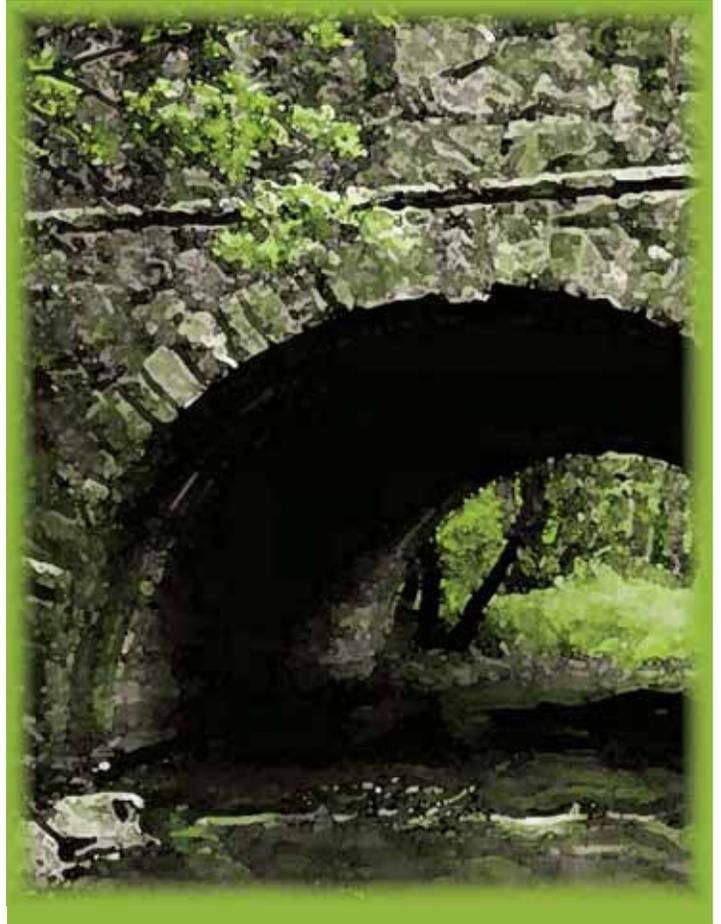


CHAPTER 4

**Guidelines for Preservation, Alterations and Additions to Contributing Residential Structures**





## Chapter 4: Preservation, Alterations and Additions to Contributing Residential Structures

### A Product of Its Own Time

The issue facing the City of Manitou Springs is not necessarily why an owner wants to build an addition, but HOW it will be designed and constructed. The City highly recommends that property owners seek the services of experienced design professionals who have successfully constructed additions to contributing structures within a historic context.

Many historic structures offer evidence that they were altered over time. Shed-like appendages are often the result of adding single rooms or storage areas that were linked to the primary building. Typically, the addition was subordinate to the primary structure, which allowed the original mass and scale of the structure to maintain its architectural integrity.

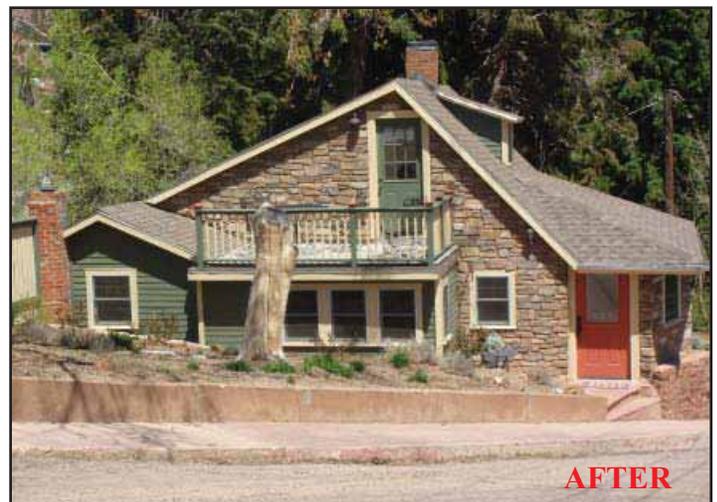
The design of an addition and/or alteration should seek to integrate specific attributes that are consistent with the original building, such as window size, door size, solid-to-void ratios and floor-to-floor heights. The following Design Guidelines encourage creativity in architectural design that permits homeowners to expand and update their properties in a manner that respects the context of the Historic District and corrects less sensitive and prior modifications.

### Architectural Character

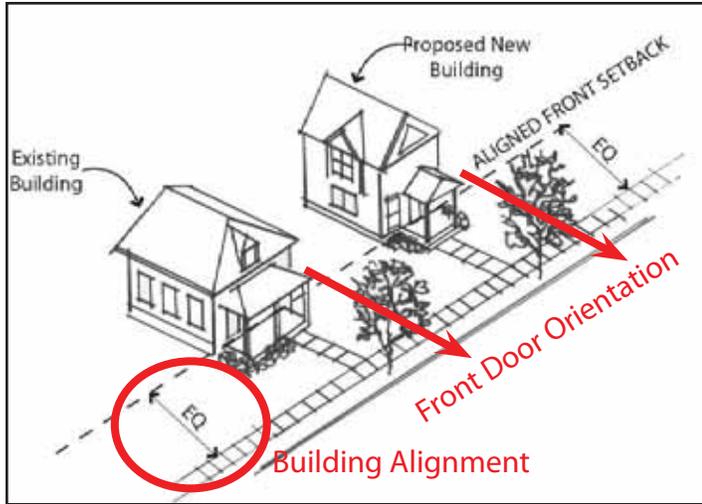
Additions to and alterations of contributing structures are increasingly common and require thoughtful design to ensure that new elements do not detract from the historic character and value of an existing structure. The following guidelines should be used to establish a conceptual design approach to an addition and when reasonably applied, will result in an addition and/or alteration that contributes to the overall character of the neighborhood and Historic District.

#### 4.1 An addition or alteration to an historic building shall ensure that the original architectural character and style of the structure is maintained and the addition is subordinate in appearance to the original building.

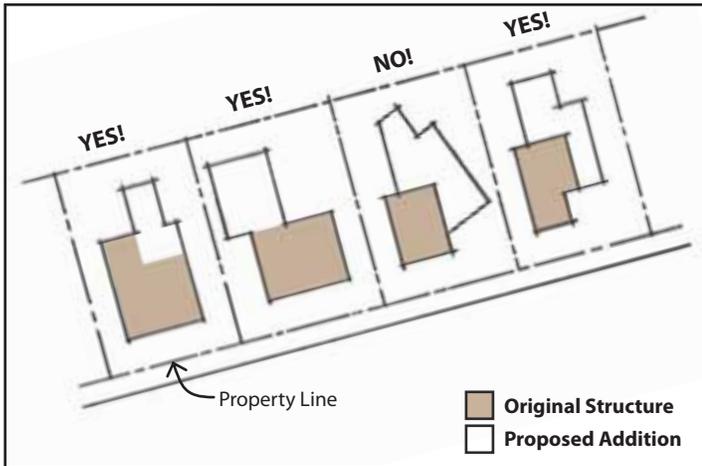
- Use restraint in introducing any major exterior alterations to an historic structure.
- An addition and/or alteration should respect the established architectural character of the original building as well as historic development patterns in the neighborhood.
- Alterations to key features that define the residence's historic character are not acceptable.



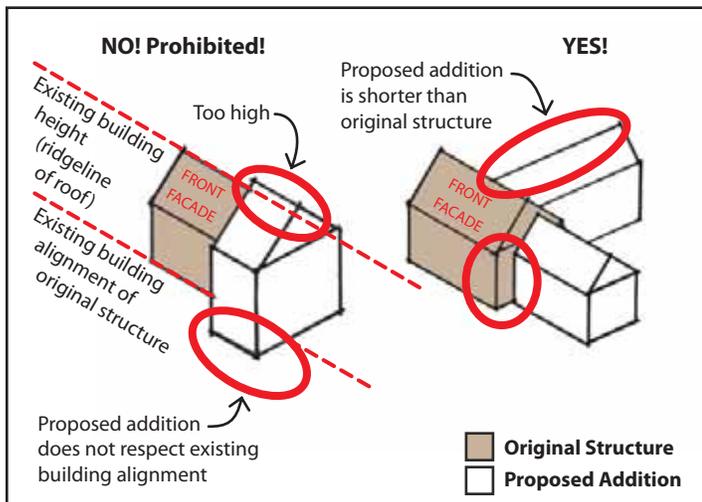
*The renovation of this house maintains the architectural character and style of the original structure.  
Modoc Place, Manitou Springs, CO*



Most homes in residential subdistricts are oriented toward the street and have a similar alignment.



New additions and alterations shall maintain the orientation of the original structure.



Additions and alterations shall be similar or subordinate in height to the original structure.

## Building Alignment

Historic areas can have strong site characteristics: the distance a building is set back from the front or side lot lines results in a distinctive street character that often includes sidewalks, front yards and front walks. Although front and side setbacks often vary within a subdistrict and/or even along a street, it is important to respect the original alignment of a contributing structure and the relationship of the building to the street.

### 4.2 An addition or alteration shall not be placed in a location where historic alignments along the street edge would be altered or obscured.

- Historic alignments that exist along the street should be respected and used to guide the location of alterations and/or additions.

## Building Orientation

Building orientation in residential neighborhoods is very specific to the topography and street patterns of each subdistrict. Typically, a building and its front door are oriented toward the street in a manner that respects adjacent structures and results in a distinct development pattern along the street edge.

### 4.3 Maintain historic characteristics of building orientation including neighborhood-specific setbacks.

- These characteristics should be preserved and reinforced by orienting additions in a manner that respects and emphasizes the orientation of the original structure.

## Building Height

Building heights can be one of the most immediately perceivable characteristics of an historic neighborhood. A residential neighborhood will exhibit a range of heights.

### 4.4 Alterations and additions to historic buildings shall be equal in height or subordinate to the original structure.

- Additions and alterations should reflect height of existing building and be subservient to the original building.
- To minimize the visual impact of a new addition, locate the addition to the rear of the historic structure or set it back from the front façade of the historic structure to allow the original proportions and the architectural style to remain prominent and readily visible from the street.
- Locating an addition on the front of an historic structure is inappropriate.
- Additional floor area is often available underneath an original structure in the basement. Short, half story basements and/or crawl spaces can be excavated to create additional living space, which would not alter the exterior mass of an historic building.
- To allow the original proportions of the historic structure to maintain its integrity from the street, set any side addition back from the main building mass
- Light wells constructed in conjunction with basement windows should be located to the sides and rear of the original structure to minimize visibility from the street.



*The addition to this building is located at the rear of the original structure and does not change the appearance of the house as viewed from the street. Manitou Avenue, Manitou Springs, CO*



*A recent addition overwhelms the original structure, distorts the mass and scale of the contributing building and encroaches on the front setback.*

## Mass and Scale

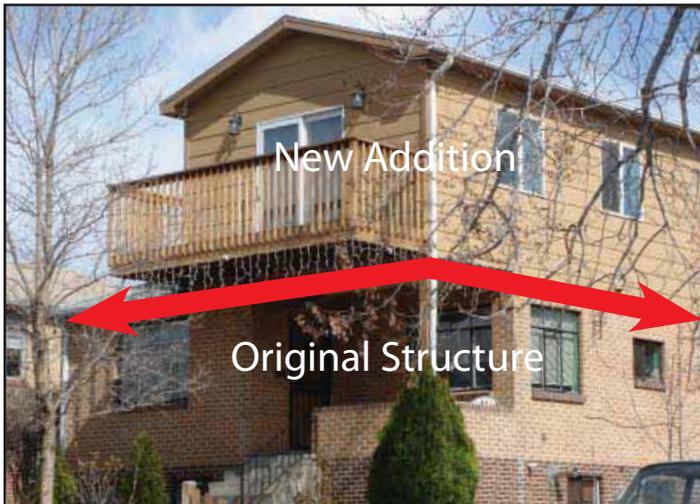
The mass and scale of a building located in a historic district is a critical architectural attribute that needs to be respected to ensure that new additions complement the historic context of a neighborhood.

Massing and proportion can affect the perceived scale of a building. For example, large Victorian houses were fragmented into smaller components by integrating multiple roof forms, undulating building footprints and a mixture of one-story and multi-story components and porches. Their narrow, vertical double-hung windows, steep roof pitches, and horizontal detailing establish building proportions.

The proportion of a building's height to its width will affect its directional emphasis, as will the "direction" of its openings, materials, details and other characteristics. Historic buildings in a district will usually



*This building conveys a vertical directional emphasis; it is larger in height than width and the vertical windows accentuate the vertical direction. Ruxton Avenue, Manitou Springs, CO*



*This new second story addition does not maintain or respect the form of the original roof and overwhelms the scale of the original building. Denver, CO*



*A variety of roof forms can be seen throughout the Historic District. Manitou Springs, CO*



*The roof material on this church complements the existing landscape and does not call undue attention to itself. Manitou Springs, CO*

have a predominant emphasis, either horizontal or vertical.

Scale, as it relates to building design and size, refers to the size and proportioning of a building relative to a human frame of reference. Scaling elements, such as windows, doors, materials and details can humanize a large building.

#### **4.5 Maintain the historic characteristics of human scale in relation to size and proportion of an alteration or addition.**

- Additions and/or alterations should respect the established directional emphasis and human scale of the original structure.

### **Roof Form**

The roof form is one of the most important features that contributes to the character and architectural style of a contributing structure. In each case, the slope of the roof, overall size and the orientation of the roof plane are individual features that contribute to the overall character. Gabled and hip roofs occur most frequently in Manitou Springs, although there are many structures with shed roofs as the primary roof form; flat roofs are typically located in the Historic Core.

Most residential roofs are sloped, forming triangular shapes that are visible at each end of a building. The repetition of this triangular shape contributes to the visual unity of the hillsides when viewed from a distance. These shapes also create unity on individual blocks when viewed from the street edge.

Any alteration to an historic roof form, as well as introduction of an atypical roof form will have a negative effect on the overall District character.

#### **4.6 Preserve the character of a historical roof.**

- The roof form of additions and/or alterations should complement the form of the original roof.

- The roof form of additions and/or alterations should be perceived as secondary to the original form.

### Roof Materials

Roof form and roof color are important features that can impact distant views of the hillsides. In early days, most roofs were made of wood shingles and, therefore, were typically the same color, scale and texture, which did not detract from the view corridors across the valley to the mountain ridges.

When reroofing existing buildings, the preferred approach is to use the historic material. Asphalt and fiberglass composite are suitable materials; Roll roofing (except as required by code due to low roof pitch) and “T-lock” shingles are not permitted. For example, Facsimiles of historic roofing are available and should be considered.

Unlike some mountain towns in Colorado, metal roofing was not historically used in Manitou Springs. Metal roofing alternatives are now available that are similar to scale and appearance of asphalt or wood shingles and are not reflective (stone coated). These metal alternatives may be acceptable. Reflective (standing seam) metal roofs are generally not appropriate.

**4.7 New or replacement roof materials shall convey a sense of scale, color and texture similar to those used on historic structures. Roof material of an addition shall replicate the roof material of the primary structure.**

- When replacement of a roof is necessary, use a material that is similar to the original historic roof in style and physical appearance.
- Select a roof color that is similar to colors of historic roofs, typically darker earth tone. Roof colors should appear to recede into the hillside and allow the architecture to read from a distance without the color or material of the roof calling attention to itself from across the valley.



*This standing-seam metal roof contrasts with the historic architectural style, is highly reflective and is generally not permitted. Denver, CO*



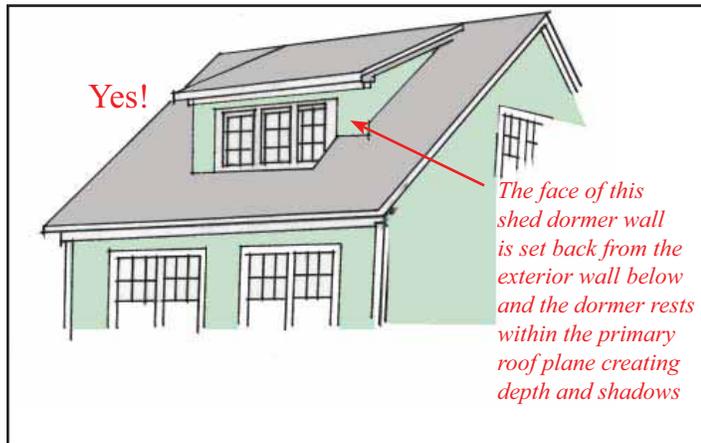
*This is an example of a ceramic tiled roof; additions or alteration to homes that have tile roofs should incorporate similar roof materials. Denver, CO*



*The thickness and uneven dimensions of this asphalt shingle roof mimic traditional wooden shingles. Denver, CO*



The chimney on the left has been covered with siding during a recent alteration project and conceals the original brick, which provided visual interest from the street. The chimney on the right has been tuck-pointed during recent renovations. Denver, CO



Simple details can be integrated into dormer additions/alterations to ensure that the dormer does not impact the overall architectural integrity of the house.



Avoid locating skylights on roofs visible from street; this is a photograph of a "bubble skylight", which is not permitted.

- Specialty materials such as tile or slate should be replaced with the same material.
- Flashing should be in scale with the roof material.

## Chimneys

Chimneys are an important architectural detail that contribute to the architectural integrity of the structure and the overall roof form and ridgeline of a roof.

### 4.8 New chimneys shall be the same scale and material as those seen on the original structure or other historic structures of the same architectural style.

- A new chimney should reflect the width and height of historic chimneys.
- Non-functioning chimneys should be preserved as an original historic detail of the building.
- Direct vent fireplace units should not be placed on the front façade.

## Dormers

Dormers are a common means of introducing light and expanding the functions of interior attic space.

### 4.9 Carefully design and locate new dormers to match the style and proportion of the building.

- A new dormer should be proportional to the existing wall plane.
- Dormer forms should be subservient to the main roof.
- The mass and scale of a new dormer should be subordinate to the original roof form and the scale of the original structure.

## Skylights

Skylight retrofits are an effective way of introducing light to interior attic space. However, skylights must be sited carefully in the historic district. Study

the proportions of the original building and roof form and analyze the visual impact of proposed changes to the plane of the roof. Avoid disrupting symmetry or balance inherent in the original roof design.

**4.10 Do not locate skylights on roof slopes that are visible from the street or on roof planes that face the street.**

- Flat, integral skylights should be used that parallel the roof plane, lie flush within the frame of the skylight and are located to the sides or rear of a roof structure.
- Locating a skylight on the front roof plane will only be considered if there are no other alternatives.
- Bubble skylights are not permitted.

**Porches**

Front porch location and size are key elements of historic buildings. Transparent porches that allow for visual access to the primary building façade are particularly characteristic of Manitou Springs’ historic residential areas. Front porches usually face the street and highlight the front door to a home.

**4.11 Preserve an original porch and maintain the historic size, shape, proportions, and orientation of entrances and porch projections.**

- Enclosing a front porch is not preferred; if, however, a front porch must be enclosed, use materials that allow the primary architecture attributes, such as posts and railings, to be readily visible from the street. Use materials that allow for light to penetrate through to the front building wall.
- If a front porch needs to be replaced, reconstruct the porch to match the original form and detail, including posts, railings and picket size (both spacing and form).

**Porch Materials**

Typical materials are stone or wood. Porch railings



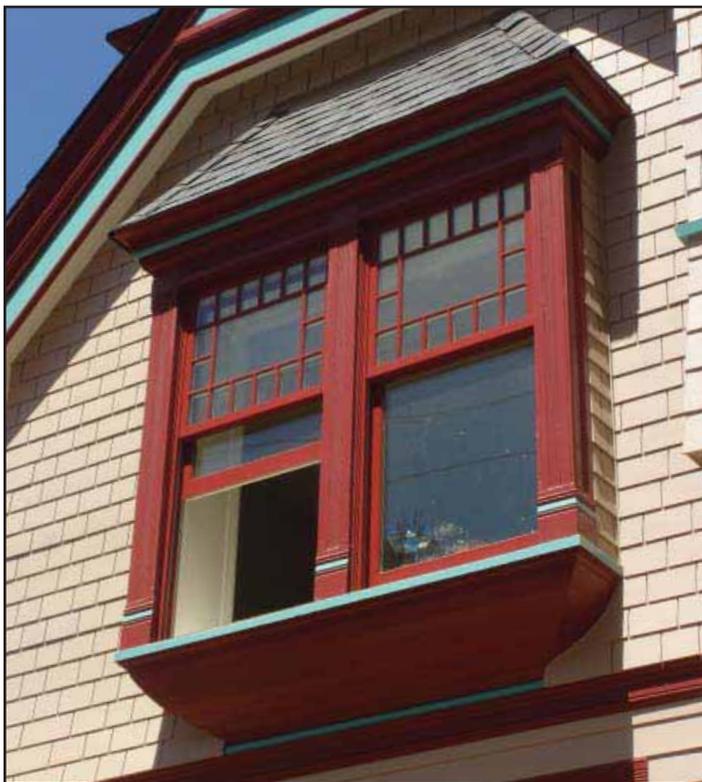
*This porch includes transparent balustrades that allow visual access to the front door and front façade of the building from the street. Ruxton Avenue, Manitou Springs, CO*



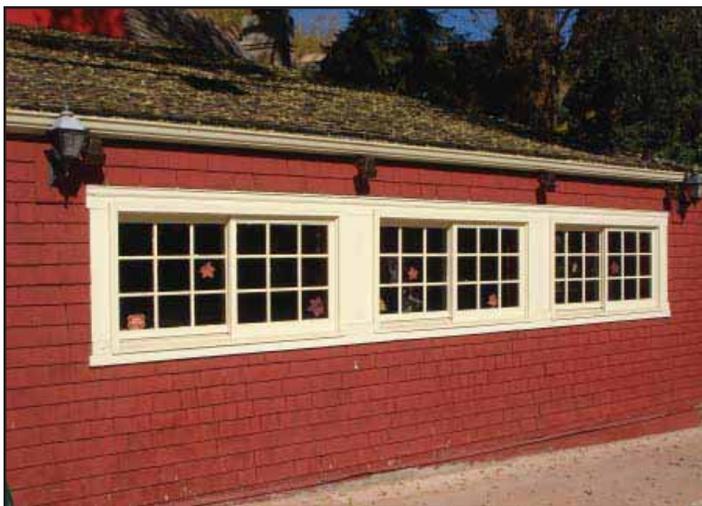
*The porch reconstruction project includes posts, railings and pickets that are similar in form and material to the original, missing pieces. Manitou Springs, CO*



*This enclosed porch allows for visual access to the front façade and includes window mullions that are the same scale as used on other windows of the same structure. Boulder, CO*



*This window contains sash, glass, mullion and trim details that are critical components of the primary façade composition and architectural style of the building. Winter Street, Manitou Springs, CO*



*These windows create a unique pattern and provide visual interest from the street. Manitou Avenue, Manitou Springs, CO*

and balustrades are typically wood and are found in a wide variety of patterns. Ornate “jigsaw” brackets and turned posts, except on some balustrades, are not typical in Manitou Springs.

**4.12 When repairing historic porches, maintain original materials and rail height. When this is not feasible, use materials that match the original.**

- Repeat the existing balustrade design when making repairs. If replication is not possible, use a simplified version of the original design.
- Avoid using ornate brackets if they were not used originally on the building type.
- When repairing rails, the original rail height should be matched. If the building code presently requires a different height, you may file for an historic structure exemption.
- Avoid removing or covering historic materials and original details on a porch.

## Windows

Windows are one of the most important attributes of a historic building façade. The height, width and composition of the windows define the scale of a façade and create visual interest. Many architectural styles illustrated in Chapter 2 have distinct window patterns. A critical detail associated with historic windows is the depth of the window opening. Rarely is a window set flush with an exterior façade; windows have sills and casings that create depth and shadows. Because of the role that window size and placement has in defining the historic character of a structure, replacement windows and/or new window characteristics are important to the overall success of an addition and/or alteration.

Historic buildings tend to have distinctive and highly consistent façade proportions and window patterns. Traditional Victorian windows are taller than they are wide, which contributes to the vertical emphasis of a Victorian-style building. Large bow windows are not an historic attribute of Victorian styles, but may be appropriate for later styles, such as International

and Modern style residences. Most traditional Victorian windows are double sash, one above the other. Queen Anne style windows are sometimes bordered with small square panes of colored glass.

Specific parts of a window include the frame, sash, mullions, sills, heads, jambs, moldings as well as trim details. The City advocates the repair of frames and sashes, whenever feasible.

**4.13 Historic windows, window materials, scale and their arrangement and location on a building façade shall be preserved, especially any façade visible from the street.**

*Historic Window Materials*

- When possible, recondition historic windows and add exterior storm windows for thermal efficiency.
- When using new double-glazed windows, retain historic window grid configurations by using external grids that retain actual shadow lines.
- Preserve the original glass, whenever feasible.
- Sealing a window opening in an historic structure is inappropriate.
- When window sashes need replacing, use new frames that match the originals. Consider having new replacements custom made to match the original windows to maintain the historic integrity of the building.
- Historic wooden windows should be repaired, not replaced.

*Historic Window Location and Arrangement*

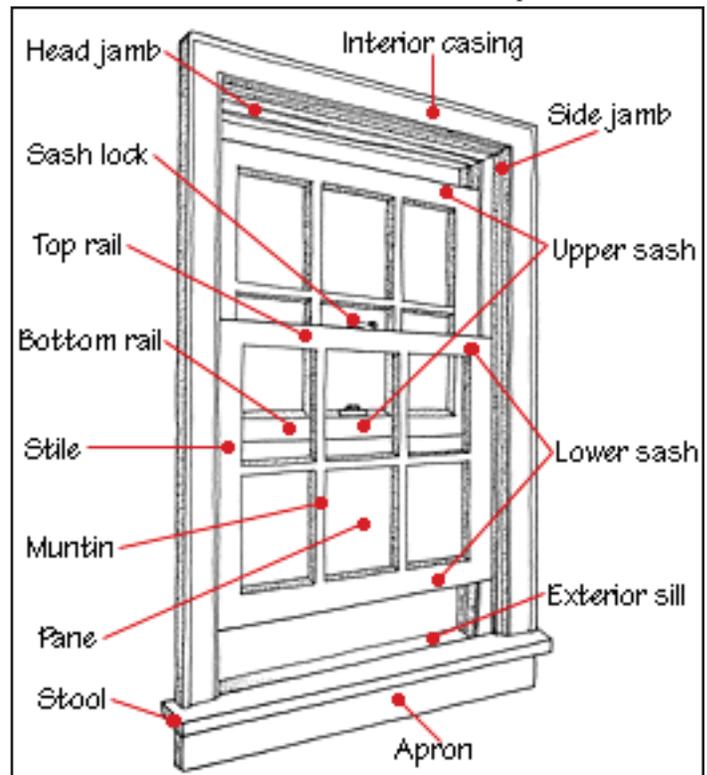
- Retain the original shape and scale of the window.
- There may be greater flexibility to install new window openings on the rear of a historic building.

**Doors**

Doors, especially front doors, are important architectural elements that give scale to a building and along with window locations and groupings, provide vi-



*This façade remodel has minimized the window detailing; the trim, sill and sash depth are not thick or deep enough to create depth and shadows.*



*Diagram of Window Components*



*The front door adds pedestrian-scaled interest to the front façade and reflects the character of other contributing structures in the subdistrict. Manitou Springs, CO*



*This restoration includes an appropriately detailed front door and screen door that maintains the architectural integrity of the building. Boulder, CO*



*Original architectural details should be considered assets to contributing structures in the historic district and should not be removed. Boulder, CO*

sual interest from the street. Historic doors are often noted for their size, materials and finish. Because the wrong style of door can impact the overall character of a building façade, changes in doors and door frames should be designed and constructed to maintain the architectural integrity of the historic building façade.

#### **4.14 Historic doors and the location of the original front entry shall be preserved.**

- Preserve historically significant doors.
- Maintain the original size of a door and its opening: altering a door's size and shape is inappropriate.
- When an historic door is damaged, repair and maintain it, whenever feasible.
- New doors should be in character and style with the existing historic structure and should be sized to fit the original door frame.
- If a new screen door is necessary, ensure that the screen door complements the character of the existing door.
- Screen door dimensions and materials should be significantly smaller in scale than the primary door and constructed to allow the details of the original door to be visible through the screen.
- A salvaged door from a similar style building should be considered.
- Ornate replacement doors that include detailed wood carvings and stained glass should be avoided unless photographs indicate that such ornamentation was an original attribute of the structure.

#### **Architectural Details**

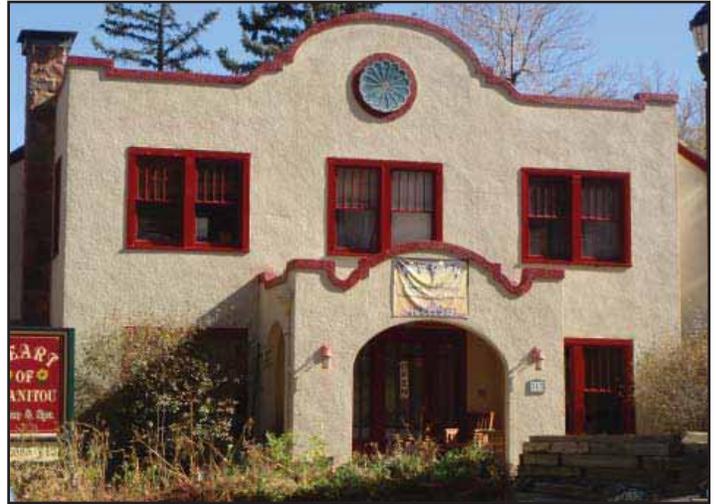
Elaborate ornamentation on historic buildings is not typical in Manitou Springs. A common mistake in renovation is the temptation to add too much ornamental detail. Maintain existing details by keeping them painted and dry. When replacement is necessary, replicate the original detail, if possible, or select a new design that is similar.

Original decorative details should be considered vi-

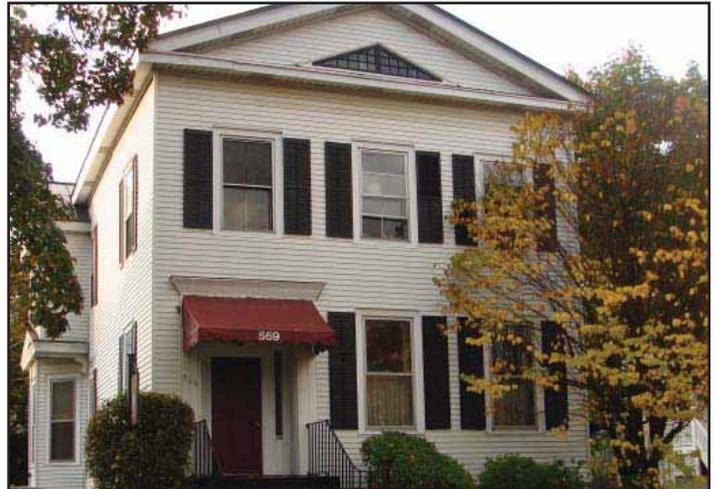
sual assets. If pieces of ornamentation are already badly decayed, first attempt repairing them with epoxy consolidant. If repair is not feasible, consider replacing them with replicas that match the original, or with a simplified version that maintains the strongest lines of the original. Adding ornamentation may be appropriate if old photographs can document that what was there originally is being matched. Paint them to prevent weathering.

**4.15 Architectural details, such as trim, combine to establish distinct character and shall be preserved, whenever feasible. Damaged and/or missing detailing shall be replaced and shall match the original detailing.**

- The design of the replacement detail should be substantiated by historic photos or physical evidence to avoid creating misrepresentation of the building’s heritage. When inadequate information exists to allow for accurate reconstruction, use a simplified interpretation of the original. The new element should still relate in size, shape, scale and finish. **DO NOT GUESS – RESEARCH** historic designs for replacement parts.
- Avoid removing or altering any significant architectural detail. Distinctive stylistic features and examples of skilled craftsmanship should be treated with sensitivity.
- Avoid adding decorative elements or details that are out of scale or character with the original building. Details such as decorative millwork or cornices should not be added to a building if they were not an original feature of that structure or added during the period of significance.
- Repair only those details that have deteriorated or are damaged. Isolate and stabilize areas of damage. Use approved techniques for cleaning, refinishing and repairing architectural details.
- When selecting a preservation treatment, use the least invasive, cleanest means possible to achieve desired results. Treatments such as rust removal, caulking, limited paint remov-



*The architectural detailing including the window trim and parapets have been maintained and retain their original scale and character. Manitou Springs, CO*



*The addition of this awning to the front entrance conceals architectural detailing and is out of character with the building façade and architectural style.*



*Ornamentation has been added that results in obscuring the original architectural style of the building.*



*The railing, pickets, posts and windows combine to create a pedestrian-scaled front entrance. Washington Avenue, Manitou Springs, CO*



*The architectural detailing of this rehabilitated International Style residence maintains the pedestrian scale of the front entry. Grand Avenue, Manitou Springs, CO*



*Preserve and maintain stone foundations and veneers. Manitou Springs, CO*

al and reapplication of paint are recommended. A list of National Parks Service Technical Briefs pertaining to building preservation is available at the Planning Department.

- A damaged detail should only be removed and replaced when repairing that detail is not feasible.
- Document and label each piece of a disassembled element in a manner that allows reassembly in the exact location.
- If possible, replace missing original details using the same material as the original.
- If substitute materials must be used, the materials should match the visual appearance of the original materials in design, scale, proportion and finish.
- Salvaged materials from buildings of the same architectural style is encouraged.

### **Foundation Ornamentation and Details**

Latticework is a typical means of screening exposed building foundations. The pattern created by the latticework, when repeated along the street, contributes to the visual character of the area. Because the use of stone as a traditional building material is considered an historic feature of a contributing structure, it may be preferable to remove the lattice work to expose the historic rock foundations.

#### **4.16 When renovating an exposed stone foundation, preserve and maintain the existing stone veneer.**

- When expanding or altering an existing foundation, match exposed foundation materials as well as the height of the exposed foundation as measured from finished grade.

#### **4.17 When renovating an exposed foundation that includes latticework, inset the lattice in between posts and/or structure piers to create depth and shadows.**

- If maintenance of the latticework is a concern, consider mounting the lattice on plywood painted black; this will continue to express the pattern of the lattice while screening the exposed foundation.

## Materials

Maintaining the condition of historic building materials is an important measure for protecting the character of the Historic District. The repetition of the patterns created by building materials contributes to the visual continuity of the District. Materials found frequently are clapboard, shingles and stone. Unfinished materials, such as concrete block, are not typical.

New research about how historic building materials respond to various modern methods of renovation continues to improve our ability to maintain and repair historic features of treasured buildings. In some cases, research has identified problems with earlier rehabilitation techniques, in which the efforts to improve the building have actually caused damage. Since the technology is changing, however, the Manitou Springs Planning Department maintains a library of the latest publications in this field and should be consulted before undertaking a renovation, addition or alteration in the Historic District. Additional information regarding maintenance of brick, stone, mortar and clapboard can be found in Appendix B.

### 4.18 Maintain original materials, textures and finishes on the existing structure.

- Avoid covering or removing historic building materials when renovating.
- In instances where original materials no longer exist, use similar historic buildings or original photographs as a guide to determine appropriate materials and exposures.

### 4.19 Additions to existing contributing structures shall use materials and finishes that maintain the scale and character of the original structure.

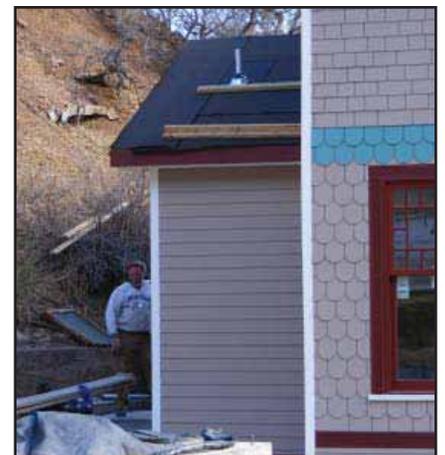
- New materials should complement the materials used on the original structure.
- Use of highly reflective materials is discouraged.



*The building materials on this house include shingles, clapboard, wooden trim and lattice. When undertaking an addition or alteration, it is important to maintain a similar materials palette and match the proportions of each material as seen on the original structure. Manitou Springs, CO*



*The addition to this house used similar materials to minimize the visual impact of the addition to the original structure. Manitou Avenue, Manitou Springs, CO*



*This addition includes materials and a color palette that is in keeping with the existing structure. Winter Street, Manitou Springs, CO*



*The alteration of this contributing structure introduces materials and architectural details that obscure the original architectural style of the home. Denver, CO*

- Material sizes, profiles and shapes may be milled from new material to match existing historical materials.
- On additions and alterations, match the dimensions and proportions of clapboard or shingles to any existing materials on the building.
- New materials can be introduced if they result in a cohesive appearance that integrates the new addition/alteration with the original structure.