these improvements are placed will increase their use by all. Particularly relevant is Standards 1 and 2 to sidewalk enhancements as they affect historic properties.

Sidewalk enhancements should reinforce the character of the historic area surrounding them. According to Standard I, the materials and design of sidewalk enhancements should be appropriate or similar to the defining materials and features of nearby historic buildings and the historic area. They should not alter spaces that characterize a historic property. Placement of sidewalk enhancements should not require significant redirection of pedestrian traffic or modification to outdoor areas. Installation of sidewalk enhancements should be flexible enough to allow for their removal without destroying or altering the historic character of the space.

The removal of historic materials and features to construct sidewalk enhancements violates Standard 2. Benches, trash receptacles and other sidewalk furniture should be located in convenient, visible and accessible places to ensure their use by all pedestrians. At the same time, enhancements should coordinate with the design of historic properties to avoid altering their defining characteristics. In most cases, this merely requires improvements to be placed nearby, but not abutting buildings. A study of pedestrian traffic flow prior to installing sidewalk enhancements is an effective method of determining the best locations for benches, trash receptacles and such. The following recommendations should be considered during the planning of sidewalk enhancements:

Preferred

1. Constructing sidewalk furniture and fixtures, such as seats, benches, trash receptacles and lights, with materials, such as wood, masonry and metal that are compatible with the historic character of the site and district.
2. Designing new sidewalk enhancements that create a false impression of historical development. The use of materials and features by enhancements should be distinguishable from the old.

3. Locating seating in accessible, visible and convenient areas that require minimal changes to the defining characteristics of the building and its site. The best place for new seating is where people tend to congregate on the sidewalk.
4. Designing sidewalk furniture and fixtures with adequate drainage so that water will not collect on flat, horizontal surfaces.
5. Placing trash receptacles away from sidewalk furniture to distance odors and insects that occur with receptacles.
6. Establishing a regular schedule for maintenance of trash receptacles and trash pickup.
7. Prohibiting advertisement on trash receptacles.
8. Installing new light fixtures that are less elaborate than the original fixtures.
9. Ensuring the installation of sidewalk furniture and fixtures will not diminish the form and integrity of the historic property, if they are removed in the future.

Not Preferred

1. Designing sidewalk enhancements with materials or construction methods that diminish the historic character of the site and district.
2. Placing new seating on a site that requires significant alteration to the materials and features of the building or site.
3. Grouping furniture and trash receptacles close together to where pedestrians using the seats or benches will be irritated by the smells or accumulation of trash of the receptacles.

SIGNAGE

Aesthetic control of signs for historic commercial properties will reinforce distinctive physical design qualities and promote effective business identification. Many people enjoy visiting historic sites to view their rich period architectural styles. This results in more traffic and increased business. Uncontrolled and unlimited signs that degrade aesthetic attractiveness of historic materials and features of historic areas undermine tourism, visitation and permanent economic growth. Sign controls for historic commercial properties in Bryan create an environment in which on-premise signs are compatible with their surroundings according to Standards 2 and 5. Enacting sign controls reduces clutter and chaos created by unmanaged on-premise advertisement. Particularly in historic areas, efforts by businesses to gain a commercial advantage or to make an individual statement with their signage can be counterproductive. In violation of Standard 2, significant architectural features and materials are obscured, damaged or destroyed by misused, poorly designed, oversized, badly located, and altogether too numerous signs that are intended to catch the attention of shoppers. Business advertisement of this type impedes the flow of information from businesses to consumers rather than entices consumers to businesses. Instead of advancing economic growth, they merely confuse pedestrians and decrease the attractiveness of historic properties.

The quality of historic spaces, features and materials of historic commercial sites can be enhanced by enacting sign controls. Buildings retain their architectural integrity when signs are properly placed and proportionally sized with their respective storefronts. Satisfying Standard 5, distinctive features, such as cornices, capitals, pediments and transoms, can be a form of identification for businesses in addition to their signage. This creates a more harmonious environment in which the unique characteristics of historic commercial properties are able to convey a sense of place. The more steps taken to enhance their unique assets, the more visitors will continue to comeback. The historic downtown area and other historic commercial sites can realize increased economic benefits by retaining architectural characteristics and features that distinguish them from other commercial centers.

The purpose of the following guidelines is to create a flexible but balanced system of sign control. They promote well-maintained, attractive historic properties and effective business identification, advertising and communication. Outlining the preferred design, construction, placement and limitations of signs, the controls allow signs that are large enough to convey information about the business, the products served or services offered for sale, or current activities, and small enough to satisfy the need for regulation. More specific regulations can be found in the Historic Preservation Ordinance pertaining to the limitations on size, lighting, materials, placement, characters and number of signs.

Preferred

1. Limiting the number of signs per store to minimize visual change to primary facades as to preserve the historic character of buildings.
2. Placing signs on facades where significant architectural features and details, i.e. windows, doors and cornices that add to the historic character of the structure are preserved.
3. Using only permitted signs for advertisement of a business, product or service according to the local Historic Preservation Ordinance:

Awning Signs	Portable Signs
Banner Signs	Projecting Signs
Flags	Wall Signs
Marquee Signs	Window Signs
4. Positioning signs at a height that is readily visible to pedestrians.
5. Using materials that are compatible with existing materials of the building and other signs. In downtown, the most appropriate materials are those used historically, i.e. wood, metal and glass.
6. Designing signs to blend in with the historic character of the building and surrounding area creating a visually pleasing streetscape. This could be achieved with the materials, size, color, lettering and composition of the sign.
7. Lighting a sign with direct light sources.
8. Constructing approved temporary signs to be durable enough to last for its projected use.

Not Preferred

1. Duplicating information on different signs on the same facade creating a confusing and cluttered storefront that diminishes the historic character of the building.
2. Creating a confusing and cluttered storefront that diminishes the historic character of the building by adding signs that communicate similar or exactly-the-same information printed on other existing signs.
3. Obscuring upper story windows with a sign.
4. Placing primary signs above the second floor to where pedestrians passing by can neither read or see them.
5. Using prohibited signs, i.e. roof signs, detached signs, and off-premise signs.
6. Using inappropriate materials that detract from the historical significance of the building, i.e. neon, plastic or reflective materials.
7. Mounting oversized signs on a storefront that visually overpowers the building diminishing the historic character of the building.
8. Illuminating a sign by back lighting. This form of lighting emphasizes the sign over the building.

SIGNAGE

The following terms are taken directly from the Historic Preservation Zoning Ordinance:

On-Premise Sign: A sign advertising a business, product or service located on the same property as the sign.

Awning Sign: a sign painted on, printed on, or attached flat against the surface of an awning or canopy.

Back Lighting: A light source cast from the inside of a sign.

Banner Sign: A sign made of fabric or any non rigid material with no enclosing framework.

Detached Sign: A permanent sign that is neither temporarily or permanently attached to a structure.

Flag: A rectangular piece of fabric attached on one border to a supporting rod or pole mounted on a building facade for temporary display.

Freestanding Sign: A sign supported upon the ground by poles or braces and not attached to any building.

Indirect Lighting: Light fixtures supported on the exterior surface of the structure that cast light on the sign and on the building.

Marquee: A permanent canopy, awning or roof like structure of rigid materials supported by and extending from the facade of a building. A marquee is considered to be part of the building.

Marquee Sign: Any sign attached to or supported by a marquee structure.

Off-Premise Sign: A sign advertising a business, product or service not located on the same site as the sign.

Portable Sign: Any sign designed or constructed to be easily moved from one location to another and not permanently affixed to the ground or to a structure or building, including signs mounted upon or designed to be mounted upon a trailer, bench, wheeled carrier, or other non-motorized mobile structure; a portable sign which

has its wheels removed shall still be considered a portable sign hereunder. Trailer signs and signs on benches are considered to be "portable signs."

Primary Signs: Any sign that is permanently attached to the facade of a structure. It can be projecting from, affixed onto or recessed into a structures facade.

Projecting Sign: A sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign.

Roof Sign: A sign erected over or on the roof of a building.

Sign: Includes but is not limited to any device, structure, fixture, or placard using graphics, symbols, and/or written copy designed specifically for the purpose of advertising or identifying any person, persons, political party, event, establishment, product, goods, or services.

Temporary Sign: A sign designed, constructed, and intended to be used on a short-term basis. It is not permanently attached to a structure or object at any time and is easily moved from one place or position to another.

Wall Sign: A sign attached parallel to and extending not more than twelve (12) inches from the wall of a building. This definition includes painted, individual letter, and cabinet signs, and signs on a mansard. This term applies to all painted signs, individual letters or characters, cabinet type signs, non rigid signs and all neon outlines or embellishments.

Window Sign: A sign installed on a window and intended to be viewed from the outside.

CERTIFICATE OF APPROPRIATENESS

The City of Bryan's Historic Preservation Ordinance of 1981 established the Historic Landmark Commission's authority to review applications for rehabilitation to designated historic structures. To facilitate this responsibility, the Certificate of Appropriateness (COA) process was implemented to create an application procedure for property owners to follow when seeking to rehabilitate their historic properties. The purpose of the COA is to maintain, retain, and preserve the architectural and historical significance of locally designated historic landmarks and districts.

Any type of rehabilitation work which changes the appearance of historic properties as viewed from the public right-of-way requires a Certificate of Appropriateness. A property owner may obtain an application form from the Historic Landmark Commission office located in the Planning Services Department on the first floor of the municipal building located at the corner of 29th and South Texas Avenue. A property owner must file an application for the following work:

- Exterior alteration of an existing structure
- Construction of a new structure
- Demolition or removal of a structure
- Inclusion into or exclusion from a historic district

Examples of exterior alterations include but are not limited to changes to roofs, windows, entrances, mechanical systems, storefronts, and exterior materials. An approved COA is required before any of the above activities can commence.

A Certificate of Appropriateness will not be required for demolition of non-historic buildings or routine maintenance activities. Routine maintenance is defined as work done, using like materials, to repair or prevent

deterioration of a building.

Examples of routine maintenance are repainting with the same color and re-roofing with like materials.

Certificate of Appropriateness Application

The Certificate of Appropriateness application form requests general information about the property owner, the property, the contractor, and the reason for the request. A property owner must provide a description of the nature of the change/alteration requested. Documentation supporting the application will vary depending on the complexity of the project. In all cases, the applicant must attach copies of construction drawings of the site plan, floor plan, foundation plan, exterior elevations, and photographs. The information provided by the construction drawings includes the following:

1. A site plan illustrates the location of the building, its distance from the property lines, its orientation to the compass points, and the names of front and side streets. A description and the location of any proposed change should be clearly marked on the site plan.
2. A floor plan provides overall dimensions of the building and its features. It indicates the location of walls, doorways, windows, entrances and defines the use of each space.
3. A foundation plan gives the measurements of the building's foundation and indicates the thickness of the walls.
4. Exterior elevations render the location, identification and measurement of exterior materials and features. These include windows, doors, canopies, awnings, shutters, steps, foundation and all visible materials. Each elevation is labeled in relation to the compass points, i.e. north, west, south and east.
5. Photographs must show the following views: the building for which the changes are proposed together with adjacent buildings; all sides of the building visible from the public right-of-way; representative close up views of significant features or features which will be changed, such as windows, doors, entrances, cornices or pilasters. Photographs can be either color or black and white and at least 3"x5" in size.

An application for exterior alterations must include color samples, list of materials to be used, a sample or manufacturer's description of the replacement material or feature, and detailing depending on the nature of the proposed work. The applicant should be aware that approval of a Certificate of Appropriateness does not guarantee approval of the site plan or zoning reviews and request for variances by Bryan's Planning Services.

CERTIFICATE OF APPROPRIATENESS PROCESS

The Historic Landmark Commission meets on the second Wednesday of each month. The best policy is to contact the HLC at the earliest possible point during the project. This will allow the Commission time to review the proposal, offer consultation and provide a response. As applicants must be notified 10 days in advance of the Commission's meetings, the Historic Preservation Officer (HPO) must have all paperwork no later than 15 days before the monthly scheduled meeting. The HPO can be reached by calling the Planning Services Department (refer to page 65).

The application process for a Certificate of Appropriateness will vary from project to project, but essentially consists of five steps:

Step 1. Property Owner

- A. Completes a COA application.
- B. Submits COA application to the City Historic Preservation Officer

Step 2. Historic Preservation Officer (HPO)

- A. Checks the application for completeness.
- B. Reviews plan with appropriate departments and design review committee.
- C. Counsels with the owner to resolve any identified problems.
- D. Notify HLC chairperson of application
- E. Prepares presentation and files

Step 3. HLC Chair and HPO

- A. Set hearing date
- B. Notify owner 10 days in advance
- C. Hold hearing
- D. Render Decision (within 45 days)
- E. Notify owner of decision

Step 4. Owner and Contractor

- A. Acquire needed permits.
- B. Begin work as described in COA application
- C. Complete within 180 days
- D. Notify HPO when work is completed

Step 5. HPO/HLC Chair

- A. Inspect work when completed

RESOURCES FOR RESEARCHING OLDER BUILDINGS IN BRYAN

The following information is a brief overview of some of the major resources utilized to research and document historic buildings. The resources that can be used will vary with each situation and most likely, will involve a combination of the resources.

1. Public Library

The citizens of Bryan have collected a wealth of literature on their past. Numerous books as well as photographs catalog the history of Bryan's development from the late 1800s to recent times. The following resources are available at the Bryan Public Library:

1. Rich Past. Bright Future edited by Glenna Brundidge offers an indepth study of the economic, social, cultural, and architectural development of Brazos County, including Bryan;
2. A Bibliography of Brazos County (Texas) History edited by Glenna Brundidge lists books and articles on historic architecture and other subjects;
3. Historic Resources of Bryan, Texas by Hardy, Heck, and Moore, Inc. is a multivolume comprehensive survey and listing of National Register of Historic Places Nomination for the City of Bryan;
4. Historic Preservation Plan for Bryan, Texas, prepared by Tom Niederauer and Associates is a study of the town's past and a plan for its future;
5. A Catalog of Texas Properties in the National Register of Historic Places lists all certified historic properties in Texas: and

6. *Those Were the Days* by Mary E. Dorsey is a pictorial history of Bryan, Brazos County, 1821-1921.

The reference desk staff is knowledgeable about other informative resources in the library. Furthermore, additional literature on the history of Bryan is located at the Texas A&M library.

2. Building Permits

Building permits are an excellent source of information on historic and older buildings. They list the year issued, the applicant's name, general location, legal description, general physical description, and in some cases, the builder and architect. Unfortunately, Bryan's Department of Planning Services does not have building permits for local historic properties. They only have dated building permits going back to 1978.

3. Maps

The Sanborn Map Company has produced detailed street maps of cities and towns for fire insurance underwriting purposes since the mid-1800s. These large maps depicted the configuration of buildings and houses and indicate the type of construction, number of floors, and use. Sanborn maps were produced for Bryan in 1877, 1885, 1891, 1896, 1906, 1912 and 1925. The earlier editions covered the historic core of the city; each subsequent edition covered a broader area of the city. As changes occurred, the maps were not replaced but updated with paste-overs. In researching an older building, it is best to start with uncorrected maps to determine the original footprint and use the corrected versions or later editions to verify changes over time. More information about these maps can be obtained by calling the Public Services Center for American History in Austin, Texas, at 512-495-4515.

RESOURCES FOR RESEARCHING OLDER BUILDINGS IN BRYAN

4. Newspapers

Historic newspapers are a valuable source of historic events. They include articles on the completion of buildings, grand openings, businesses, and local events. Patient research of historic newspapers can lead to the discovery of lost information as well as pictorial evidence of a building's former condition. Both the Bryan Public Library and the Texas A&M Library have newspapers on microfilm dating back to the 1890s.

5. Original Blueprints and Plans

Historic commercial buildings were typically designed by an architect or a designer. Some property owners have been fortunate to find the original plans within the building or have obtained copies from previous owners. Some more established architectural firms have maintained plans and records of houses and buildings designed by their firm over the years.

6. Property Records

The property appraiser's record cards contain valuable information about a structure and lot. The local property appraiser office at 1673 Briarcrest Drive, Suite A-101, maintains these records. The cards are filed according to legal description of properties. In addition to the building and lot size, some cards have the construction date

and a basic footprint of the structure and adjacent buildings. The local property appraiser office does not have all historic properties on file. Even though their files are incomplete, a trip to this office could reveal useful information not found elsewhere.

AGENCIES TO ASSIST PROPERTY OWNERS

Property owners of older and historic buildings have a variety of organizations that can assist them in researching their properties. Starting at the local level, a property owner in Bryan can go to the local municipal planning department, Main Street Office, Historic Landmark Commission, Brazos Heritage Society, Downtown Business Association or the public library when in need of services or information. There are state, regional, federal and national organizations that offer additional services. A call to a local agency could provide information on where and how to begin researching a historic property. Because they are in touch with local activities, they should be able to answer most questions or direct inquiries to the appropriate resource. The following list of local, state and national organizations is provided to assist property owners.

AGENCIES TO ASSIST PROPERTY OWNERS

Local Organizations and their responsibilities

<u>Local Organizations</u>	<u>Responsibilities</u>	<u>Location</u>
City of Bryan <i>Planning Services</i> 3005. Texas Ave. Bryan, TX 77803 (409)821-3613	Enforces local zoning ordinances, administers site review, and manages Bryan’s Comprehensive Plan.	The Planning Services Department is on the first floor of the Municipal Building Located at the corner of 29 th Street and South Texas Avenue.
City of Bryan <i>Main Street Project</i> 405 W. 28 th Street Bryan, TX 77803 (409) 821-3409	Administers the Downtown Revitalization Program by advising property owners on rehabilitation, promoting downtown businesses and increasing public participation and education in historic preservation.	The Main Street Project office is located in the Horizon Building.
City of Bryan <i>Historic Landmark Commission</i> 300 5. Texas Ave. Bryan, TX 77803 (409)821-3613	Reviews applications for rehabilitation of historic properties, issues Certificates of Appropriateness, and promotes local historic preservation awareness.	The Historic Landmark Commission (HLC) office is located in Planning Services on the first floor of the municipal building. The HLC meets on the second Wednesday of every month at 5:30 PM in the City Council Chambers located on the first floor of the municipal building.
<i>Brazos Heritage Society</i> 310 University Dr. College Station, TX 77840 (409) 268-2787	Non-profit, private organization that supports historic preservation efforts.	BHSs permanent mailing address is the Arts Council’s office, which is approximately one block East of Texas Avenue and University Drive.

Bryan Public Library
201 E. 26th
Bryan, TX 77803
(409) 779-1736

Maintains books on local history,
a collection of historic photographs
and historic newspapers on microfilm.

The public library is located two blocks
West of South Texas Avenue on 26th St

*Downtown Merchants and Business
Association*
P.O. Box 1753
Bryan, TX 77806-1753
(409) 775-7875

Fosters, promotes, maintains
and encourages civic, social,
commercial, and economic welfare
of the downtown historic area.

Meetings are held on the first Tuesday
of the month at 6:00 PM at the Bryan
Public Library or another designated
Location.

State Organizations

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711
(512) 463-6092

Responsibilities

Acts on behalf of the Secretary of the Interior at the state level. The purpose of the Texas Historical Commission (THC) is to survey sites buildings, objects and districts within the state. It is responsible for implementing a statewide historic preservation plan. Also, THC is charged with activity promoting rehabilitation and restoration to all historic structures and archeological sites within the state. Property owners can receive technical and design advice from the THC.

National Organizations

National Trust for Historic Preservation
1785 Massachusetts Ave. NW
Washington, D.C. 20036
(202) 673-4141

Responsibilities

Facilitates public participation and education in the preservation of sites, buildings, and objects of national significance or interest and provides a trust for historic preservation. It initiated the national Main Street program in 1981.

National Register of Historic Places
Interagency Resources Division
National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127
(202) 343-9514

Administers the National Register of Historic Places program by collecting data on all identified historic structures from all fifty states in one central database

The Advisory Council on Historic Preservation
The Old Office Building
1100 Pennsylvania Ave., N.W., Ste. 809
Washington, D.C. 2004
(202) 606-8503

Reviews the impact on identified historic structures by projects receiving federal money. It mediates resulting conflicts of interest between disputing parties and attempts to bring about resolutions.

TAX INCENTIVES FOR HISTORIC PRESERVATION

The City of Bryan supports the preservation of its historic resources. The adoption of a preservation ordinance, creation of the Historic Landmark Commission and publishing of design guidelines are effective tools to control development impacts on historic properties. Those controls sometimes are perceived as impediments to development plans of land owners. To advance preservation efforts in communities, incentives have been

adopted by the federal government to offset reasonable hardships incurred by property owners.

Federal Tax Incentives

Property owners of income producing historic properties in Bryan can take advantage of the federal income tax incentive as described by the *Tax Reform Act of 1986*. This incentive provides a 20% tax credit on taxpayer expenditures incurred in rehabilitating ‘certified’ historic properties or 10% of the cost of rehabilitating nonhistoric building constructed before 1936. Eligible structures included depreciable commercial, industrial or rental residential properties. Taxpayer residences are not qualified for this incentive in most instances.

The Tax Reform Act of 1986 established specific criteria that structures must meet before qualifying for the federal incentive. To qualify for a 20% tax credit, a building must be a ‘certified historic structure’, such as individually listed in the National Register of Historic Places or located in a “registered historic district” listed in the National Register of Historic Places. For the latter, the Secretary of the Interior must certify that the property contributes to the historic character of the district. The rehabilitation work is then reviewed to ensure that it is consistent with the historic character of the structure or historic district in which it is located. For more information on the federal income tax incentive, contact the Main Street office.

WWW.BRYANTX.GOV BRYAN’S FULL AND UPDATED HISTORIC PRESERVATION ORDINANCE CAN BE FOUND AT

ARTICLE I. IN GENERAL

Sec. 12-1 – 12-15. Reserved

ARTICLE II. HISTORIC LANDMARK COMMISSION

Sec. 12-16. Created.

- (a) There is hereby created a commission to be known as the historic landmark commission of the city, hereinafter call “landmark commission” composed of a minimum of seven (7) members appointed by the city council for a term of three (3) years with a maximum of two (2) reappointments. The landmark commission shall be composed of the following members: (1) A member of the county historical commission; (2) A member of the citizens for historic preservation; (3) Three (3) member at large, not to be from a designated group already represented at the time of their initial appointment; (4) A member of the local chapter of the American Institute of Architects; (5) A resident of each historic district created by this article or any subsequent ordinance; (6) The city planner, acting as historic preservation officer, or his representative (ex official, nonvoting).

All members shall be residents of the city and should have knowledge and experience in the architectural, cultural, social, economic, ethnic or political history of the city. No one (1) business or professional interest shall constitute a majority membership of the commission.

BRYAN’S HISTORIC PRESERVATION ORDINANCE

- (b) The normal term of members of the commission shall be three (3) years; however, half of the initial members shall serve two-year terms, the other half, three-year terms. The respective two-year terms, the other half, three-year terms. The respective two – and three-year terms shall be determined by the

drawing of lots. Vacancies in an unexpired term shall be filled by the city council for the remainder of the term.

- (c) The city council or the landmark commission itself may draw on the knowledge, experience and expertise of any person in the community by appointing such person to the landmark commission as a special advisor without voting privileges.
- (d) The landmark commission shall meet at least every other month, with additional meetings upon call by the presiding officer of the commission or upon petition of a simple majority of the commission members. A majority of appointed members present shall constitute a quorum, and issues shall be decided by a simple majority vote of the members present and voting. The commission shall adopt appropriate rules and regulations for the conduct of its business and the election of its presiding officer and other officers as prescribed by the city charter and code. The minutes of each meeting shall be filed in the office of the city secretary.
- (e) If a vacancy exists in the membership of the landmark commission the city council shall promptly fill it.

Sec. 12-17. Function

- (a) The landmark commission shall thoroughly familiarize itself with buildings, structures, sites, districts, areas and lands within the city which may be eligible for designation as historic landmarks and shall prepare an historic landmark preservation plan, hereinafter referred to as the "preservation plan" which shall:
 - (1) Establish criteria to be used in determining whether certain buildings, structures, sites, districts, areas, lands and other objects should be designated as historic landmarks;
 - (2) Establish guidelines to be used in determination of whether to grant or deny certificates of appropriateness and certificates of demolition or removal;
 - (3) Formulated suggestions for private and public auction which may state the role of various city agencies in preservation of historic landmarks;
 - (4) Suggest sources of funds for preservation and restoration activities and acquisitions, to include federal sources, state sources, private and foundation sources, as well as municipal sources,; and,
 - (5) Recommend to the proper agencies incentive designed to encourage historic preservation.
- (b) The preservation plan shall be presented to the city planning commission for consideration and recommendation to the city council for inclusion in the comprehensive plan of the city. At least every other year the landmark commission shall review the preservation plan and the state of preservation of designated historic landmarks, insert in the landmark commission minutes a report of such review and take appropriate action on any amendments to the plan deemed necessary. Prior to presenting the preservation plan, or any amendment thereto, to the planning commission, the landmark commission shall hold a public hearing on the preservation plan or the amendment thereto.
- (c) The landmark commission shall recommend to the city planning commission ordinances designating

certain buildings, structures, sites, districts, areas and lands in the city as historic landmarks. The landmark commission shall hold a public hearing on all proposed ordinances and the owner of any land included in the proposed ordinance shall be given at least ten (10) day's written notice of the public hearing.

- (d) Any owner of property may request that the landmark commission recommend to the planning commission that his or her property be designated as a historic landmark. The landmark commission shall render a decision on the owner's request within ninety (90) days after the request is made.
- (e) If the landmark commission finds that buildings, structures, sites, districts, land or areas cannot be preserved without acquisition, the landmark commission shall recommend to the city council that a fee or a lesser interest of the property in question be acquired by gift, devise, purchase or otherwise pursuant to the city charter and state or federal laws.
- (f) Where there are conditions under which the required preservation of a historic landmark would cause undue hardship on the owners, use changes may be recommended for approval by the landmark commission to the planning commission. Any change in use request shall be governed generally by the Historical Preservation Ordinance and the following specific actions shall be taken by the requesting party:
 - (1) File an application for change in use, on a form provided by the City of Bryan, and the herein required listing and preaddressed, stamped envelopes with the city planner. On the date of filing, the proposed public hearing date shall be set by the city planner. This date shall not be sooner than ten (10) working days after the filing date.
 - (2) File with the historical landmark commission by delivering to the city planner a listing of adjacent property owners; with their addresses, i.e., those property owners whose property is within three hundred (300) feet of the requesting party's property.
 - (3) Deliver to the city planner addressed, stamped envelopes for mailing to the hereinabove set forth adjacent property owners. These envelopes shall contain at a minimum a completed notice of public hearing on a form provided by the City of Bryan. Said form shall be completed by requesting party.
- (g) The designation of an historic landmark may be amended or removed using the same procedure provided in this article for the original designation.
- (h) The landmark commission shall provide information and counseling to owners of designated historic landmarks.
- (i) The planning commission shall consider any historic landmark designation ordinance after receiving a recommendation from the landmark commission.

GLOSSARY

ARCHITRAVE: The molding around the door or window opening; also in classic architecture, the lowest member of the entablature resting on the capital of the column.

BALUSTRADE: A series of balusters, posts, with a top and bottom rail, as along a staircase.

CAPITAL: The top member of a column or pilaster.

CASEMENT WINDOW: A hinged window which opens out from a building

CORNICE: A projecting ornamental molding along the top of a wall

DROPPED CEILING: Acoustical tiles placed on a grid frame suspended from the true ceiling. It typically hides pipes, ducts and wiring among other mechanical items

EAVE: The projecting overhang at the bottom edge of a roof surface

ENTABLATURE: In classic architecture, the horizontal group of elements immediately above the columns or pilasters and consisting of an architrave, frieze, and cornice.

ELEVATION: A “head-on” drawing of a building façade or object, without any allowance for perspective. An elevation drawing will be in a fixed proportion to the measurement on the actual building.

FAÇADE: An exterior wall of a building; an elevation; most commonly referring to the front wall

INTEGRITY: The entire, unimpaired quality of anything; “architectural integrity is derived from those qualities in a building and its site that give it meaning and value”; William Murtagh in Keeping Time quotes Brown Morton’s explanation of what qualities a building must have to display integrity. It must exhibit “some or all of the following attributes: (1) style (2) workmanship, (3) setting or location, (4) materials, (5) building type or function, and (6) continuity”¹

FRIEZE: A wide facing board located at the junction of the exterior wall and roof eaves.

PARAPET: The uppermost portion of the exterior wall which extends above the roof line. It forms the top line of the building silhouette.

PATINA: The evidence of wear and tear on architectural materials, and the settling of elements, such as dirt, which give the appearance of age.

PILASTERS: A shallow rectangular pier projecting only slightly from a wall and treated as a column with a base and capital

PORTICO: A porch or covered walk consisting of a roof supported by columns; a colonnaded porch.

PRESERVATION: The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure and the existing form and vegetation of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic materials and vegetation.²

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 in time.³

REHABILITATION: The act or process of returning a property to a state of utility through repair or alteration which makes possible efficient contemporary use while preserving those portions or features of the property

which are significant to its historical, architectural, and cultural values. 4

RESTORATION: The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work. 5

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