

ARTICLE 17 ARCHITECTURAL REVIEW BOARD

17.01 Intent. To establish a board to review development proposals and to provide more design controls in designated older sections of the City of Frankfort. The actions of the board will aid in the prevention of intrusions of undesirable design characteristics, in the protection of desirable and unique physical features in older neighborhoods, in the protection and stabilization of property values and in the prevention of blighting caused by insensitive redevelopment. In addition, this Board is to expand the knowledge of the community on the historic background of Frankfort. This will be accomplished by an ongoing survey and inventory of historic sites within the City of Frankfort. From this information, sites and districts can receive recognition as local landmarks or National Register of Historic Places status. By accomplishing these goals, the City will qualify as a Certified Local Government.

17.02 Membership. The Board of Architectural Review shall consist of seven (7) citizen members all whom are to have a demonstrated interest in historic preservation. Six (6) members shall be appointed by the mayor, with the approval of the Board of Commissioners. One (1) member shall be appointed by the Frankfort-Franklin County Planning Commission. The members shall serve with compensation in the same amount as that of the Board of Zoning Adjustments members.

The seven (7) members to the Architectural Review Board shall consist of:

- a) Two (2) members that are preservation-related professional members (professions of architecture, history, archaeology, architectural history, planning or related disciplines);
- b) Two (2) property owners within of any one of three (Special Capital, Special Historic, or Central Business) local historic zone districts;
- c) Two (2) members of the construction and/or land development industry or Board of Realtors or Downtown Frankfort Incorporated (DFI)
- d) The Planning Commission shall appoint one (1) of its members to the Architectural Review Board (ARB).



All members of the Frankfort Architectural Review Board shall reside within the corporate limits of the City of Frankfort, Kentucky.

Each member should be appointed from a list of at least three (3) nominees submitted to the Mayor by the respective organizations. If any organization entitled to make a nomination shall fail to make the same within thirty (30) days after written request by the City Clerk, then the Mayor, with the approval of the Board of Commissioners, shall seek qualifying members and make the appointment. The term of office of these members shall expire within three (3) years of the date of appointment. These terms are to be staggered. An appointment to fill a vacancy shall be for only the unexpired portion of the term. Such vacancies shall be filled within sixty (60) days. Exception – the term of office for the member representing the Planning Commission shall follow the same term length as when appointed on the Planning Commission.

17.03 General Duties of the Review Board. The Board shall be responsible for accomplishing the following:

- A. Review all applications for new construction, including building additions and demolition in the Central Business, Special Capital and Special Historic zoning districts and advise the zoning administrator regarding the issuance of permits in such districts. The Architectural Review Board shall be guided by the standards and restrictions of the Comprehensive Plan and by the regulations governing the Special Capital, Special Historic and Central Business zoning districts, and by the Design Guidelines contained in Section 17.10.
- B. In accordance with K.R.S. 100.217, the Architectural Review Board shall act as a Board of Zoning Adjustment in hearing and deciding upon requests for Conditional Use Permits, Variances and Appeals for property located within the Special Historic, Special Capital, and Central Business zone districts.
- C. Review all applications for Local Landmark and National Register designation.



- D. Act in an advisory role to officials and departments of local government regarding the protection of local cultural resources.
- E. Act as a liaison between individuals and groups interested in historic preservation and local government agencies.
- F. Attend at least one informational/educational meeting per year, as approved by the Kentucky Heritage Council. The information gathered from such meetings to be used to further educate the general public on preservation issues.
- A. Attend sufficient training annually to satisfy HB-55 requirements. [8 hours of qualifying planning training hours every two (2) years].

17.04 General Procedures. The Board shall function along the following guidelines:

17.041 Bylaws. The Board shall cause a set of bylaws to be adopted. These bylaws shall be kept on file in the offices of the Department of Planning and Building Codes and shall be available to the general public.

17.042 Meetings. The Board shall meet on a monthly basis as specified in the bylaws. These meetings shall be held in the Council Chambers of the Frankfort Municipal Building or other public location as required. All meetings shall be open to the general public. The chairman of the Architectural Review Board may call special meetings as necessary to conduct the business of the Architectural Review Board. These meetings will aid in obtaining prompt decisions for the applicant.

17.043 Notice of Meeting. All meetings are to be advertised in the local newspaper at least seven (7) days prior to the meeting. This advertisement shall contain the date, time and location of the meeting, as well as the agenda. In addition to the advertisement in the newspaper, all adjoining property owners to a request being considered by the Architectural Review Board shall be given written notice of the request and date, time and location of the meeting which will be held to consider the request. Records of ownership in the Property Valuation Administrator's office shall be used for determining the names of the adjacent and contiguous property owners.



17.044 Annual Reports. At the end of each calendar year, the Board shall cause an annual report to be prepared. This report will review all requests reviewed by the Board and action taken. The report will be kept on file in the offices of the Department of Planning and Building Codes and shall be available to the general public.

17.05 Review Board Powers: New Construction, Building Additions, exterior renovations, Demolition, and those of the Board of Zoning Adjustment.

17.051 Building Permits. The Board shall not consider any interior alterations or remodeling in their review of permits unless the interior remodeling affects the exterior appearance of the structure. Exterior remodeling as governed by this article shall be deemed to include any change in the design, material or exterior treatment of a structure. The Planning and Building Codes Department shall not issue building permits in the Special Historic District, Special Capital District, and Central Business District for any new construction, building additions or moving of any structure unless and until:

1. The Architectural Review Board shall have reviewed the recommended approval of such plans and specifications of such structures as it deems necessary in the circumstances of the particular case, and
2. The Architectural Review Board shall have issued a Certificate of Appropriateness. The Certificate of Appropriateness shall state the reasons for approval by citing how the work proposed in the application is appropriate in regards to the guidelines for review in Section 17.10 and the intent of the respective zoning district contained within each respective zoning district, or
3. The Department of Planning and Building Codes Department shall have issued a Certificate of No Exterior Effect. The Certificate of No Exterior Effect shall state the reasons for approval.

17.052 Demolition Permits. No permit for the demolition of a principle structure in a Special Historic District, Special Capital District or the Central



Business District shall be issued by the Planning and Building Codes Department unless ordered by a Court; or unless approved by the Code Enforcement Board; or unless the Architectural Review Board issues a Certificate of Appropriateness. the Certificate of Appropriateness shall state the reasons for approval by stating how the proposed demolition is appropriate in regard to the guidelines for review for demolition permits, which are contained within each respective zoning district.

17.06 Review Board Procedures

17.061 Certificate of No Exterior Effect--Administrative Approval

A Certificate of No Exterior Effect shall be issued by the Department of Planning and Building Codes for all work, including exterior remodeling and minor additions to a property, proposed within the Special Capital, Special Historic, and Central Business zone districts, except for new construction, building additions, moving a structure, or building demolition. The Director of Planning and Building Codes shall use the Design Guidelines contained within each separate zone district in determining if a Certificate of No Exterior Effect can be issued.

In the event that the Department of Planning and Building Codes finds that an application does not meet the design guidelines required for the issuance of a Certificate of No Exterior Effect, the application shall be forwarded to the Architectural Review Board for its consideration and recommendations.

17.062 Review Board Procedures: New Construction, Building Additions, Exterior Remodeling, Moving a Structure Into or Out of, and Demolition Within the Special Capital, Central Business, or Special Historic Zone Districts. Whenever application for a building permit is made for new construction, building addition, or the demolition of any structure, or the moving of a structure in a designated Special Historic District, Special Capital District, or Central Business District, the Architectural Review Board shall be notified of such application, and the Board or its designee shall promptly notify the applicant of the date, time and place of a public hearing and shall hold the hearing within sixty (60) days of the filing of such a complete application. An application is determined as complete upon sufficient submittal of all required documentation required within this section, the application, and associated fees. The Board, or its designated representative, where it deems



necessary in order to review a particular application, may require the submission of any or all of the following items: architectural plans, plot plans, landscape plans, plans for off street parking, elevations of all portions of proposed structures facing streets, and elevation photographs or perspective drawings showing proposed structures and all such existing structures as are substantially related to it visually or by function, traffic generation or other influencing characteristics. The Board shall vote to approve or disapprove the application within ninety (90) days after the hearing is held. Unless a mutual agreement between the Architectural Review Board and the applicant has been made for an extension of said time, the application shall be deemed to be disapproved if not acted upon within ninety (90) days.

- 17.07 Approval by Architectural Review Board: New Construction, Building Additions, Moving of a Structure, Exterior Remodeling and Demolition. If the Architectural Review Board approved the application for a building permit or demolition permit, it shall promptly cause a Certificate of Appropriateness to be issued to the applicant, and shall at the same time transmit a copy of said Certificate to the Building Inspector. Upon receipt of the Certificate of Appropriateness or Certificate of No Exterior Effect, the Building Inspector shall issue the building permit or demolition permit if it meets all other requirements of law.

The Certificate of Appropriateness shall be valid for one year from the date of approval by the Architectural Review Board. If, after that time frame, the proposed work has not been completed, the Certificate of Appropriateness shall be null and void, unless an application is filed (at least 30 days prior to the expiration date) to the Architectural Review Board requesting an extension. If the Certificate of appropriateness has been voided, the Office of Planning and Building Codes shall notify the applicant of that fact and indicate that a new application must be submitted and approved by the Architectural Review Board prior to any work commencing on the project.

If an applicant finds that the approved work will not be initiated by the issuance of a building permit within the one year time frame, they may request an extension of time from the Architectural Review Board. If the Board finds that the applicant is in fact working toward completion of the



project, they may approve an extension of the time allowed for completion of the work.

17.08 Disapproval by Architectural Review Board: New Construction, Building Additions, Moving a Structure, Exterior Remodeling and Demolition. If the Board of Architectural Review disapproves the application for a building permit or demolition permit, it shall promptly transmit a written report stating the reasons for such disapproval to the applicant. In said written report, the Board shall make recommendations in regard to the intent of the Special Historic District, Special Capital District or Central Business District regulations and the guidelines for review outlined in Section 17.10 of this Article.

If an application has been denied by the Architectural Review Board, an applicant shall not be allowed to submit an application for the same work proposed for a period of one calendar year.

17.09 Appeal from Action of the Architectural Review Board: Appeals from actions of the Architectural Review Board may be taken by any person or entity claiming to be injuriously affected or aggrieved by the granting or denial of an application made to the Architectural Review Board. Such appeal shall be filled within thirty (30) days after the decision is made by the Architectural Review Board, by filing with the court of local jurisdiction.
(amended 9-2016)

17.10 DESIGN GUIDELINES FOR EXTERIOR REMODELING

The following guidelines shall be used by an applicant within the SC or CB zoning district in filing applications for approval for exterior remodeling and shall be used by the Director of the Planning and Building Codes Department in determining if a Certificate of No Exterior Effect may be issued for the proposed work. Building permit applications that meet these guidelines may be administratively approved, while those not meeting these guidelines shall require the review and approval of the Architectural Review Board prior to issuance of any building permit for work not meeting these guidelines.



1. Masonry

Masonry is one of the most durable building materials and can last for centuries. Brick, stone, terra cotta, stucco, concrete, and mortar are all examples of masonry. Masonry is used primarily for wall surfaces, but is also used for cornices, pediments, window lintels and sills, and other decorative building elements. The color, texture and patterns of the masonry and mortar joints help define the character of a building.

- A. Original architectural materials such as brick and stone, wood siding and trim, cast and wrought iron, and sheet metal shall be repaired, restored, and reused whenever possible. Original materials shall not be removed or covered. Where necessary, missing or deteriorated material shall be replaced with appropriate recycled or new materials that match the original as closely as possible. When the exterior masonry of a structure must be repaired, the color, texture, and pattern (where applicable) and composition of the masonry and the composition, color and tooling of the mortar shall duplicate the original
- B. Existing architectural features that give buildings their character, such as decorative piers, columns, brackets and cornice work, decorative brickwork, and terra cotta shall be preserved.
- C. The addition of inappropriate and out of character features shall be avoided.
- D. Existing architectural elements or portions of the original features shall be retained, repaired or replicated.
- E. If an original detail, such as a cornice, is deteriorated beyond repair or missing, it shall be replaced with a newly designed detail appropriate in scale, material, proportion and accuracy of detail. A simplified design may be used.
- F. Cleaning masonry shall be done by the least damaging method available, ranging from washing with a mild detergent and soft bristle brushes to chemical cleaning.



- G. Sandblasting is not an acceptable method for cleaning and shall not be permitted because it destroys brick and reduces the life of buildings.
- H. Sealants, such as water repellent coatings, shall not be used unless there is actual water penetration through the masonry units themselves, and the problem is not caused by faulty or missing mortar, poorly functioning gutters and downspouts, or rising ground water. If water is penetrating through the masonry to interior surfaces, then only the affected area shall be treated, and only after the masonry has been allowed to dry. Paint is more permanent and provides a good measure of waterproofing to masonry walls. Painting is recommended for building in the Special Capital and Central Business zone districts that have been previously painted.
- I. Tuck pointing shall be completed with a soft mortar, simulating the old lime and sand mortars in appearance and composition. A mixture consisting of one part lime, and seven to nine parts of the smallest available mesh sand (to match the original sand) is recommended. The use of this mortar will ensure that expansion and contraction characteristics of the brick and mortar will be approximated.
- J. The original joint type shall be matched by new tuck pointing. In general, the mortar joint shall be concave because this allows for the greatest bond of mortar to brick.
 - 1) The mortar shall be tinted to match the color of the original materials as closely as possible.
 - 2) If brick needs to be replaced, it shall match the original as closely as possible.

2. Siding

Wood is a common building material in the historic areas, used for structural framing, protective siding and decorative elements. Wood can be easily shaped by sawing, planing, and carving, and it is used for a broad range of building elements such as cornices, brackets, shutters, columns, porches, doors and windows, and other decorative building elements. For the purposes of these guidelines, siding shall mean all wood siding, shingles, decorative wooden elements and framing.



- A. Wood clapboard siding shall be used as the repair or replacement material on wood frame buildings.
- B. With the exception of accessory structures less than 200 s.f., rough-sawn wood, diagonally-oriented wood or plywood siding (i.e. T-111) is inappropriate and shall be prohibited for exterior walls, trim and ornamentation. *(amended 9-2016)*
- C. Aluminum, fiber cement, or vinyl siding shall be permitted for any structure within the Special Capital zone district. The following guidelines shall be followed in installing aluminum or vinyl siding in the Special Capital zone district:
 - 1. Corner boards for artificial siding shall be the same size as the existing corner boards.
 - 2. All new window and door trim shall be the same width as the original trim.
 - 3. Architectural features must be covered in a manner that will allow for the same proportion after coverage as before coverage.
 - 4. All artificial siding shall run in the same direction as the original siding.
 - 5. Frieze and soffit boards must be covered in the same widths as exists on the building.
 - 6. All detailing which is not flush with the siding or surface must bear the same proportion after coverage as before coverage.
 - 7. All exterior façade shingles shall remain and must not be covered or altered.
 - 8. All decorative porch posts, railings, brackets, cornices, and cornice trim must remain uncovered.
 - 9. Existing shutters consistent with the style of the building shall be returned to the original location after the artificial siding is applied.
 - 10. All masonry must remain uncovered.
 - 11. The width of artificial siding must have approximately the same width and shape as the original, and generally should be 4" to 6" wide.
 - 12. Artificial siding shall not be installed over rotted wood – all original siding, trim, fascia and drip items shall be repaired or replaced.



13. All artificial siding shall be the original color of the building, if possible
14. Siding materials with a stamped or molded design which imitates masonry or wood grain may be used when it matches the existing design.

In the Central Business zone district, vinyl or aluminum siding shall not be permitted, fiber cement may be approved administratively. Buildings already having artificial stone, asbestos, asphalt shingles, and other similar materials, shall be permitted to use similar materials in resurfacing or repairing these surfaces. Siding shall not be used to cover or replace brick walls

3. Roofs

- A. The original roof shape shall be preserved on the principle building.
(amended 9-2016)
- B. Changes to the original roof shape or adding features inappropriate to the character of the roof, such as oversized dormer windows, is discouraged. Skylights, roof decks and roof gardens may be permitted if they do not detract from the architectural integrity of the building. Generally, the use of skylights, roof decks or roof gardens on the main façade of the building is discouraged.
- C. Whenever possible, original roofing materials shall be retained. New roofing shall be appropriate to the style and period of the building and neighborhood and should match the old in composition, size, shape, color and texture. Retain or replace, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting and weather vanes. Full replacement of roof with material other than existing shall be only approved by the Board and after the applicant has submitted documentation and evidence of why the existing roof material cannot be repaired and/or replaced with the same material.
- D. Architectural details that will change the character of the roof and the structure are discouraged. Television antennae, satellite dishes or similar items and mechanical equipment such as air conditioning units shall be placed in an inconspicuous location where they will not detract from the character of the building



4. Gutters and Downspouts

- A. Box gutters shall be preserved and repaired or replaced with the same style box gutters on all elevations visible from a public right-of-way. Box gutters that cannot be repaired on elevations not visible from a public right-of-way ,may be replaced with half-round hanging gutters and round downspouts, ,
- B. Finish Treatment: Hanging gutters and downspouts, unless made of copper, shall be painted the same color as the house or the trim. To prevent the paint from flaking and peeling within a short period of time, new non-galvanized metal or aluminum gutters or downspouts shall be coated with a galvanized steel primer before applying the finishing coats of paint.
- C. Style: All hanging gutters and downspouts may be repaired or replaced with the same style and design. All new Hanging gutters shall be half-round and new downspouts shall be round unless otherwise approved by the Architectural Review Board; however, modern K-style gutters are allowed within the SC district, with the exception of historically contributing structures. PVC style gutters shall not be allowed in any historic district.
- D. Any ornamental roof accessories shall be cleaned, repaired and painted.

5. Windows

- A. The original pattern of window openings and their shape and configuration shall not be altered.
- B. Original windows shall be retained when possible, and repaired as needed.
- C. When replacement windows are used, they shall match the original in size, shape and design. Wood with vinyl clad or aluminum exteriors are allowed within the SC district. *(amended 9-2016)*



- D. Existing 6-over-6, 4-over-4, or 2-over-2 window sash may be replaced with 1-over-1 window sashes.
- E. Snap-in grids or grids between panels of glass that give a false appearance of a multi-pane sash are discouraged and shall not be administratively approved within the CB districts. *(amended 9-2016)*
- F. Windows of a style or era different than the house shall not be used.
- G. New storm windows shall be of wood or anodized aluminum with a painted finish.
- H. Window openings shall not be reduced, enlarged, or filled in on street facades.
- I. If original openings are filled in on the side or rear, the outline of the original opening shall remain apparent by setting infill material back from the surface and leaving original sills and lintels in place. Original openings on the side and rear may be blocked by attaching shutters in a closed position to maintain the appearance of a window.
- J. Installation of new window openings shall match the existing window openings as much as possible, especially on the primary elevations. New openings shall be of the same size and at the same height as existing openings. Board review and approval is required when such new window openings are proposed on street façade elevations.

6. Shutters

- A. Original shutters shall be retained or repaired.
- B. New shutters shall match the old in composition, size, shape, color and texture. Vinyl shutters shall only be allowed within the Special Capital District when vinyl siding exists on the same elevation.
- C. Shutters that detract from the character and appearance of the building shall not be installed. Shutters shall look as if they could work; they shall be big enough to cover the entire window when closed and they shall not overlap when open.

7. Doors



- A. Whenever possible, the building's original door(s) and door trim shall be retained and/or repaired. If a new door is required, the size, proportion, shape and configuration of the original door shall be duplicated as closely as possible. New doors shall match the material and hardware of the original.
- B. Any original hardware on the door shall also be repaired or retained whenever possible.
- C. Door openings shall not be reduced, enlarged, or filled in on street facades. Original transoms shall be retained.
- D. If it is not possible to retain original door openings, the door may be fixed in place so as to retain the original appearance. If original openings are filled in on the side or rear, the outline of the original opening shall remain apparent by setting infill material back from the surface and leaving original sills and lintels in place.
- E. In instances where new doors are proposed to be installed where there are no existing openings, the new doors shall match the existing doors as much as possible. New openings shall be of the same size and at the same height as existing openings.

8. Porches and Decks

- A. Porches or additions reflecting a later architectural style are often important to the building's historical integrity and shall be retained.
- B. Porches and steps appropriate to the building and its development shall be retained.
- C. When a new porch is added where one does not exist, the porch shall be compatible with the building in terms of the materials and their texture, color, scale and detailing.
- D. The detailing of the components of the porch, including roofs, railings and trim shall be compatible with the existing building.
- E. Decks on the rear and side elevations of a structure are permissible. These decks and porches shall follow the guidelines for new construction.



- F. Any addition of an exterior handicap ramp shall not require the Board approval for a determination of setback. The material and design shall be compatible with the existing building to the maximum extent possible.

9. Site Features

Private site elements include driveways, walkways, garages and out-buildings, lighting, fences, walls, benches, terraces, signs, fountains, berms, drainage ditches, trees, plantings and archaeological features. The relationship between historic buildings and the site features within a property's boundary helps define the historic character and shall be considered an important part of any project.

A. Walls and Fences

- 1) Walls and fences, including gates, are a consistent and dominant element throughout the historic areas. Cast iron and wrought iron fences and gates are the most frequent existing materials and their use shall be continued where appropriate. Existing wrought iron or cast iron fences and masonry walls shall be repaired and retained whenever possible. Picket fencing shall be no more than 4' in height and shall have no more than a 4" separation between pickets. Privacy fencing, commonly used in other areas of the City, shall only be used in the side and rear of the property.
- 2) Within the front yard, fence materials shall be masonry (stone or brick), wrought iron or wood. New fences shall be compatible with existing fences in the historic areas. Fences in front yards shall be no more than 4' in height. The use of picket fencing in front yards shall be encouraged whenever possible. Picket fencing shall have no more than a 4: separation between pickets. Chain link fencing shall not be permitted in the front yard of any structure.
- 3) Exception within the Special Capital District only:



- a.) When replacing an existing wood fence, the owner may choose to replace wooden fences with white vinyl fence material.
- b.) When installing new fences, the owner may choose to install vinyl fence material provided a portion of the exterior of the principle building also contains vinyl material and no other fence material exists on the same property – when other types of fence material exists on the same property, the architectural review board shall review and approve any proposed vinyl fence material.
- c.) Any vinyl fence material shall consist of the following minimum standards:
 - (1) Picket style shall not exceed 4' in height and shall have not more than a 4" separation between pickets.
 - (2) Vinyl lattice fencing shall only be an accent upon the top portion of a vinyl privacy fence material and is limited to the required height restrictions.
 - (3) Posts, Post caps and end caps shall be provided in same vinyl material.
 - (4) Railing along porches may also be made of white vinyl material – provided a portion of the exterior of the principle building also contains vinyl material.
 - (5) Vinyl post and rail fencing is not allowed.
 - (6) Vinyl fencing shall not be painted.
- d.) Existing metal or masonry fences/walls shall not be replaced with other materials, unless authorized by the Architectural Review Board.

B. Landscaping

Whenever possible, existing walkways or garden ornaments shall be retained and repaired. Landscaping consistent with the historic area and compatible with the architecture is encouraged.

C. Ground Surfaces

Ground surface materials, such as paving, ground cover planting, terraces, etc., shall be compatible with the existing and adjacent sites, existing site conditions and the character of the building. Use of materials compatible with the existing public sidewalks is encouraged.



The use of ground surfaces that vary significantly from the surrounding conditions, that do not fit the site configuration, or that detract from the character of the building are discouraged. For example, front yards which have an extensive mixture of paving materials and walks with little grass or ground cover shall be avoided, especially where the surrounding sites have large areas of grass or ground cover and few paved areas. Hard surfaced paving such as walks should not conflict in character with adjacent sidewalk materials.

D. Plantings

Large trees on private property along the streets and sidewalks contribute to an “avenue” effect. The continuation of this precedent is encouraged. Periodic maintenance shall be carried out to ensure the proper health and appearance of landscaping. The removal of trees where they contribute to the continuity of street trees is discouraged.

E. Awnings

- 1) Awnings are encouraged as part of the overall design concept for buildings.
- 2) The installation of canvas canopies and awnings is encouraged on both commercial and residential buildings. However, they shall not obscure significant architectural features or require their removal.
- 3) Existing canvas awnings shall be retained and repaired whenever possible.
- 4) New awnings shall be designed and constructed with appropriate materials that respect the original character of the building and area.
- 5) New awnings shall be of a size, shape, color and texture which is compatible with the building’s architectural style.



- 6) Awnings shall be constructed of canvas or other pliable material that meet Fire Codes. Metal or other rigid awnings shall not be used. Flame retardant canvas and or self-extinguishing materials that resemble canvas such as 100% acrylic are acceptable. Vinyl materials shall not be allowed.
- 7) On commercial buildings, awnings may incorporate signs, as long as the sign does not exceed the size requirement for a fascia sign.

10. Facades/Storefronts

Traditionally, commercial buildings have a well-defined opening that contained the original storefront and is usually exclusively confined to the first floor of the building. Storefronts shall never be enlarged to encompass additional floors, unless it can be determined that this was the original design of the building.

- A. Piers or columns that divide the storefront into bays, and lintels or cornices that separate the storefront from the upper floors shall not be covered or removed
- B. Windows shall not be filled in and the existing sill height shall be maintained.
- C. Original transoms, window configurations, doors, and ornamentation shall be retained and repaired whenever possible, or replaced with similar materials as needed. Where no original materials or detailing remains, new work shall be compatible with the original character of the building.
- D. Storefronts shall be located in the plane of the front façade. Storefronts which have major projections beyond the front façade of the building are not appropriate and shall be avoided. The entry to the building shall, however, be slightly recessed to provide a sheltered entry to the building. For exterior swing doors, the depth of the recess shall be greater than the width of the proposed door.



- E. Storefronts that are not original but have their own unique or historic character or design shall be retained and repaired.
- F. In the event that the original storefront has been removed or irreparably damaged, a new front consistent with the architectural style of the overall structure shall be constructed.
- G. When designing new storefronts, scale, materials, proportion, color and number and size of window openings shall all be considered.
- H. Inappropriate historical themes shall be avoided. Detailing such as coach lanterns, colonial doors, storefront shutters, small window panes and window openings shall be avoided.
- I. Materials and design elements such as mansard roofs with wooden shingles, rough textured wood siding, and fake bricks or stone are not appropriate materials for commercial storefronts and shall be avoided.
- J. The storefront shall be designed with large quantities of clear glass, approximately 75% of the storefront area.
- K. Storefront window glass shall be clear. Mirrored or shaded glass shall not be used, unless substantial evidence that the original building contained such glass.
- L. Appropriate materials shall be selected to repair and replace storefronts. Materials such as vinyl and aluminum siding are not appropriate. Where aluminum window frames are used to replace those that were originally wood, the exterior frames shall be either anodized aluminum or painted.
- M. The proportions of the elements of the storefront shall be appropriate to the overall design of the building, as well as to the original storefront. Vertical proportions are much more common than horizontal. Proportions of the storefront cornice, the window elements and the door openings are all important considerations,



and these individual elements were often constructed with similar proportions. Alterations to the original architecture shall not be made to “improve” the design of the building.

- N. Storefronts shall not be placed on buildings or portions of buildings that were not originally designed as commercial buildings.

17.11 DESIGN GUIDELINES FOR NEW CONSTRUCTION OR MOVING OF A STRUCTURE INTO THE HISTORIC DISTRICTS:

- A. Proportion of Building’s Street Front Façade: The existing relationship between the width and height of the street front elevation(s) of the building (s) in the immediate area shall be maintained.
- B. Proportion of Windows and Other Openings Within the Façade: The relationship of width to height of windows, doors and other openings of the facades of building(s) in the immediate area shall be maintained.
- C. Rhythm of Solids in Street Front Facades: Rhythm being an ordered recurrent alternation of strong and weak elements. Moving by an individual building, one experiences a rhythm of masses to openings. This rhythm shall be maintained.
- D. Rhythm of Spacing of Buildings Along Streets: Past a sequence of buildings, one experiences a rhythm of recurrent building masses to spaces between them. This rhythm shall be maintained.
- E. Rhythm of Entrance and/or Projections: The relationships of entrances to sidewalks. Moving past a sequence of structures, one experiences a rhythm of entrances and projects (such as porches) at an intimate scale. This rhythm shall be maintained.
- F. Relationship of Materials: Within the immediate area, the predominant material may be brick, stone, stucco, wood siding or other material. This relationship shall be maintained.
- G. Relationship of Textures: The predominant texture within an area may be smooth, rough, horizontal, vertical or other texture or a combination of these textures. This relationship shall be maintained..



- H. Relationship of Color: Within an area, the predominant color may be that of natural materials, or the patina of materials colored by time. The accent of blending colors of trim may also be predominant. This relationship shall be maintained.
- I. Relationship of Architectural Details: Predominant details within an area may include cornices, lintels, arches, quoins, balustrades, wrought iron work, chimneys, and other significant design elements. The relationship of architectural details shall be maintained.
- J. Walls of Continuity: Within an area, physical elements, such as brick walls, wrought iron fences, landscaping masses, building facades, or combinations or theses, may form a cohesive enclosure or sense of enclosure along a street. These walls of continuity shall be maintained.
- K. Relationship of Landscaping and Landscape Elements: There may be a predominance of a particular quality and quantity of landscaping and landscape elements within an area. These landscaping and landscape elements may combine to provide a certain mass and continuity. This relationship shall be maintained.
- L. Ground Cover: Within an area, there may be a predominance in the use of ground cover, such as brick pavers, cobble stones, granite blocks, tabby grass, moss, or other materials. The predominance of these materials shall be maintained.
- M. Scale and Units of Scale: Scale, within an area, is created by the size of structures, landscaping, landscaping elements, and architectural details which may relate to the human size, monumentality or some other order of proportion. Scale is also determined by structural, landscape or other such masses and their relationships to open space. The predominant elements of scale may be brick or stone units, windows or door openings, porches or balconies, landscape massings, roof pitches, eave lines, etc. The ambient scale of an area and its units of scale shall be maintained.
- N. Directional Expression of Building Facades: Structural shape, placement of openings, and architectural detailing may provide a predominantly vertical, horizontal, or a non-directional character to the building facades. This directional expression shall be maintained.



17.12 Demolition of Structures: The following guidelines are to be used by the Architectural Review Board in making its determination when an application has been filed for the demolition of a structure.

A. Any applicant requesting approval for the demolition of a principle building shall be required to submit the following information with their application:

- 1) The architectural and historical importance of the structure and its significance to the history, character, and/or fabric of the designated area. (This information shall be presented in a report prepared by an Architect or an Architectural Historian)
- 2) The physical condition and structural integrity of the structure. (This information shall be presented in a report prepared by an Architect or Structural Engineer)
- 3) The cost of reasonable rehabilitation, renovation or restoration of the structure to allow the structure to continue in a useful function or to continue its contribution to the designated district. Also, the cost of demolition and disposal of the structure. (Two quotes addressing the minimum standards shall be submitted. The quotes shall be prepared by an Architect or Professional Property Appraiser. This information may also be provided by estimates from three independent Construction Contractors licensed to do business by the City of Frankfort, Kentucky.)
- 4) The existing and/or potential usefulness of the structure, including the potential reasonable economic return from the use of the structure. (This information shall be presented in a report prepared by an experienced Real Estate Professional or other competent Professional and shall include information about the value of similar structures in the designated district.)
- 5) The applicant shall submit information on the amount paid for the property in all sales in the previous five (5) years; the assessed value of the land and improvements; the real estate taxes paid; the



annual debt service, if any; and all appraisals obtained within the previous two (2) years.

B. When an application for demolition is for an accessory structure, the Board, through its Chairman, may waive the detailed application outlined above, and authorize the issuance of a “no exterior effect” by staff.

B. The Architectural Review Board shall consider the relationship between the structure to be demolished and its site, other structures on the site, and other property in the designated district. In evaluating this relationship, the Board shall consider the historical and architectural significance, architectural style, design, arrangement, texture, materials, and color.

C. If economic hardship or the lack of reasonable return is a concern of the applicant, the Board should consider the following items to be provided by the applicant: the annual gross income for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and annual cash flow for the previous two (2) years.

D. If a “Certificate of Appropriateness” for demolition is granted, the Board may require any or all of the following:

- 1) Documentation of the structure by the applicant through photographs and/or measure drawings, including material on detailed features of the structure.
- 2) Preservation of valued architectural details and materials of the structure by the applicant. If details or materials are to be preserved the Board may negotiate with the applicant as to the methods of preservation.

17.13 In-Progress Inspections/Stop Work Orders. All work performed pursuant to the issuance of a Certificate of No Exterior Effect or Certificate of Appropriateness shall conform to the requirements of such certificate. It shall be the duty of the Department of Planning and Building Codes to inspect from time to time any work performed pursuant to such certificate to assure compliance. In the event that work performed is not in accordance with such certificate, the Director, Department of Planning and Building Codes or his designated representative shall issue a stop



work order and all work shall cease. No person, firm or corporation shall undertake any work on such project while the stop work order is in effect.

17.14 Emergency Conditions. In any case where the Building Inspector, in consultation with the Director of the Department of Planning and Building Codes, determines that there are emergency conditions dangerous to life, health, or property affecting a property in a historic district, he may order the remedying of these conditions (given priority to stabilization prior to demolition) without the approval of the Architectural Review Board. The Director shall promptly notify the property owner and Chairman of the Architectural Review Board of the action being taken.

17.15 Review Board Powers: Local and National Register Designation

17.15.1 Local Landmarks and Districts. The Board shall consider all applications for local designation of individual sites and districts within the City of Frankfort. These shall be defined as sites or districts that are significant to the history and development of Frankfort, but do not qualify for inclusion on the National Register of Historic Places. Such a designation does not automatically grant the Board review powers for new construction, exterior remodeling and demolition. This designation will be considered for future rezoning requests.

17.15.2 National Register of Historic Places. The Board shall consider all applications for National Register listing within the City of Frankfort, except those that are part of an awarded grant issued by the Kentucky Heritage Council, where the City is the applicant. Once individual sites or districts are listed on the National Register, the Board will not automatically obtain review powers for new construction, exterior remodeling and demolition. This designation will be considered for future rezoning requests.

17.15.3 Review Board Procedures: Local and National Register Designation. Whenever an application for a local or national designation is received (except for those excluded in 17.15.2), the Board shall be notified. The Board shall promptly notify the applicant of the date, time and place of a public hearing within sixty (60) days of the filing of such application. The board shall require the submission of a completed nomination form and representative photographs of the property (electronic jpeg format is acceptable), as well as any other documentation the Board may deem necessary. The Board shall vote to approve or disapprove the application



within ninety days after the application has been filed. Unless a mutual agreement exists between the Board and the applicant, the application shall be deemed disapproved if not acted on in ninety (90) days.

17.15.4 Approval by Architectural Review Board: Local and National Register Designation. If the Board approves the nomination of a site or district, the applicant will be notified by letter of the action. At the same time, the City Commission will be notified of the action for their review. The City Commission will then review the application, consider the comments and actions of the Board, and render a final decision. If the application is for National Register designation, the City Commission will forward its decision and all comments to the Kentucky Heritage Council within sixty (60) days, for submission to the Kentucky Historic Preservation Review Board.

The Kentucky Historic Preservation Review Board, after considering all opinions, will make its recommendation to the State Historic Preservation Officer. The Board, the City Commission, or the property owner may appeal this final decision by the procedure outlined in the National Historic Preservation Amendment Act of 1980 (36CFR8).

17.15.5 Disapproval by Architectural Review Board: Local and National Register Designation. If the Board disapproves the application for a site or district, it shall promptly transmit a written report stating the reasons for such action to the applicant. A copy of this report will be forwarded to the City Clerk and the Kentucky Heritage Council. If both the Board and the City Commission recommend that a site or district not be nominated, it will notify the Kentucky Heritage Council of this decision. The Council will then notify the property owner, the State Review Board, and the State Historic Preservation Officer. The property will then not be nominated unless an appeal is filed with the State Historic Preservation Officer. This appeal procedure is outlined in the Historic Preservation Amendment Act of 1980 (36CFR8).

17.15.6 Appeal from Actions of the Architectural Review Board: Local and National Register Designation. In the event the Board disapproves an application for designation, the applicant may appeal the decision to the City Commission.



17.15.7 Criteria for Local Landmark Designation. The criteria for local designation will be based on criteria similar to that established by the Department of the Interior for inclusion on the National Register of Historic Places. In such cases, more weight will be given to local significance.

17.15.8 Criteria for National Register Designation. The criteria for National Register designation shall be the same as those established by the Department of the Interior.

17.16 Definitions. As used in this Article, the following terms shall mean:

- a. Certified Local Government: A government meeting the requirements of the National Historic Preservation Amendment Act of 1980 (P.L. 96-515) and the implementing regulations of the U.S. Department of the Interior and the Kentucky Heritage Council.
- b. Board: The Frankfort Architectural Review Board
- c. Demolition: Any act that destroys in whole or in part a landmark or a building in a historic district or a landmark site.
- d. Exterior Remodeling: Any change in the design, material, or exterior treatment of a structure that requires a building permit.
- e. Historic District: An area meeting one or more of the criteria contained in Section 17.15.8 of this Article.
- f. Landmark: A building or structure meeting one or more of the criteria outlined in Section 17.15.7 of this Article.
- g. Minor Additions: A deck, patio, porch, accessory storage building, garage, etc.

