

EXHIBIT “D”

DOWNTOWN HISTORIC DISTRICT FAÇADE IMPROVEMENT PROGRAM DESIGN GUIDELINES

All submitted applications and projects will be reviewed based on the Downtown Historic District Façade Improvement Design Guidelines, as amended, and the City of Garland’s Development Code and Ordinances.

1.01 Purpose. Downtown development is officially governed by Chapter 7 of the Garland Development Code (GDC), and all grant applications must comply with the code.

The following development guidelines are intended to work in conjunction with the GDC, serving as additional guidelines for grant award recipients. Grant applications will be evaluated and scored according to the degree of adherence to these guidelines.

The purpose of the Downtown Historic District (DHD) Façade Improvement Program is to attract reinvestment to this special area as a destination and as a historic resource while preserving the unique character of Garland’s historic downtown.

1.02 Goals. The unique and authentic character of the DHD helps to establish a sense of place that supports community pride, engagement, and destination marketing efforts. The grant guidelines seek to establish a balance between supporting progressive economic growth and preserving the historic integrity of structures and the unique character of the overall district. Goals include:

- (A) To preserve downtown as a unique and historic resource for the community;
- (B) To attract compatible reinvestment to the area;
- (C) To encourage the restoration, rehabilitation, adaptive use and reconstruction of historic buildings;
- (D) To protect the National Register of Historic Places designation, which in turn will protect the ability to use the economic incentives that are available for eligible buildings from state and federal governments;
- (E) To create standards to guide the rehabilitation of the buildings, which encompasses restoration, rehabilitation, adaptive use and reconstruction, such that the above goals are met and maintained;
- (F) To create standards to guide the additions to buildings such that the above goals are met and maintained.
- (G) To encourage public art and the expression of modern-day cultural amenities and attractions through temporary installations that do not undermine the long term integrity of historic structures.

1.03 Intent. The intent of the development guidelines is to preserve the buildings and to provide architectural and open space standards that guide the design of alterations to be compatible with the character of the buildings and district. The ability to preserve the downtown is dependent upon an understanding of its unique character and which buildings contribute to that character. The Standards for rehabilitation (including restoration, rehabilitation, adaptive use and reconstruction) and additions are applicable to the contributing buildings in the district. The Standards also address non-contributing buildings.

The DHD consists of one open space – the Downtown Square – and blocks of buildings surrounding it. The historic significance of the DHD is in the form, scale, materials and type of building found within the district that serves as a representation of the development of the city of Garland from its inception through the 1960s, after which the downtown ceased to be the primary commercial center for the community. The open square and the concentration of one and two-story masonry commercial buildings establishes an urban environment that is recognizable and historic. The DHD tells the story of Garland’s earliest development through its hey-day as the center of the community.

The period of significance for the DHD is therefore from 1897 to 1966. Any building within this period may be restored, rehabilitated, adaptively used or reconstructed to reflect its appearance during the period of significance.

The architectural form and styles of the buildings within the district reflect one and two-part commercial block buildings as the predominant form and styles that include local vernacular, Late Victorian, Mission/Spanish Colonial Revival, Moderne and the International style. Many of the original styles of the buildings, particularly those of the Late Victorian style, have been altered over time to “modernize” their appearance. The retention of modernization alterations is at the option of the building owner.

When alterations are proposed to a building in the DHD, the first step is to determine the style and form of the building. If the original style has been altered, the alterations may match that appearance or may be restored to their original appearance. The information here is provided to enable identification of the building’s architectural style so that further research can be undertaken to assist an owner in the design of sensitive changes. A list of architectural style guides and dictionaries is provided [below](#).

Form

- (1) One-part commercial block buildings consist of a single story treated similarly to the lower façade unit of a two-part commercial block building consisting of storefronts used as display windows for retail with a parapet across the top of the building. The parapet was usually tall enough to allow for occupant signage or advertising and typically included a cornice. Examples of this building form in Garland include the Morrison’s Garage building at 620 Main Street, M.D. Williams Building at 532 Main and the building at 615 W Ave A.
- (2) Two-part commercial block building consists of two distinct stacked façade units with a horizontal division that clearly separates the two. The first floor accommodated the more public commercial needs with display windows for the various businesses and the second floor would have been used as office and support spaces or meeting spaces for fraternal organizations. Some of the Garland buildings constructed in this building form are the C.M. Brown building at 614 Main Street, Masonic building at 115 N. 6th Street, IOOF building at 113 N. 6th Street, and the Garland Fire Station building at 116 S 6th Street.

Styles

- i. Local Vernacular is designed based on local needs, availability of construction materials and reflecting local traditions. Often, these materials and traditions are simple and utilitarian, without apparent architectural significance; however, this is a character-defining-feature of this style. An example of this style is the Roach Feed & Seed building on Main Street.



Characteristics:

Utilitarian materials
Simple, functional forms

Address:

409 Main Street

- ii. Late Victorian was at one time the predominant style in downtown Garland. Today, it is only represented in a handful of buildings along Main Street and in the reconstructed building at 107 N. Sixth Street. The character-defining features of this style include the use of brick and sometimes stone accents, decorative and corbelled brick work, particularly along the parapet wall, arched or rectangular window openings, storefronts that maximize the visibility of shops by using large expanses of glass, often with recessed entrances, canopies, and transom windows. Typical dates: 1870 – 1900. A subset of this style is the later, early nineteenth century buildings with Prairie style influences. Typical dates: 1900-1920. Examples of this style include:



Characteristics:

- Cast stone accent
- Corbelled or decorative brickwork at parapet
- Transom window
- Flat canopy hung from wall

Address:

107 N Sixth Street



Characteristics:

- Wood storefront
- Stone decoration
- Storefront similar to Late Victorian style
- Storefront with recessed entry

Address:

610 Main Street

- iii. Mission/Spanish Colonial Revival is based upon historical examples of Spanish Colonial architecture and mission designs and includes low relief carvings, arches, columns, decoration confined to entrance surrounds, iron grills and balconies, gates and light fixtures, decorative parapets and asymmetrical massing. Typical dates: 1915-1940. Example of this style:



Characteristics:

- Spanish tile, hipped roof
- Brick
- Arched or straight openings
- Decorative entrance surround
- Decorative ironwork

Address:

716 Main Street

iv. Moderne style is sometimes described as a simplification of classical forms with horizontal emphasis found in banding, curved corners, minimal decoration and modernistic influences within traditional forms. New materials for the era include glass block, structural pigmented glass, metal panels, large plate glass and patterned glass. Typical dates: 1930 – 1945. Examples of this style:



Characteristics:

- Flat roof horizontal banding
- Horizontally grouped windows; sometimes wrapped around corner
- Modern canopy and fin wall
- Minimal decoration at entry door

Address:

116 S Sixth Street



Characteristics

- Soft curvilinear lines
- Glass block
- Modernistic simple forms without attached decoration

Addresses:

708 Main Street

v. International Style is designed with flat roofs, smooth, uniform wall surfaces, a lack of ornamentation, simple materials such as brick and metal panels, large expanses of glass, projecting eaves and canopies. Storefronts may have minimal aluminum mullions. Low ceilings and horizontality are also characteristic. Typical dates: 1920 – 1965. Examples of this style:



Characteristics:

- Continuous flat canopies
- Large expanse of storefront
- Simple form and minimal material palette

Address:

823 Main Street



Characteristics:

Continuous flat canopies
Large expanse of storefront
Simple form and minimal material palette

Address:

500 Main Street

GENERAL STANDARDS

1.05 General

- (A) **Application.** The standards in these guidelines apply only to applicants of the Downtown Historic District Façade Improvement Program. Other standards governed by the Garland Development Code (GDC) are applicable as well. A property owner may use the standard “major waiver” process for requirements set forth in the GDC; issuance of the waiver may or may not affect the applicant’s grant score, to be determined on a case-by-case basis.
- (B) **Standards.** The Standards are defined for the following types of work:
- (1) Rehabilitation work consists of restoration, rehabilitation (repair and alterations), and reconstruction of buildings and of contributing properties.
 - (2) Additions consist of additions to contributing properties.
 - (3) Non-contributing property work.
- (C) **Contributing and Non-contributing properties.** Contributing properties are those that contribute to the sense of place and the character that defines the district; these properties are also listed as contributing in the National Register historic district. Non-contributing buildings are those that fall outside of the period of significance for the district, are not of a characteristic style, or do not have sufficient historic integrity. The following map defines the contributing and non-contributing buildings in the DHD:



1.06 Land and Building Use

- A. Flex Space At-Grade is not required.
- B. Recreation and Open Space for Apartments and Condominiums is not required..
- C. Dwelling units are not allowed on the ground floor.
- D. The following uses are allowed in GDC:
 - (1) Furniture and Appliance Cleaning/Repair
 - (2) Pet Care/Play Facility (indoor)
 - (3) Printing/Publish house
 - (4) Veterinary Clinic, Small Animal (indoors only)

1.07 Rehabilitation Standards for Contributing Properties

- (A) **Intent.** The Standards are intended to preserve the historic, character defining features of the contributing properties by retaining as much historic material as possible, by repairing rather than replacing, and by protecting the historic features that give a property its character. Determining what features and materials are historic is the first step of any rehabilitation effort.

The Guidelines prioritize the preservation of building facades that are visible from public streets; these are designated as “protected” facades, and include street facades, including side street facades. Protected facades should be restored, rehabilitated, or reconstructed and should not be altered unless there is a compelling reason to do so or in order to reinstate a historic appearance. Non-protected facades are the remaining facades of the building and where alterations and additions are encouraged in order to preserve the protected facades.

The use of the United States Department of the Interior’s National Park Service publications titled *Preservation Briefs*, the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* and the *Secretary of the Interior’s Standards for Rehabilitation* are encouraged as a guide for the preservation of contributing properties.

(B) General.

- (1) Restore, rehabilitate, and reconstruct building form and materials.
- (2) Preserve non-original alterations that have achieved historic significance in their own right and that fall within the period of significance. A property owner is required to identify the approximate date of features that are proposed to be removed.
- (3) Remove non-original alterations and additions that have not achieved historic significance and restore or reconstruct the design to an earlier or original period. A property owner is required to identify the approximate date of features that are proposed to be removed.
- (4) When restoration or reconstruction is undertaken, use available historic photographs, drawings and other documentation to replicate an earlier or original appearance. If documentation of the earlier or original period is not available, refrain from creating false history and follow the Standards for Additions.
- (5) Repair authentic historic materials wherever possible; replacement materials that match the appearance, material, size and configuration of the historic materials shall be used when repair is not feasible.
- (6) The historic form of the building to the extent that it is visible from the opposite side of a public street is protected. Refer to Diagram 1.0 for sight lines that shall be used to determine visibility. Additions are limited to one story.

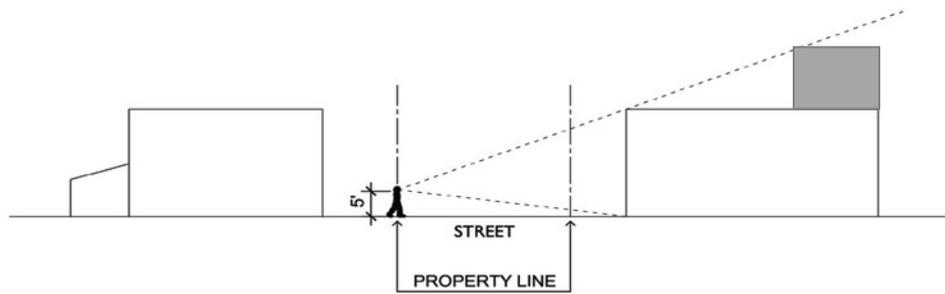


Diagram 1.0: Sight lines used to determine visibility from the opposite side of the street

- (7) The historic style of a building is protected. Where the style of a building has been altered, repairs and alterations shall serve to “bring back” the historic style of the building. Therefore, repairs and alterations shall be compatible with the historic style of the building.

(C) Façade/Storefronts.

- (1) Preserve historic elements, style and materials of the storefront including cornices, display windows, transom windows, spandrels and knee walls.
- (2) Preserve historic recessed entries where they exist, including historic flooring or paving materials within the setback. Recessed entries provide weather protection, protect passing pedestrians from doors that open directly into the public sidewalk and are historic features.
- (3) Preserve or incorporate access to the upper story of two-story buildings to encourage use of these upper floor spaces with minimal impact to the historic configuration of the façade or storefront.
- (4) Preserve the utilitarian character of the non-protected facades such as exposed party walls and rear walls.
- (5) Cleaning of masonry shall be undertaken with the gentlest means possible. Property owners are encouraged to test low pressure water, low pressure water with mild detergents and chemical cleaning products formulated specifically for masonry materials. Sand or grit blasting and other abrasive methods of cleaning is not allowed. Abrasive methods remove the patina and the finish from stone and the “face” of from brick, which affects the performance of these materials.
- (6) Repointing of masonry should be undertaken where necessary, not as an entire façade activity (unless determined necessary over the entire façade. Repointing often causes damage to the masonry during removal of the mortar from joints; hand tools should be used to rake out mortar from vertical joints to avoid damage. Mortar used for replacement should match the appearance and the compressive strength of the existing historic clean mortar. For twentieth century buildings, Type N mortar is generally acceptable. However, where lime mortar is present, replacement mortar should have a high lime content similar to that of the historic mortar to ensure its compatibility with the historic masonry material; testing of the mortar is recommended. Incompatible mortar can cause stone and brick to crack. Ready-made gray cement mortars are typically not a good match to historic mortars and shall not be used.
- (7) The painting of brick shall not be undertaken unless the brick was previously painted. Painted brick and stone damages the masonry by trapping moisture inside the material and is generally an irreversible action due to the cost of paint removal. Paint removal from historic masonry using chemical stripping products is encouraged but it is recognized that removal can be difficult and typically requires 100% repointing of the mortar joints. Historic painted signs are excluded from this standard.

(D) Windows and Doors.

- (1) Preserve historic doors, door hardware (where feasible), and windows.
- (2) Snap-on window muntin shall not be used. Where divided light windows are proposed, the muntin element shall be used on the inside and outside of the glazing unit.
- (3) Decorative ironwork and burglar bars over windows is not allowed.
- (4) Tinted, colored and reflective glass is not allowed except where part of a restoration or reconstruction where special glass was used historically. Films shall not be used on glass unless transparent.
- (5) Replacement windows and doors may incorporate insulated glass units provided the other characteristics of the element are maintained. Additional measures for improvement of window performance can be found in the expanded and illustrated *Secretary of the Interior's Standards for Rehabilitation* and in the *Preservation Briefs* series.
- (6) Exterior sun screens that cover the entire window are not allowed.

(E) Roofs.

- (1) Preserve historic roofing that is visible from a public way, including form, material and configuration.
- (2) Preserve historic eaves, soffits, coping, cornices, and parapet walls.

(F) Colors.

Colors consistent with the style of the building or the predominant colors in the district are encouraged. Fluorescent and highly reflective colors shall not be used as the predominant color unless evidence of their historic significance has been documented.

(G) Canopies and Awnings.

- (1) Preserve historic canopies, awnings and hardware.
- (2) The reconstruction of historic canopies is encouraged.
- (3) The use of flat, rigid canopies and canvas awnings of the "drop-front" style are encouraged. "Bubble" style awnings shall not be used.

(H) Lighting.

- (1) Preserving historic lighting is encouraged.
- (2) Lighting the exterior of the building with recessed down lights set within canopies, gooseneck lights or other lighting consistent with the style of the building is encouraged.

(I) Site/Landscaping.

- (1) Landscaping shall not obscure views of significant features on protected facades.
- (2) Mechanical equipment shall be screened with materials matching the building. If located on the roof, mechanical equipment shall be located out of view from a public way as shown in Diagram 1.0 and screened with a material matching the building or painted to blend into the building.
- (3) Outdoor seating areas and patios are encouraged on the street and at the rear of the property.

(J) Signs.

- (1) Preserving historic signs is encouraged.
- (2) Preserving painted historic sign and sign "ghosts" or remnants is encouraged.
- (3) Signs shall not cover transoms or other historic features. Historic locations for signs, such as on glass storefronts and on glass in doors, projecting from the façade, hanging, painted on walls and as part of a canopy or awning system are encouraged. Locate signs so that they

relate to architectural features.

1.08 Additions Standards

- A. Intent.** The Standards for Additions applies to alterations and additions to contributing properties in the historic district.

It is recognized that changes to and the expansion of historic buildings are a necessary part of a building's evolution. These guidelines are intended to manage that change in a way that protects the architectural character of the district. Additions shall be designed to minimize their impact on the historic design and materials of the main building.

Additions shall be compatible with the main building in massing, size, scale and material. Whenever possible, new additions to buildings should be done in such a manner that, if removed in the future, the essential form and integrity of the historic building and site would be unimpaired. The Standards are intended to preserve the protected facades of the building facing a public street and side facades facing a public street.

Additions to non-protected facades shall also be appropriate.

B. Building Height.

- (1) Height shall be limited to a minimum of one story and a maximum of two stories at the street with a third story at the roof set back a minimum of 30 feet from the street façade or as defined by Diagram 1.0, whichever set back distance is lesser.
- (2) The maximum floor to floor height shall not exceed the floor to floor height of the immediately adjacent contributing buildings. Where an adjacent building does not exist or is not historic, the average floor to floor height of the historic buildings on the block face shall be used.

C. Architectural Articulation.

- (1) The building form shall correspond to one of the identified historic style forms within the district, including the one-part and two-part commercial form, which is the predominant form. Tri-partite architecture with a distinct base, middle and top, is not required or encouraged.
- (2) Articulated parapet walls at the street facade, through the use of corbelled brick, a stepped or other form, and the application of detail or ornament consistent with the style of the building is encouraged.
- (3) Canopies and awnings shall be functional, reflect the bay spacing of the building or be consistent with the style of the building. Canopies and awnings shall extend a minimum of six feet from the building over the sidewalk for at least seventy-five percent of the frontage of the building. Such awning shall maintain a minimum eight-foot clearance over the sidewalk. Lighting and integrated signage is encouraged.

- D. Residential At-Grade.** Not allowed.

- E. Residential Above-Grade.** Balconies are not allowed.

- F. Flex Space At-Grade.** Not allowed.

- G. Nonresidential Windows and Glazing.**
- (1) Window openings shall reflect the bay rhythm of the adjacent or predominant buildings on the block face.
 - (2) Single light, fixed storefront windows are not allowed as the principal window type but may be used as an accent window and as the ground floor storefront window.
 - (3) Window size, material and type shall be compatible with the style of the building.
- H. Building Entries.** Inset entries are not required but are allowed.
- I. Roofs.** Building roof materials shall be compatible with the style of the building.
- J. Exterior Walls.**
- (4) EIFS is not allowed.
 - (5) Glass curtain wall is not allowed.
 - (6) Other exterior walls that are not visible from a street, plaza or other public open space shall be constructed of a minimum of 80 percent masonry.
 - (7) Masonry is defined as a façade material consisting of stone, standard size (not jumbo) brick, terracotta, or cast stone units with mortar joints.
 - (8) The exterior walls of additions shall incorporate the predominant adjacent wall material.

1.09 Non-contributing Property Standards

- A. Intent.** The Standards for Non-contributing Properties apply to non-contributing properties within the DHD.

It is recognized that the district includes historic buildings with alterations and additions that have diminished the historic integrity of the original building, as well as buildings built less than 50 years ago and hence not “historic” for the purposes of this district; these properties have been defined as non-contributing to the historic character of the district.

When changes are proposed to a non-contributing property, it is the intent of these Standards to guide these non-contributing properties toward an appropriate design that is consistent with the character of the district.

STYLE RESOURCES

Taken from the U.S. Department of the Interior, National Park Service:

ARCHITECTURAL STYLE GUIDES AND DICTIONARIES

These standard architectural guides may indicate if the property you are researching is an example of a recognizable architectural style.

Blumenson, John J.G. *Identifying American Architecture: A Pictorial Guide for Styles and Terms, 1600-1945*. Nashville: American Association for State and Local History, 1981.

Fleming, John, et al. *The Penguin Dictionary of Architecture*. Great Britain: Penguin Books, Ltd., 1966. Foley, Mary Mix. *The American House*. New York: Harper & Row, 1980.

Gottfried, Herbert and Jan Jennings. *American Vernacular Design, 1870-1940*. New York: Van Nostrand Reinhold, 1985.

Gowans, Alan. *Styles and Types of North American Architecture: Social Education and Cultural Expression*. New York: HarperCollins, 1992.

Harris, Cyril M. *Dictionary of Architecture and Construction*. New York: McGraw-Hill, 1975.

_____, ed. *Historic Architecture Sourcebook*. New York: McGraw-Hill, 1977.

McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1984. Pevsner, Nicholas et al. *A Dictionary of Architecture*. New York: Overlook Press, 1976.

Phillips, Steven J. *Old House Dictionary*. Lakewood, CO: American Source Books, 1989.

Poppeliers, John C.S., et al. *What Style Is It? A Guide to American Architecture*. Washington, D.C.: The Preservation Press, 1983.

Saylor, H.H. *Dictionary of Architecture*. New York: John Wiley & Sons, Inc., 1952.

Whiffen, Marcus. *American Architecture: A Guide to Styles*. Cambridge: The MIT Press, 1969.

Whiffen, Marcus and Frederick Koeper. *American Architecture, 1607-1976*. Cambridge: The MIT Press, 1981. 2 vols.

Secretary of the Interior's Standards for Rehabilitation

All submitted applications and projects will be reviewed based on the Secretary of Interior's Standards for Rehabilitation, as amended, and the City of Garland's Development Code and Ordinances.

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