

**"WE'RE  
ON  
TRACK"**

# **LaGrange Historic District Guidelines**

INFORMATION, GUIDELINES, and PROCEDURES



Revision 6/12/07  
Approved 8/07/07

# The LaGrange Historic Districts

## CENTRAL LAGRANGE HISTORIC DISTRICT

The Central LaGrange Historic District encompasses much of the historic portion of the City of LaGrange and provides an excellent picture of what the community was like at the height of its development in the early years of the twentieth century. It includes residential, governmental, religious, and transportation-related resources. LaGrange's historic character is derived from its role as a county seat and as a railroad community. The present appearance of the central district is still very much dominated by the courthouse square and the railroad which, with its track slicing down the center of Main Street and its long trains passing regularly through town, provide a strong visual presence.

In terms of community planning, development and transportation, the district is significant for providing a good example of a nineteenth century Kentucky town whose growth and development were determined by its status as a county seat and as a railroad town. A large portion of LaGrange's original fifty-acre tract within the district is evident in its gridiron street plan, which so often identifies communities that were planned as county seats. Its large courthouse square, prominently situated on high ground near the center of the community, is typical of such towns. The presence of historic commercial and residential properties surrounding the square provides an important example of typical early courthouse-town development. This mix of building types has been lost over the years in many towns as centrally located early residences have been lost to commercial development.

In terms of architecture, the district is significant for its large intact collection of buildings that document the typical styles, types, forms, building materials, and methods of construction that were found in LaGrange during the century spanning circa 1840 to 1938. These buildings provide representative examples of modest residential, commercial, governmental, religious, and transportation-related structures in Kentucky's Outer Bluegrass region. The large number and variety of historic structures in the district make it significant as a record of small-town architecture of the 1840s through the 1930s.

LaGrange's residential architecture provides both unusual and typical examples of modest dwellings that illustrate how national styles and forms were adapted to the needs and tastes of a small Kentucky town. The district's dwellings provide examples of vernacular houses with Federal, Greek Revival, and Gothic Revival influences; of a variety of Victorian house types and styles, including Princess Anne-style dwellings and T- and L-plan cottages with sawn and spindlework porch detailing; of American Foursquare and Bungalow/Craftsman style houses; and of a very few Colonial Revival-influenced structures including Cape Cod cottages. Wood is the pervasive building material used in residential construction, employed both structurally and decoratively in the framing, siding, and detailing of nearly all the houses in the district. Limestone or concrete block is typically used for foundations, brick for chimneys, and stone and concrete block are utilized infrequently for veneer sidings and porch detailing.

Very little is known about the design sources for the buildings in the district. Names of architects and builders that can be associated with individual structures are very limited. The modest vernacular character of the majority of the buildings suggests that most were constructed by contractors whose main design sources were pattern books. Of the many builders who worked in LaGrange over the years, only six can be definitely connected with specific buildings in the district. Frank Carter's name is incised into the steps of the J. Wood Yager House, which he built in 1910 at 500 Kentucky Avenue. O.B. Ratcliffe, known to have been a builder at one point in his career, constructed two houses for his family, the first about 1905 at 302 East Main Street, and the second about 1910 at 308 West Main Street. William Wasson built 313 West Madison Street about 1910, and 402 and 406 Kentucky Avenue in 1937. Marshall Stivers is responsible for 308 Fourth Avenue, and 207 and 301 Fifth Avenue, all built about 1915. Kirby Ford lived for a few years in a house he built about 1918 at 108 Fifth Avenue. The Waldo Trigg House at 420 Kentucky Avenue was built in 1836 by Mr. Stoess, of nearby Crestwood, Kentucky.

Downtown LaGrange, despite suburban pressures and sprawl, continues to be a vital center. Government and citizens groups are interested in planning for a future that respects the past. The question that the community faces is how to manage the quality of change. The design guidelines presented in this book provide direction for development that respects the heritage of LaGrange and preserves it for the future.

## **RUSSELL COURT HISTORIC DISTRICT**

Russell Court is significant as one of two early twentieth century subdivisions in LaGrange, platted and developed specifically in response to the arrival in the community of a commuter rail line from Louisville. It was a response to LaGrange's early twentieth century prosperity. Most other residential developments in LaGrange grew incrementally as streets were extended and lots were sold. Only here and in the French and Head subdivision along Fifth and Sixth Avenues (included in the Central LaGrange Historic District) did developers attempt to create a distinct residential environment set apart from the rest of town by prominent entrance gates. The very intact setting of the district, with its historic sidewalks, gates, alleys, street trees, outbuildings, and yards that merge together to create a park-like setting, provides a good example of an early twentieth century subdivision in LaGrange and Oldham County.

The layout of the neighborhood with streets that have no outlet, the substantial entrance gates, and the subdivision name, Russell Court, suggests that the developer intended to model this neighborhood after the fashionable courts in nearby Louisville and Lexington that had been popular since the late nineteenth century. No doubt Russell hoped that the sophisticated court plan of his subdivision might attract big-city residents who were contemplating a move to LaGrange because of the newly completed interurban rail line. Russell Court is particularly significant because of this court plan. It provides an excellent small-town interpretation of this popular urban residential plan and, except for the smaller French and Head subdivisions in the Central LaGrange Historic District, is the only example of such a development in very rural Oldham County.

In terms of architecture, the district is significant for documenting the styles, forms, building materials, and the construction techniques present in early twentieth century LaGrange and for providing important examples, and in some cases the only examples, of certain residential building styles utilized in LaGrange during this period. Wood is the pervasive building material in the district, employed both structurally and decoratively in the framing, siding, and detailing of nearly all the houses in the district. Limestone, brick, scored concrete, or rusticated concrete block are typically used for foundations. One house is veneered in brick. One house is constructed of molded concrete block prepared on the site, and is one of five interesting historic houses in LaGrange completely or partially built of this material.

The houses in the district illustrate how national styles and forms were adapted to the needs and tastes of a small Kentucky town. Russell Court provides examples of late Victorian-style houses with Italianate, Princess Anne, Gothic Revival, and vernacular roots and early twentieth century houses with American Foursquare, Bungalow/Craftsman, and Colonial Revival style influences. This mixture of styles associated with both the late nineteenth and early twentieth centuries in one distinct neighborhood, built primarily between 1907 and 1915, documents the frequent juxtaposition of these styles in small towns. In such towns, older styles hung on long past the time when they were considered out of fashion on the national scene. This variety of styles present in an otherwise homogeneous subdivision suggests an attempt by the builders and owners to create an individual identity for each property.

The less-than-perfect condition of some of the houses in the districts is balanced by the total integrity of their setting which, with the exception of some shade trees which have been lost due to age, is very similar to the way it appeared during its period of significance. The historic entrance gates to the three streets are still in place and form an important visual threshold that defines the district. Some original outbuildings remain in place; others have been replaced by newer structures, which in most cases are of similar size and shape. The rows of houses on Maple, Birch, and Chestnut Avenues, set back evenly from the streets, provide a strong sense of a historic neighborhood and make the district stand out distinctly from what surrounds it.

Russell Court, despite the encroachment of commercial and family developments, has held on to its historic link with the past. Through the use of these guidelines it is hoped that it will remain forever a vital part of LaGrange history.

# **THE HISTORIC COMMISSION AND REVIEW PROCESS**

The LaGrange Historic Districts Commission was established by the LaGrange City Council to oversee the regulation of changes to property located in the Historic Districts and to designate future landmarks and Historic Districts within the city. The Mayor and City Council appoint the Commission members. All members shall have a demonstrated interest in preservation.

In an effort to simplify the review process, it has been determined that certain types of work proposed for properties within a Historic District may be approved without a hearing, but instead approved by a single Commission Member. Also, some types of work need no approval prior to being performed. Please see the quick reference on pages 10 and 11 to determine which types of work require Certificate of Appropriateness and full Commission or single Member approval, and which types of work do not require a Certificate of Appropriateness before work can commence. Any changes to buildings or property not listed in the quick reference must be brought before the Commission for consideration.

To hear applications for Certificates of Appropriateness and to conduct other business, the Commission holds public meetings on the second Tuesday of the month at 7:00 p.m. in the meeting room of the LaGrange City Hall. Applications for a Certificate of Appropriateness should be turned in to the City Clerk or a Commission member not later than 18 days prior to a scheduled meeting for determination of completeness of the application and to give time for public notice. The hearing on the application shall be held within 30 days after determining that the application is complete. Applications can be obtained at City Hall.

All names and telephone numbers of Commission members can be obtained from the City Clerk's office. Feel free to call on members for assistance or to answer questions.

## **RULES OF PRACTICE AND PROCEDURES FOR HEARINGS ON CERTIFICATE OF APPROPRIATENESS**

1. All applications to the Commission for Certificate of Appropriateness shall be in writing, on forms provided by the Commission. Forms can be obtained at City Hall in the Clerk's office. The form indicates the information needed by the Commission to evaluate an application.
2. Notice of hearing shall be made public in accordance with KRS.
3. When a matter is set for public hearing the matter should be heard even though no one in favor of or in opposition to the application appears at the hearing, unless the presiding officer directs otherwise.
4. Public hearings will be held before a quorum of the Commission. A quorum consists of at least 51% of the Commission members.

5. Each person who speaks at a public hearing shall identify him or herself and give the address where they live. This will go into the public record.
6. Each public hearing shall be conducted in the following order:
  - a. The Chair of the Commission or other presiding officer shall read the notice of the hearing and incorporate said notice into the record.
  - b. If there is a staff report of pertinent data it shall be read by a staff member.
  - c. A staff member or member of the Commission shall read any report resulting from consultation with other governmental agencies.
  - d. The applicant or their representative shall make a statement concerning their application and present relevant evidence in support of the application.
  - e. Other persons in favor of the application shall be heard.
  - f. Those persons opposed to the application shall be heard and present relevant evidence in opposition.
  - g. The applicant or their representative may be heard in rebuttal.
  - h. Cross-examination of any witness by the applicant or his representative by a designated individual representing those opposing the application or by others may be allowed solely at the discretion of the presiding officer.
7. The Commission may request the filing of briefs, oral argument, or both at the conclusion of the hearing and thereafter on matters of law or fact or both. A signed original and two copies shall be filed with the Commission.
8. The hearing shall be conducted fairly and impartially, in accordance with due process of law. The presiding officer shall make determinations as to the relevance and materiality of evidence. The Commission may require a preliminary summary of the evidence elicited, or proposed to be elicited, from a witness.
9. Prior to and during the hearing the Commission shall work with the applicant to try to find a mutually agreeable method of completing the proposed change.
10. The applicant shall be notified of any decision by the granting of a Certificate of Appropriateness, or by its denial, either at time of the hearing or within 10 days of the public hearing.
11. Incomplete applications or applications without all necessary information may be deferred to the following meeting or to a date when all information is available, at the discretion of the Commission or residing officer.
12. These rules shall be furnished upon request.

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**SECTION I.**  
**CERTIFICATE OF APPROPRIATENESS**  
**INFORMATION NEEDED WHEN APPLYING**

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The more information supplied to the Commission for its review process the better it is for the applicant. The Commission cannot make a decision on incomplete information. It must understand a project completely to make a fair decision. The following describes a minimum of information and documentation needed to support an application for differing situations.

Applicants should contact the Historic District Commission well in advance of the time they wish to start a project. Doing so will help speed the project along and make the hearing process faster and less confusing.

**(A) FOR NEW CONSTRUCTION**

1. Scaled drawings of the new building and scaled drawings to include porches, decks, and height of floor above grade.
2. A list of exterior materials. A sample of these materials may be needed to convey complete understanding. Pictures and vendor pamphlets may be used to show designs and styles of materials, doors, and windows.
3. A scaled site plan including landscaping and on premises parking. The site plan must show the Commission how the building relates to the buildings around it, including side and front yard set backs.
4. Photographs of the building site plus photos of adjoining property. Also, photos viewing the site from up and down the street.
5. Construction that is not within but borders upon a Historic District must be reviewed by the Commission for any impact that may affect the District. Should it be determined that a negative impact would occur to a District the Commission shall contact the appropriate governing bodies for resolution prior to the start of construction.

**(B) FOR ADDITIONS AND ALTERATIONS TO EXISTING STRUCTURES**

1. All additions and alterations will require scaled drawings.
2. Photos of the building and the properties adjoining. Also photos up and down the street.
3. A list of exterior materials and samples will be needed for all additions and alterations. Pictures and vendor pamphlets may be used to show designs and styles of materials, doors, and windows.
4. A scaled site plan will also be needed showing the addition or alteration as it relates to the site.

**(C) FOR DEMOLITION**

1. Initial cost of building, if available. Today's value of the building, obtained from a licensed real estate appraiser.
2. Estimated cost of renovation of the property by two contractors that are proficient in historic restoration and renovation. The two estimates will be averaged to find the estimated cost of restoration.
3. Cost of demolition, removal of debris and finish grading of property.
4. Photographs of the structure to illustrate the general condition of the property.

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**SECTION II**

**GUIDELINES FOR REHABILITATION  
OF EXISTING BUILDINGS AND NEW CONSTRUCTION**

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The LaGrange Historic Districts Commission has adopted the Secretary of the Interior's Standards for Rehabilitation as part of its guidelines. The ten standards here are a summary of the complete text. The complete text may be obtained from:

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

A reference copy can be viewed during normal business hours at City Hall.

The Secretary of the Interior's "Standards for Rehabilitation" will be used to determine if a rehabilitation project qualifies as a "certified rehabilitation" pursuant to the Tax Reform Act of 1976 and the Economic Recovery Tax Act of 1981, as amended.

If planning a substantial rehabilitation project, please contact the Commission as early as possible for advice.

The word color does not apply to paint, but to the natural color of building materials, i.e. brick, stone, tile, etc.

The Standards for Rehabilitation are as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterizes a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Whenever possible new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.

It is not the intent of these guidelines to place hard and fast regulations on any project or property owner. It is understood that every project has its own special needs and that every project is different in scope and complexity. It is the intent of this document to be a guide to help in the completion of a project in a manner that is compatible with the historic nature of LaGrange. Good building and renovation practices add value to property and at the same time usually saves money. The members of the Historic District Commission will assist in every way to help applicants comply with these guidelines and make projects something that will add value and livability to homes or make businesses more engaging for customers and clients.

The state of Kentucky offers a tax credit to all properties inside the Historic District. This is a 30% tax credit that can be taken off tax liability. The owner must live in the home and spend a minimum of \$20,000.00 on appropriate historical renovation. Contact the Kentucky Heritage Counsel for details.

Discover Downtown LaGrange Main Street has a façade grant program that will match funds for the renovation of homes and commercial buildings that are in the Renaissance District. The renovation must follow the Historic Districts guidelines for renovation and repair.

The United States Government has a 20% investment tax credit for commercial properties that undertake major renovation and follow the Secretary of the Interior's guidelines. Contact the Kentucky Heritage Counsel for details.

## Quick reference guide...

<b>TYPE OF WORK</b>	<b>NO APPROVAL REQUIRED FOR:</b>	<b>SINGLE COMMISSIONER APPROVAL MAY BE GIVEN FOR:</b>	<b>COMMISSION APPROVAL REQUIRED FOR:</b>
<b>AWNINGS</b>	Repair or maintenance		All awnings
<b>CONSTRUCTION OF NEW BUILDINGS OR ADDITIONS</b>			All new buildings or additions, including garages, porches, enclosures
<b>CORNICES</b>	Repair using original material and duplicating design		Any work which does not duplicate original appearance
<b>DECKS</b>			All decks on elevation or that cause structural alterations
<b>DEMOLITION</b>			All
<b>DOORS</b>			All changes visible from the exterior or that require structural alterations
<b>FENCING</b> (Also see Retaining Walls)			All new fences or changes to existing
<b>FIRE ESCAPES</b>			All new fire escapes or changes to existing
<b>GUTTERS</b>	Repairs using original materials and not changing design		Adding new or roofing over built in gutters or changes in original materials or design
<b>MASONRY CLEANING, TUCKPOINTING, and PAINTING</b>	Chemical or water cleaning	Re-pointing	Painting of any masonry; stone, brick, terra cotta and/or concrete

<b>TYPE OF WORK</b>	<b>NO APPROVAL REQUIRED FOR:</b>	<b>SINGLE COMMISSIONER APPROVAL MAY BE GIVEN FOR:</b>	<b>COMMISSION APPROVAL REQUIRED FOR:</b>
<b>PARKING LOTS, SIDEWALKS, DRIVEWAYS AND PAVED AREAS</b>	Repaving with existing material		All new and changes to existing
<b>PORCH FIXTURES</b>		Flag brackets, house numbers, porch lights, mail boxes, door hardware not altering structure	Removal or alteration of porch features including post and decorative trim or enclosing
<b>RETAINING WALLS</b>		Low masonry retaining walls	Walls over 18”
<b>ROOFS</b>	Replace original materials		Alteration of roof line or other details and replacement with different materials
<b>SIDING</b>	Repair of wood siding with wood duplicating original appearance		Applying simulated materials or covering exterior surface
<b>SIGNS</b>	Removal of signs	Non-affixed signs (not attached to building or post)	All, other than non- affixed signs
<b>SKYLIGHTS</b>	Removal, to be replaced with original roofing material		All new or changes to existing
<b>STORM DOORS AND WINDOWS</b>			Any changes that visually affects the structure
<b>WINDOWS</b>			All, including removal or installation of replacement windows

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### SECTION III.

## GUIDELINES FOR NEW CONSTRUCTION

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All new buildings in the Historic Districts shall compliment older architecture and shall be sensitive to design, height, width, mass, proportion, materials, texture, voids to solids, and setbacks.

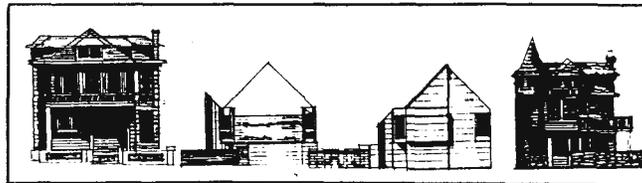
New building materials that compliment those used in existing buildings should be utilized.

The use of many colors and textures shall be discouraged.

Homes and buildings in the district that are newer should not be used to base design, massing, height, width and set back on.

In most parts of the Historic District garages are not attached to the home and front on an alley. If in a neighborhood with this type of garage orientation, the design must follow the garage alley orientation.

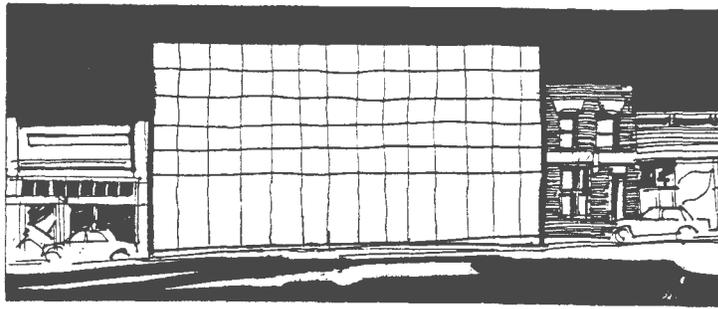
Almost every home in the District has a porch that a person can sit on to enjoy the outdoors and be welcoming to the neighborhood. All new homes should have a usable porch.



This is an example of a proposal for a new home that would probably not be given a certificate of appropriateness...not because it is a contemporary design but because of how it's massing and solids to voids relationship compare to adjoining homes.



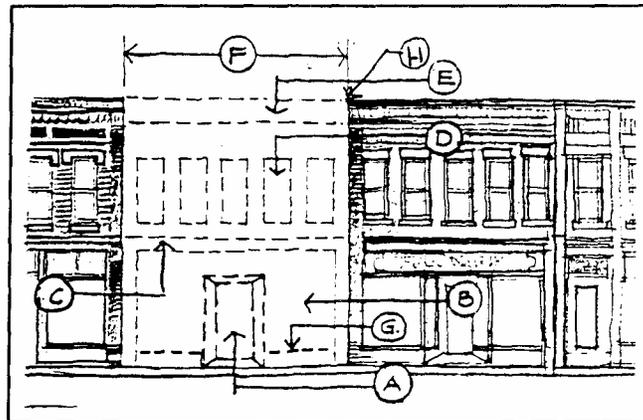
This is an example of a structure that would be more suitable to the district. It is still contemporary in design but its mass is better and its solids to voids relationship match more closely its neighbor's design.



This is an example of a new commercial building that would probably not qualify for a certificate of appropriateness. It is not responsive or complementary to the surrounding buildings.



This building is contemporary in design, but it has all the elements of design that make it fit in well with LaGrange's Main Street buildings.



Above is an example of commercial design components that should be considered in new construction as well as renovation.

### **Use typical facade components in new design**

- A. Provide a recessed entry
- B. Use large surfaces of glass on the first floor
- C. Match height of adjacent display windows
- D. Use smaller, vertical windows on upper floors
- E. Cap the building with a cornice
- F. Express the typical building width found on the street.
- G. Match the height of kickplates.
- H. Match the cornice height of adjacent buildings.

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## **SECTION IV.**

### **GUIDELINES FOR DEMOLITION**

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Demolition of any building within the Historic Districts, whether in whole or part, must receive a Certificate of Appropriateness. To apply for a Certificate of Appropriateness the following information shall be provided to the Commission. All of these factors and any other pertinent information shall be considered by the Commission in granting a certificate.

1. The importance of the building to the history and character of the district.
2. The physical condition of the building.
3. The costs of renovation and demolition as on described in Section 1, paragraph (C).
4. The potential and existing usefulness of the building and the economic return of the building.
5. The economic hardship on the current owner.
6. The feasibility of the land's future use without the existing building.

If the current owner cannot finance the renovation of the building for reuse, and it is found to be economically feasible, the commission will deny the Certificate of Appropriateness. The Commission may assist the owner in locating a new owner who will be capable of renovating and maintaining the building.

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## SECTION V.

### GUIDELINES FOR EXTERIOR REMODELING

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1. Building materials used in the exterior renovation of a building should be compatible with the building's original material.
2. Closing up of openings such as windows or doors is not desirable. Enlarging or changing of shapes is also not encouraged.
3. Color, size, and shape of masonry should match existing. Color and tooling of mortar should also duplicate the original.
4. The original shapes of the existing building's roof should be maintained. Do not install or enlarge dormers that would be incompatible with the building's façade.
5. Uncharacteristic architectural details should not be added to an existing building.
6. Original architectural detailing should be retained. If deteriorated, it is desirable to reproduce the detailing in the same material.
7. Vinyl siding is discouraged, as it has no historic value.
8. Covering trims and cornice with vinyl or aluminum is not permitted.
9. Vinyl replacement windows are not permitted. Vinyl replacement windows have a smaller glass size than the window being replaced and typically do not visually represent the original windows. Only replacement sash and replacement windows that have the same glass size as the original windows are allowed. Replacement windows may be of wood, clad aluminum, or vinyl clad wood.

NOTE: Within the remodeling guidelines the phrases “not desirable” and “not encouraged” or “discouraged” are used to describe remodeling that should only be done when other, more historically accurate methods are not possible.

### REPOINTING OF BRICK

For all old brick or stone that needs to be re-pointed, a special mortar mixture shall be used. It will be high in lime content and low in Portland cement content. The exact recipe for the mixture can be obtained from the Historic District Commission. No re-pointing shall take place without the knowledge of the Historic District Commission.

### FENCING AND GARDEN WALLS

All fencing and garden walls that can be seen from a public right of way will need a Certificate of Appropriateness. Totally solid privacy fencing is discouraged. No rear yard fencing will be over 6'0" in height, and cannot extend forward past the rear corners of the house. From the rear corner of the house to the front walk, fencing no higher than 3'6" will be used. Solid fencing will not be used. Wood picket, iron, and fencing of a historical design are encouraged.

### AWNINGS

Only awnings of a historical design will be permitted. Barrel vaulted awnings and awnings with rounded fronts will not be permitted. EXCEPTION: If the building or home has an arched opening that the new awning will go above, then a barrel vault awning is appropriate. Signage on awnings may be appropriate for the Main Street District, but must be included in the design when submitted for Certificate of Appropriateness. (see pg 18)

## PORCH COLUMNS AND POSTS

Replacement posts and columns should match what would be historically correct for the period and style of house or building. Unfortunately, only a few homes remain in LaGrange that have original porch posts and columns. If replacing columns that are not original or incorrect, they must be replaced with the correct type column that would have been used when the structure was built. Covering up rot by nailing boards around the post base and plinth is not an acceptable way to repair posts.

## PAINTING OF EXISTING HOMES AND BUILDINGS

“Never-paint-again” coating type products are not allowed in the Historic District. This product is sold under many brand names such as Permacoat, Everlast Coatings, and so on. This is a spray-on vinyl product that has only been on the market a short time and has no track record. This product is impossible to remove once applied to a surface. It also has no insulating properties although it is sold as an exterior insulation system. This product also has a tendency to trap moisture in the exterior wall causing rot and mold to take place. At this time the Historic Districts Commission has no evidence that this product can perform as marketed, and believes that substantial damage may occur if used.

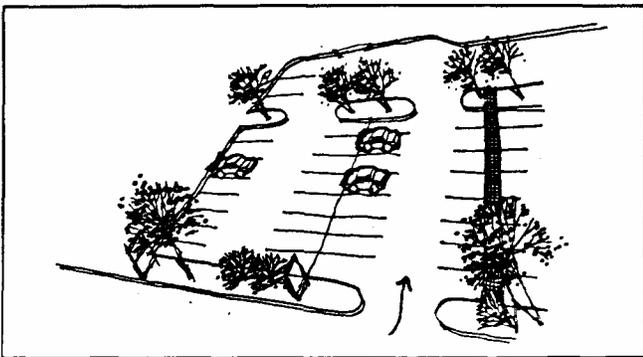
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### SECTION VI.

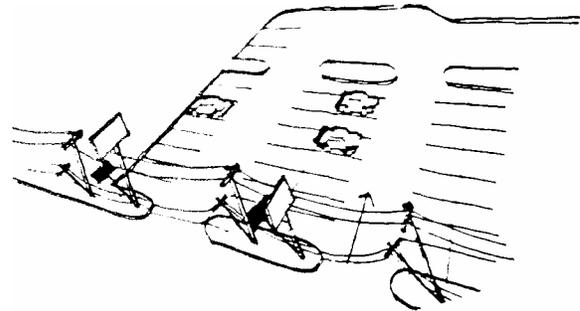
### GUIDELINES FOR SITE DESIGN

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1. Use landscape elements to screen edges of open sites.
2. Orient the building to the street, and place the building forward and parking to the rear.
3. Break up parking area with landscaping and accent paving. A minimum of 7% of the area should be landscaped.
4. All parking lots exposed to public streets shall apply for a Certificate of Appropriateness.



ACCEPTABLE



NOT ACCEPTABLE

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## SECTION VII.

### GUIDELINES FOR SIGNS

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The guidelines in this section apply to all signs within the LaGrange Historic Districts. All signage requiring a Certificate of Appropriateness must receive that Certificate prior to being installed. To ensure compliance, a Certificate of Appropriateness for signage should be applied for before purchase of the signage.

**Definition of a sign:** For the purpose of these guidelines, any object that is meant to advertise, draw attention, convey information, or give guidance to any person outside of a building shall be considered a sign. All signs placed inside of or on a window or store glass that can be viewed or understood from the outside of the building will also be considered a sign.

**General guidelines:** Designs and colors of signs should complement the historic nature of the district. All signs should include no more than the business name, address, phone number, logo, and/or the major business activity it provides or performs. Any member of the LaGrange Historic Districts Commission may individually give approval for signs that meet the specified guidelines given herein unless otherwise stated. All sign approvals must have an Application for a Certificate of Appropriateness signed and dated by both the party making the request and the Commission member giving approval. If approved, a specific drawing must accompany the request and must be presented by the approving Commission member at a regular Commission meeting. Any sign that is not approved by a single Commission member may be submitted to the entire Commission at a regular meeting for consideration. A regular meeting is one that occurs monthly and has been publicized and scheduled in advance. Applications for a Certificate of Appropriateness may be obtained at LaGrange City Hall.

#### **Specific guidelines:**

##### **1. Window and Door Glass or Vinyl Cut-out Signs**

- a. No more than 30% of total glass space may be used for signage per building regardless of the type of signage. No more than 30% of total glass space per pane of glass may be used for signage regardless of total per building.
- b. Any etching or sandblasting must be reviewed at a regularly scheduled Commission meeting.

##### **2. Building Mounted Signs**

- a. Signs must be mounted in such a way as to avoid damaging or obscuring architectural details of the building.
- b. Signs should be of the proportion of one square foot per linear foot of building, and shall not exceed 24 square feet per building.
- c. Fluorescent or glow-in-the-dark paints are not in keeping with the historic nature of the district and so are not permitted.

**3. Projecting Signs**

- a. Projecting signs may be erected only on existing stanchions (poles). No new stanchions will be permitted. Existing stanchions may be removed, but once removed cannot be reinstalled without Commission approval.
- b. Up to 12 square feet per side may be used for two-sided signs. No single sign shall exceed 24 square feet in total considering all sides.

**4. Awnings** (also see pg 15)

- a. The Commission will review all requests for awnings at a regularly scheduled meeting.
- b. Backlighting will not be permitted.
- c. Existing awnings may be removed, but once removed cannot be replaced without Commission approval. Awning may be removed temporarily for cleaning or repairs.

**5. Lighting**

- a. Indirect light sources that are shielded and shine on a sign may be permitted.
- b. Exterior lighting must not cause permanent damage to the building.
- c. Internally illuminated signs do not compliment the historic nature of the district and so are not permitted.
- d. Neon signs do not reflect the historic nature of the district and so are not permitted.
- e. All lighting must be shielded from shining into the sky or onto the public way.

**6. Yard Signs and Free Standing Signs**

All yard signs and freestanding signs must be presented to the Commission at a regularly scheduled meeting. No yard sign can be over 5'0" tall measured from the ground. No yard sign can be larger than 12 sq. ft. per side and can have only 2 sign sides. Yard signs cannot be lighted internally, but may have indirect lighting shining on them. A 12 sq. ft. sign will have no more than 150 watts of lighting on it per side. The light will be shielded from shining into the sky or onto the public way. No yard sign will have a dimension larger than 4 ft. in any one plane.

**7. A Frame and Other Non-Affixed Signs**

For this definition, any sign that is A-Frame or flat and not attached to a building or the ground (non-permanent). Even though the signs do not alter or affect the historic structure(s) they do impact the appearance of the Historic Districts and therefore must meet the following guidelines. Exceptions to this are "for sale" or "for rent" signs for a specific property, posted by licensed real estate companies or agents during the normal course of business.

Any member of the LaGrange Historic Districts Commission may individually give approval for non-affixed signs or they can be presented to the Commission at a regularly scheduled meeting. No sign can be over 2' x 3' in any plane or direction. Signs must not impede foot traffic, block passage to or from any building or cause hardship on wheelchair maneuverability. Sidewalk display type signs regardless of design must be removed at night (not later than 30 minutes after sunset). Signs not removed at night will be considered a pedestrian safety hazard and will be subject to removal by the LaGrange Police or a member of the Historic Districts Commission and given to the LaGrange Code Enforcement Officer for disposition.

## **8. Other Prohibited Signs**

- a. Electronic, LED, neon and flashing/running signs are not allowed.
- b. Roof signs are not allowed.
- c. No sign shall be higher than the roof, cornice or parapet.
- d. Flags shall conform to City of LaGrange standards. Flags and/or banners for commercial or promotional purposes are not allowed. A Certificate of Appropriateness is required to mount any new flag stanchion, bracket, or pole. Pennants and hung cloth or vinyl to attract attention (for any purpose) are not allowed.
- e. Billboards, chalkboards and/or posters or placards displayed with the primary purpose of public viewing from outside of the building are not allowed.
- f. No sign or notice may be painted on a structure.

Any display that could be considered signage but not specifically detailed within this section must be submitted to the Historic Districts Commission for consideration.

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## **SECTION VIII.**

### **GENERAL GUIDELINES FOR HISTORIC RESIDENTIAL AND COMMERCIAL LOCATIONS**

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#### **1. Temporary Buildings**

- a. Temporary buildings are those structures (regardless of size or fabricated material) that are intended by design not to be permanently affixed to a property, or that by design may be considered either permanent or temporary. As example; any storage shed that does not have a permanent foundation or any storage type container either placed on the ground or on support blocks. Construction job-boxes and port-a-potties are other examples of temporary structures that may be needed from time to time, as are lawn canopies and party tents.
- b. A Certificate of Appropriate is not required for temporary buildings providing that the duration of placement is in fact temporary. Any structure that remains on site within the Historic District in excess of twelve (12) months will be considered permanent and will therefore require a Certificate of Appropriateness. Extensions to the twelve-month guideline will be considered by the Commission on a case-by-case basis.
- c. Placement of any temporary building must be done with best consideration to the visual impact it will have on the Historic District. Unless approved by the Commission, all temporary buildings that will be on site for more than 48 hours must be located on the property behind the rear-most structural wall of the building. All attempts should be made to keep the temporary structure as visually unobtrusive as possible to the passing public.

**2. Koi Ponds, Fountains, Other Water Features or Yard Ornaments**

- a. Fountains and other water features under 3' tall and not attached to a structure do not require approval. Fountains and other water features over 3' tall located on a property to the rear of all street facing facades and ponds located on a property to the rear of all street facing facades do not require approval.
- b. Approval is required for fountains and other water features over 3' tall and ponds if the desired location is forward of a street facing façade. For approval, consideration must be given to size, intended location, style and design, and materials used. Water features attached to a structure must be approved.
- c. Temporary, seasonal or holiday type yard ornaments do not normally require approval regardless of size or location on the property.