

Guidelines & Standards



Sedgwick-Highland-James Preservation District Syracuse, New York

*City of Syracuse
Landmark Preservation Board
2004*

Guidelines & Standards

Sedgwick-Highland-James Preservation District Syracuse, New York

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1. Introduction

Historic preservation is a substantial tool in the revitalization of America's communities. Older buildings generally possess unique stylistic characteristics that are distinctive and difficult to imitate in modern construction. The loss of these buildings leaves a gap in community fabric that is hard to mend. Many municipalities have consequently enacted historic preservation ordinances to identify, protect and maintain significant architectural resources within their boundaries. These laws help preserve a community's heritage by recognizing the value of historic resources in the ongoing urban planning process.

Lawmakers in Syracuse, New York, enacted such a preservation ordinance in 1975. The law empowered the mayor to appoint a board to oversee implementation of historic resource standards within the city. The Syracuse Landmark Preservation Board exercises design review powers to assist owners of historic properties with home maintenance and enhancement projects. While many projects are undertaken with the best of intentions, the resulting use of unapproved techniques and materials may substantially alter the historic integrity of a building or surrounding district. An understanding of design review practice encourages successful projects that both satisfy property owners and protect historic resource integrity.

These design review guidelines provide a framework for determining the appropriateness of proposed projects involving historic properties. The document describes the application process for a Certificate of Appropriateness, and explains the role and function of the Syracuse Landmark Preservation Board. A short history of the Sedgwick-Highland-James Preservation District is followed by a discussion of how the Board judges the appropriateness of changes to historic properties. Finally, the guidelines are presented in-depth with reference to recommended treatments predicated on the following simple principles: repair a significant feature if possible, or replace it using similar or "in-kind" materials if it is beyond repair. Repair should always be the first consideration. New elements that are added should be configured for the least possible impact on important architectural features. An understanding of these commonsense principles can facilitate the project planning process with the Syracuse Landmark Preservation Board.

Most houses in the Sedgwick-Highland-James Preservation District were constructed generally between 1900-1930 and exhibit characteristics of Colonial Revival, Tudor Revival, Spanish Colonial, and various Craftsman styles. Several houses constructed before this period exemplify late 19th century styles such as Italianate, while still others were constructed after 1930.

During the early 1900s, the Sedgwick Farm Land Company set out to form a pleasing designed community. The success of that goal is well-established in the Sedgwick-James-Highland Preservation District and is certainly worth preserving for the benefit of future generations.

2. The Design Review Process

Legislative Intent

The Syracuse Common Council approved the Landmark Preservation Ordinance in 1975. The ordinance established a Landmark Preservation Board to carry forward the intent of the legislation, which is quoted from the ordinance as follows (see Appendix for the Board's Rules of Procedure):

- A. To provide for the protection, enhancement, perpetuation and use of those districts and structures which are illustrative of the growth and development of the City of Syracuse and which are of particular historic or aesthetic value to the City;
- B. To recognize and ensure the preservation of those elements of the City's past which represent many and varied architectural, artistic, and cultural achievements which cannot be duplicated or otherwise replaced;
- C. To promote the use of Preservation Districts and Protected Structures as a means of providing enjoyment and unique educational benefit by perpetuating the physical evidence of Syracuse's past;
- D. To stabilize and improve property values in such areas and otherwise promote their re-use;
- E. To protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided;
- F. To foster civic pride in those elements of the City's past which give Syracuse its unique character and set it apart from other cities.

Design Review

One of the Syracuse Landmark Preservation Board's primary responsibilities in furthering these broad objectives is "design review," a monitoring process allowing community oversight of proposed changes affecting historic landmarks and districts. The Board is empowered to exercise design review over proposed alterations to properties within designated local historic districts and to individually designated properties. The purpose of the review is to ensure that accepted preservation principles are followed and that proposed changes do not conflict with the community goal of cultural resource protection as codified in the preservation ordinance.

Certificate of Appropriateness

Following formal review, the Syracuse Landmark Preservation Board will either approve, approve with conditions, or disapprove proposed projects; in the event of approval, the City will then issue a formal Certificate of Appropriateness allowing the property owner to proceed. The Certificate will also clearly state any conditions attached by the Board. In the event of disapproval, the property owner will be duly notified of the Board's adverse decision.

Application Guidelines

Design review begins with an application by a property owner. The owner is then encouraged to make a presentation before the Board, which carefully considers the project's appropriateness within its immediate and wider historical setting. The Board has adopted what are known as the "Secretary of the Interior's Standards for Rehabilitation" as a general guide when making technical decisions (see "Secretary's Standards: A Framework for Judging Appropriateness"). As part of its design review process, the Board welcomes input from property owners and/or their architectural, construction, or product representatives. The Board may suggest changes during the presentation phase. Once all input is completed, the Board will proceed to the decision phase.

Applications can be procured from the City of Syracuse Department of Community Development. All sections, including the Short Environmental Assessment Form, should be completely filled out. Supporting documentation such as historic or contemporary photographs, site plans, maps, architectural drawings, color schemes, product samples and/or specifications should also be included. The Board will notify the applicant to appear at a regularly scheduled board meeting to present the project. The Board meets the first and third Thursdays of every month in the City Council chambers beginning at 8:30am.

Applicants should familiarize themselves with the relevant guidelines to better prepare their proposals before presenting them to the Board. Incomplete proposals may be tabled for further consideration; where questions persist, the Board may request a site visit by the full Board or a duly appointed sub-committee. It is to the property owner's advantage to provide timely and complete information, plus any outside technical assistance that may be required. Although the Syracuse Landmark Preservation Board makes every effort to expedite applications, it is not bound by any project construction deadlines. An early application is always a good idea.

Applicants are responsible for satisfying all code requirements and for securing required permits. When making recommendations, the Syracuse Landmark Preservation Board assumes no liability relative to safety, performance of materials, or compliance with applicable laws and codes. It is the owner's responsibility at all times to ensure that work is properly executed in accordance with manufacturer's specifications, appropriate construction practices, and all applicable laws.

Application Process at a Glance

1. Receipt of fully completed application and Short Environmental Assessment Form plus supporting documentation by Dept. of Community Development Staff. The supporting documentation should include (some items may not be required depending on the scope of the project):
 - a. Accurate property survey
 - b. Site plan
 - c. Architectural drawings with elevations drawn to scale
 - d. Color schemes and paint chips
 - e. Material samples and/or specifications
 - f. Current and/or historic photographs
2. Staff determines if a Certificate of Appropriateness (C. of A.) is required. In-kind replacement may not require a C. of A. (see below).
3. If no C. of A. is necessary and the project conforms to all other applicable city requirements, then work may proceed.
4. If a C. of A. is required, then the application is processed and scheduled for consideration by the Syracuse Landmark Preservation Board (SLPB).
5. Required public notice is given.
6. The application is reviewed at a regularly scheduled meeting of the SLPB. The applicant is encouraged to attend and to bring along involved persons who are qualified to discuss the project. In addition, the applicant may also bring material samples and supporting documentation not included with the original application.
7. The SLPB either approves, approves with conditions, or denies the application.
8. An official Notice of Decision is issued.
9. In the event of denial, the applicant may reapply to the SLPB or appeal to the City Planning Commission.

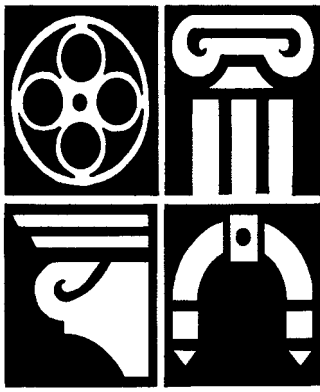
Repair and In-Kind Replacement of Significant Historic Features

The Secretary of the Interior's Standards for Rehabilitation emphasize that "distinctive features, finishes, and construction techniques or

examples of craftsmanship that characterize a property shall be preserved.” And further, “deteriorated historic features shall be repaired rather than replaced (author’s emphasis). 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.”

The matching process is known as “in-kind” replacement and may not require a Certificate of Appropriateness. Replacement of missing features where no prior evidence exists to corroborate the change will require a C. of A. The following hierarchy of treatments is implicit in the Standards, incorporating a principle of minimal change:

1. Recognize and Retain – significant features must first be recognized and, if at all possible, retained.
2. Preserve and Maintain – the feature must be preserved and maintained utilizing a minimal amount of intervention.
3. Repair – if the feature requires additional work, then repairs should incorporate a minimal amount of intervention.
4. Replace – if the significant feature is deteriorated and cannot be salvaged, then it should be replaced utilizing physical and documentary evidence of its original form and material, matching the old in design, color, texture, material, and other visual qualities.



*SYRACUSE
LANDMARK
PRESERVATION
BOARD*

Certificate of Appropriateness Application

Case Number: _____

Submit to:
Syracuse Landmark Preservation Board
City Hall Commons
201 E. Washington Street Rm. 412
Syracuse, NY. 13202

APPLICANT

I. Applicant's Name: _____
Address: _____

Phone: _____

II. Work is proposed for property at: _____

Which has been designated as a Protected Site:

- ☐ Exterior only
- ☐ Interior only
- ☐ Exterior and interior
- ☐ Or is located within a Preservation District

III. This application is for the following (check as many as appropriate; complete only the parts indicated with each work item). **SEDGWICK & LOCAL PROTECTED SITE APPLICANTS MUST COMPLETE A STATE ENVIRONMENTAL ASSESSMENT STUDY SHORT FORM (SEQR). APPLICATIONS FOR BERKELEY PARK & SITES LISTED ON THE NATIONAL REGISTER MUST COMPLETE THE FULL SEQR.**

- ☐ Partial or complete demolition (Complete part 1)
- ☐ Alteration to texture or material composition of building exterior (Complete part 2)
- ☐ Alteration to texture of material composition building interior (only if interior is designated a Protected Site; Complete part 2).
- ☐ A change in color (Complete part 3).
- ☐ Cleaning (Complete part 3).
- ☐ Addition to existing building (Complete part 4).
- ☐ New building construction (Complete part 4).
- ☐ Alteration to site including excavation, change in land contours, installation of pavement for parking lots, driveways, or sidewalks (Complete part 5).
- ☐ Deposit of refuse or waste material (Complete part 5).
- ☐ Change in signage or advertising (Complete part 6).

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Demolition: Part 1

1-1 Has an order for demolition of the structure been issued by the Division of Code Enforcement, Chief of Fire, or another agency of the City of Syracuse?

- ☐ No
☐ Yes

Please indicate the date when order was issued: _____

Please indicate the issuing department or agency: _____

1-2 Certificate of Appropriateness is being sought for:

- ☐ Complete demolition
☐ Partial Demolition – Enclose site plan showing portions to be removed and photographs of existing structure.

1-3 Why is the demolition necessary? _____

1-4 List any other factors or information that you feel should be considered by the Syracuse Landmark Preservation Board: _____

Alteration: Part 2

- 2-1** Please describe the nature of the work for which the Certificate of Appropriateness is being sought: _____

- 2-2** Is the history of existing materials and building components known?
☐ Yes
☐ No
- 2-3** Does the alteration attempt to return the building to a known former appearance?
☐ Yes
☐ No
☐ Unknown
- 2-4** Does the proposal call for the covering or removal of existing materials or finishes? (i.e. installation of new siding).
☐ No
☐ Yes (please explain what will be covered or removed).

- 2-5** Materials to be removed or covered are:
☐ Part of the original building
☐ Part of a subsequent addition (please give date if known _____).
☐ Not Known
- 2-6** Can materials that are to be covered or removed be exposed or reattached in the future without damage?
☐ Yes
☐ No
- 2-7** **Include photos of existing buildings, and site of proposed work, drawings of new work, site plans, list of materials, or other descriptive material that illustrates the proposed alteration.**

Cleaning/Painting: Part 3

3-1 This application is for:

- ☐ Painting of building exterior
- ☐ Cleaning of building exterior
- ☐ Painting of building interior (only if interior is designated).
- ☐ Cleaning of building interior (only if interior is designated).

3-2 The components to be painted and/or cleaned are made of: _____

3-3 The cleaning process that is being proposed is: _____

3-4 Do new colors match a previous color scheme?

- ☐ Yes
- ☐ No

Explain: _____

Please submit color chips of proposed colors if proposed colors are different from existing scheme.

Additional/New Construction: Part 4

4-1 This application is for:

- ☐ Addition to existing structure
- ☐ Construction of new building

4-2 Is proposed addition or new construction in public view from neighboring streets?

- ☐ Yes
- ☐ No

4-3 What is the purpose of the proposed addition or new building? _____

4-4 Describe how the new construction is compatible in scale, materials, and texture to the design of the existing structure and the character of surrounding buildings: _____

4-5 Submit site plan, elevations, color, and/or samples of exterior materials that best show what the addition/new building will look like.

Alteration: Part 5

5-1 This application is for:

- ☐ Deposit of Refuse
- ☐ Alteration to site

5-2 Describe the nature of the work for which the Certificate of Appropriateness is being sought: _____

5-3 Does the proposed alteration call for removal of site components such as plantings, trees, fencing, walkways, outbuildings, gates, and/or other elements?

- ☐ No
- ☐ Yes (Please explain)

5-4 How will the proposed alteration to the site change the character of the property? (e.g., parking in public view in front of structure). Please explain: _____

5-5 **Include photos, or drawings of the existing and the existing site and the locations of proposed site changes.**

Signage: Part 6

6-1 The proposed signage is:

- ☐ Wall sign
- ☐ Projecting
- ☐ Sign on awning
- ☐ Window signage
- ☐ Other (Please explain)_____

6-2 Describe and illustrate the design of the proposed signage: _____

6-3 **Include a drawing of the sign and photos of the building façade showing the size of the sign and where the sign will be located.**

6-4 **Describe and illustrate how the proposed signage will be attached to the building.**

The Syracuse Landmark Preservation Board uses the United States Secretary of the Interior's Standards as guidelines for review of proposals. A copy of these standards is available at the SLPB office of online at www2.cr.nps.gov/tps/standguide/index.htm

PROJECT ID NUMBER

617.20
APPENDIX C

SEQR

STATE ENVIRONMENTAL QUALITY REVIEW

SHORT ENVIRONMENTAL ASSESSMENT FORM
for UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT / SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality	County
4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map	
5. IS PROPOSED ACTION : <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification / alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly:	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park / Forest / Open Space <input type="checkbox"/> Other (describe)	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant / Sponsor Name _____ Date: _____ Signature _____	

**If the action is a Coastal Area, and you are a state agency,
complete the Coastal Assessment Form before proceeding with this assessment**

3. Description, History, and Significance

Description & History

Established in 1977, the Sedgwick-Highland-James Preservation District is the largest historic district in the city. The district is divided into three distinct residential sections: James Street to the south, the original Sedgwick Farm Tract north of James Street, and the Highland Avenue section to the west.

The James Street section contains properties located on both the north and south sides of the street from DeWitt Street to the intersection of James Street & Teall Avenue. The residences were constructed primarily between 1900-1930 and reflect a variety of Colonial Revival and other turn-of-the-century styles including Spanish Colonial, Dutch Revival, Tudor, Georgian Revival and Arts & Crafts. The homes are a continuation of the grand mansions constructed on lower James Street during the nineteenth century but mostly demolished after 1950.

The Sedgwick Farm Tract includes Sedgwick Drive, Brattle Road, Rugby Road, Wendell Terrace, Farmer Street, part of DeWitt Street, Hampshire Road, and Burlingame Road. These residences were built primarily between 1908 and 1930, although both newer and older homes are present. The Sedgwick Farm Tract reflects a late 19th century national development trend known as the “City Beautiful” movement that was popularized by the Chicago World’s Fair of 1893. Coupled with regional and local transportation improvements, the City Beautiful ethic greatly influenced the built environment of Syracuse. Essentially a reaction against drab Victorianism, City Beautiful advocates envisioned pastoral urban settings joined by wide boulevards with extensive vegetation as part of a wider societal desire for more healthful living. No longer were homes to be jammed side-by-side in dark Victorian neighborhoods within dim, unhealthy industrial settings—they were henceforth to reside on generous landscaped lots amid large tree-lined boulevards. The linkage of healthful living with pastoral settings proved irresistible to landscape architect Charles Mulford Robinson, who in 1905, began publishing a series of articles calling for park and boulevard development. Referring specifically to Syracuse, Robinson acknowledged the city’s previous development around “squares and triangles” and advocated them as hubs within a larger citywide network of parks and wide streets. In short, Robinson felt that Syracuse already contained many of the ingredients necessary to achieve City Beautiful ideals. Both city leaders and developers agreed with him.

By 1906, the City of Syracuse possessed over 250 acres of undeveloped property including Burnet, Onondaga, Schiller, and Thornden Parks. In addition, city leaders established a precedent in 1859 by hiring landscape architect Howard Daniels to help create Oakwood Cemetery, an example of the rural ideal in burial ground design. The city established a Park Commission in 1906, and by 1916 available park acreage doubled in size. In addition to these precedents, transportation advances from the old horsedrawn trolleys to faster electric railways made outlying areas more accessible, particularly because the railway companies expanded through undeveloped sections and paved existing dirt roads as an incentive for obtaining right-of-ways. The 1880s also witnessed an influx of immigrants to quicken the pace of suburban residential development as well-to-do people fled the city centers. The City Beautiful Movement dovetailed perfectly with these landscape, demographic and technological trends by providing a philosophic rationale for neighborhood development. The Sedgwick Farm Land Company capitalized on all these trends when it parceled out large lots for sale in 1908.

Created and controlled by the heirs of Charles and Deborah Sedgwick, the Sedgwick Farm Land Company laid out over 80 lots by 1908 (the c. 1880 residence at 100 Burlingame Road is the only property in the Tract built prior to 1908). Tree-lined streets curved gently through the area. A tennis club provided diversion for the residents. A majority of these aspiring suburbanites chose eclectic Colonial Revival styles just gaining popularity during the early 20th century. Mediterranean, Arts-and-Crafts, Prairie, and Bungalow styles were also utilized to a lesser degree. These homes featured modern kitchens and bathrooms, plus sunrooms, terraces, and porte-cocheres. Many prominent architects designed homes in the Sedgwick Tract, including Ward Wellington Ward (and his close collaborators glass designer Henry Keck and ceramist Henry Chapman Mercer), Dwight James Baum, Paul Hueber, Charles Umbrecht, James Randall, and Merton Granger. These architects contributed a variety of architectural designs in early suburban neighborhoods that do not reflect the “cookie cutter” quality of mid-twentieth century Ranch tracts popularized by the Levittown model.

Highland Avenue contains the oldest homes in the Sedgwick-Highland-James Preservation District. These include the Italian Villa Style homes at 213 (c. 1856) and the three Italian Villa Style homes at 205, 207, and 209 (all c. 1874). Neoclassical and Shingle Styles are also present.

Significance

The Sedgwick-Highland-James Preservation District is one of the most important collections of historic residential architecture in the City of

Syracuse. These homes reflect to a high degree prominent architectural styles popular from c. 1850-1930. The Sedgwick Tract exemplifies early 20th century trends in suburban residential development, and many of the homes represent the work of some of Syracuse's best architects and builders. The curvilinear street patterns and large, landscaped lots offered a haven for many prominent local citizens. The original City Beautiful vision of a healthy, pastoral environment is still very much alive in the district today.

SEDGWICK LOCAL PRESERVATION DISTRICT



4. Residential Architectural Styles in the Sedgwick-Highland-James Preservation District

The Sedgwick-Highland-James Preservation District contains primarily early 20th century American residential architecture. There are several 19th century residences and some homes constructed after 1930. Below is a brief description of major styles found in the historic district followed by a pictorial review:

Italianate (1840-1885)

Begun in England as a reaction against classicism, Italianate style architecture attempted to capture the informal nature of Italian farmhouse design. Italianate homes built in the United States were generally 2-3 stories and featured shallow pitched roofs, large eave brackets, narrow windows with elaborate crowns, and cupolas or belvederes. The primary wing was generally square or rectangular with smaller wings to the rear.

Colonial Revival (1880-1955)

The Philadelphia Centennial of 1876 awakened interest in colonial architecture. During the early 20th century, architects embraced a formal interpretation of primarily English and Dutch colonial prototypes. Identifying features include distinctive front entrances with decorative transoms and sidelights, classically inspired entrance porches, symmetrical façades (some asymmetrical forms exist), and multi-paned double-hung sash.

Neoclassical (1895-1950)

The Chicago Columbian Exposition of 1893 rekindled interest in classical architecture. Neoclassical models feature monumental full-height porticos supported by elaborate columns. Symmetrical façades featured embellished cornices, entryways, and windows. Classical orders were overwhelmingly Corinthian or Ionic; Doric was less common.

Tudor (1890-1940)

Many architects schooled in the Eclectic tradition of the late 19th and early 20th centuries experimented with English architectural models. Tudor style residences feature steeply pitched, cross-gabled roofs, decorative half-timbering, narrow windows, and large chimneys, often with chimney pots.

Mediterranean (1890-1955)

Architects vying to differentiate themselves from classical trends embraced Mediterranean styles such as Italian Renaissance, Spanish Eclectic, Mission, Monterey, or Pueblo. Several Italian Renaissance and Spanish Eclectic style homes appear within the Sedgwick-Highland-James Preservation District that have easily identifiable red tile roofs.

Craftsman (1905-1930)

The Craftsman style originated with Charles and Henry Greene, two Pasadena architects who worked together from 1893-1914. Drawing from Arts & Crafts and oriental influences, among others, the Greene brothers popularized intricately designed one-story dwellings known as Craftsman Bungalows. In their simplest form, Bungalows are generally identifiable by low-pitched gable roofs, wide eaves with decorative beams or braces, and front porches under the main roof extension. The Prairie and Craftsman Styles share many decorative details.



710 Rugby Road
(Colonial Revival)



232 Brattle Road
(Colonial Revival)



238 Brattle Road
(Colonial Revival)



1 Brattle Road
(Georgian Colonial Revival)



330 Farmer Street
(Colonial Revival)



324 Farmer Street
(Colonial Revival - Gable End)

Colonial Revival: Many of the homes in the district were designed in the Colonial Revival Style, architects' and builders' interpretations of 18th century American forms.



312 Sedgwick Drive
(Dutch Colonial Revival)



120 Wendell Terrace
(Dutch Colonial Revival)



225 Brattle Road
(Dutch Colonial Revival)



317 Farmer Street
(Dutch Colonial Revival)



1685 James Street
(Dutch Colonial Revival)



1610 James Street
(Dutch Colonial Revival)

Colonial Revival: Many of the homes in the district were designed in the Colonial Revival Style, architects' and builders' interpretations of 18th century American forms.



208 Sedgwick Drive
(Arts & Crafts)



104 Sedgwick Drive
(Arts & Crafts)



1400 James Street
(Arts & Crafts)



305 Farmer Street
(Arts & Crafts)



104 Hampshire Road
(Prairie)



4 Brattle Road
(Bungalow)

Craftsman: The Craftsman Style, as illustrated here, includes numerous related examples such as Arts & Crafts, Prairie, and Craftsman.



618 Rugby Road
(Tudor)



264 Brattle Road
(Tudor)



712 Rugby Road
(Tudor)



112 Dewitt Street
(Tudor)



1504 James Street
(Tudor)



310 Sedgwick Drive
(Tudor)

English Revival: The English Revival Styles include Tudor, English Manor House, Jacobethan, and other post-medieval forms generally associated (though not necessarily accurately) with 16th century England.



213 Highland Avenue
(Italianate)



209 Highland Avenue
(Italianate)



301 Highland Avenue
(Shingle Style)



308 Highland Avenue
(Neoclassical)



1500 James Street
(Neoclassical)



1646 James Street
(Neoclassical)

19th Century Styles: The styles represented by the examples above were more prevalent in the mid- and late- 19th century, but some variations appear well into the 20th century.



209 Sedgwick Drive
(Italian Renaissance)



115 Wendell Terrace
(Italian Renaissance)



1208 James Street
(Italian Renaissance)



408 Sedgwick Drive
(Spanish Eclectic)



108 Sedgwick Drive
(Spanish Eclectic)



306 Sedgwick Drive
(Spanish Eclectic)

Mediterranean: The term Mediterranean Style is often used to incorporate 20th century Italian types, as well as various Spanish and Spanish Colonial or Spanish Mission Styles (not to be confused with the Mission Style of the Arts & Crafts movement).

5. The Secretary of the Interior's Standards for Rehabilitation-A Framework for Judging the Appropriateness of Changes to Historic Properties

The Sedgwick-Highland-James Preservation District guidelines pertain to the exterior treatment of historic properties. The entire property, including buildings, structures, objects, and landscaping, is considered. The Syracuse Landmark Preservation Board adopted what are known as the "Secretary of the Interior's Standards for Rehabilitation" and the accompanying "Annotated Guide" to the Standards as benchmarks for rehabilitation projects affecting historic properties. The standards provide a general framework for assessing such projects while providing great latitude for the Landmark Preservation Board to judge the appropriateness of each individual project on a case-by-case basis. The local historic district guidelines address specific strategies and treatments for individual features while reflecting the spirit and intent of the Secretary's Standards.

According to the Secretary's Standards, "the historic character of a property shall be retained and preserved." Important architectural features may comprise any exterior façade elements such as roofs, dormers, gutters, roof/wall junctions, wall cladding, porches, windows, shutters, entryways, chimneys, and trim. Other decorative elements such as a widow's walk or cupola may also substantially contribute to the architectural character of the façade. Without expert knowledge, it is often difficult for property owners to identify significant architectural styles and associated features. This underscores the importance of timely coordination with the Syracuse Landmark Preservation Board to ensure identification and retention of crucial elements.

The Secretary's Standards enunciate a two-step hierarchy of commonsense treatments to maintain and preserve important architectural features: (1) repair deteriorated features where feasible, or (2) replace those that are beyond repair by matching the old as closely as possible. The full "Secretary of the Interior's Standards for Rehabilitation" which follow pertain to historic properties of all types:

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 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 archaeological 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.

6. Guidelines

The following guidelines are intended to assist the historic property owner in making appropriate home improvement decisions. Further, information in the guidelines is also intended to facilitate the Certificate of Appropriateness application. An understanding of preservation principles by property owners is a great help to the Syracuse Landmark Preservation Board as it considers projects. Since all properties have unique characteristics, the Board must judge each project on its separate merits – what is appropriate for one property may not be appropriate for another.

Additions, Decks, and New Construction

Older properties do not always serve the spatial needs of modern homeowners with growing families. Additions may be desired to remedy the space situation, or to upgrade existing facilities. These additions and new unattached buildings present a great challenge within historic districts, and must be carefully designed for architectural compatibility with individual properties and the historic district as a whole.

It is essential that applicants for additions or new construction consult the Syracuse Landmark Preservation Board early in the planning process. Applications must include substantial detail (see below) and, although not required, applicants should consult with an architect, designer, or builder to help with translating the desired goals of the project.

As a general rule, additions should be distinguishable from the original building without being incompatible in character, style, or detailing. New construction should be compatible with the character of the district. There are already many additions within the Sedgwick-Highland-James Preservation District-some preexist the preservation ordinance while others have been constructed after the ordinance went into effect in 1975.

Additions

1. Additions should be compatible with the character, style, and detailing of the extant building(s). Massing, proportion, fenestration, materials, and finishes between the old and new should complement each other to a high degree, but do not necessarily need to be exact replications.

2. Additions should be distinguishable from the original building. By slightly differentiating some details on the new section, the original building will be more clearly defined (for information on acceptable design practice, please consult closely with the Syracuse Landmark Preservation Board).
3. An addition should generally be subordinate in massing to the primary building. Large, incompatible additions can easily be overpowering. Additions should also generally be located at the rear of the original building to better maintain streetscape integrity.

Decks

1. Because they lack historic precedence, decks are properly considered under design review guidelines as a new addition. Decks should accordingly be unobtrusive and not excessively visible from the public right-of-way and features such as posts, railings, and skirting should blend with the architectural character of the primary building or structure. Extensive structural alterations to existing buildings/structures to accommodate a deck are not recommended; decks should be removable without damage to the affected facade.
2. Pressure treated wood is not recommended for posts, railings, or skirting. Applications for pressure treated decking will be considered on an individual basis. Most currently available artificial wood materials are not appropriate. Redwood, mahogany, and cedar are generally acceptable materials.
3. Decks should be stained or painted to blend with surrounding elements.
4. A gutter system on the building may be required to prevent water damage.
5. Vegetative screening such as shrubs or bushes may be recommended to lessen overall visual impact.

New Construction

1. Construction of new unattached buildings or structures should observe setbacks, massing, heights, proportions, materials, style, landscaping, and numerous other conditions to properly complement the historic properties in the district. A good design

strategy incorporates distinctive elements of a period style for better compatibility within the district.

Application Requirements

It is a good idea to consult with design professionals during the conceptual stage of any addition or new construction project. Architects, designers, or builders often appear before the preservation board to explain project requirements. Any proposed changes relative to the entire property must be considered. The following items are particularly helpful during the application procedure:

1. Fully completed application along with color photographs of the original building, property, and surrounding properties.
2. Detailed architectural drawings, including a complete site plan and conceptual renderings (a model is extremely helpful, but not required).
3. Examples of proposed materials such as roofing and window samples, gutter sections, siding materials, etc. Brochures and technical specifications are also helpful.
4. Old surveys, photographs, or plat maps (if available) may be useful for determining original layouts or features.
5. Professional assistance from an architect, designer, builder, or product rep is recommended but not required.

Awnings

Early 20th century construction very commonly featured awnings over windows and porches for heat control. Although awning hardware may still be in place from original installations, most awnings today are additions with modern fabric and manual or power hardware. The standard rules for repair and replacement generally do not apply, since it may not be feasible to place new fabric on old hardware.

New Installation

1. Awnings should be constructed with flexible fabric and generally should be installed slightly sagging rather than stretched taut. Current awning fabrics are a woven acrylic that holds color and is less susceptible to fading and deterioration than traditional canvas. Metal awnings are not recommended.

2. Awnings should be correctly sized for their location on the building or structure. They should generally extend slightly more than the width of the opening, be mounted just above the opening, and project at an angle that is not too steep or shallow (approximately 30°-45° to the ground plane; this angle will vary with each installation).
3. Awning fabrics are available in a wide variety of colors and patterns, many with stripes. Colors and patterns should be compatible with exterior finishes.
4. Hardware installation should not excessively damage wall surfaces.

Application Requirements

1. A fully completed application form with supporting documentation such as photos, drawings, or plans.
2. Samples of awning material, along with specifications. Brochures and flyers may also be helpful.

Demolition

Demolition of historic properties, whether *in toto* or just by removing a section, presents a difficult challenge for any design review board because complete destruction of a historic property is antithetical to the goal of preservation. Demolition should be considered only as a last resort when all other prudent alternatives have been exhausted. In most instances where safety is not an immediate issue, exploration of reasonable options may often reconcile an applicant's needs with the goals of community preservation.

Demolition or Partial Demolition of Buildings or Structures

1. Demolition or partial demolition of a primary building as a first option is not appropriate. When property owners first consider demolition prior to formal application, they should consult with the Syracuse Landmark Preservation Board for an informal impact assessment relative to the property and surrounding district. The Board will work closely with applicants to achieve mutually acceptable solutions short of demolition.
2. Secondary structures such as old garages or sheds deteriorated beyond repair may require demolition. The Board will work closely

with property owners to assess conditions prior to any demolition decision and to mitigate the results of demolition. Replacement structures must satisfy design review guidelines for new construction.

Application Requirements

1. Applications for demolition permits for properties within designated historic districts or for individually designated landmarks are automatically routed to the Syracuse Landmark Preservation Board. Prior consultation with the Board is highly recommended, but not required.
2. All demolition applications must be completely filled out and include supporting documentation. Applicants should be prepared to present compelling reasons for the demolition along with an impact assessment of the proposed action on the affected property and surrounding district.
3. Application requirements for replacement structures are in the section entitled, "Additions, Decks, and New Construction."

Exterior Wall Surfaces

Exterior wall surfaces and related features are among the most noticeable parts of a house. Since any exterior wall surface alteration can have a significant impact on the overall appearance of a property, any such proposed change should be carefully considered.

Significant historic exterior wall surfaces should be repaired rather than replaced and, if replacement is unavoidable due to significant deterioration, then the replaced element should match the original as closely as possible. Proper maintenance is also important to protect the wall surface material and those elements that lie underneath it. Deferred maintenance can lead to costly repairs.

Buildings within the Sedgwick-Highland-James Preservation District exhibit a variety of wall surface materials including brick, stone, wood, stucco, and others. In most instances, each of these materials contributes to architectural styling; multiple materials are also commonly found on many buildings and structures. For example, wood clapboards are often found on upper floors of Craftsman, Bungalow, or Arts & Crafts style residences while stucco is used on the first floor, and brick can be found in decorative arches.

Repair and Replacement

1. Original exterior surfaces and associated features should be repaired rather than replaced. If replacement is necessary, then all replacement materials should match the original in appearance, placement, and texture. All exterior cladding should be properly maintained to deter water penetration.
2. Wood siding should be carefully examined for cracks, decay, or other damage. Small fissures should be caulked. Warped siding can be re-anchored with countersunk screws. When patching deteriorated areas, boards should be carefully removed to avoid damage to adjacent siding. New boards should be blended with the old by staggering the joints to avoid a continuous line on the surface.
3. When patching stucco, the use of traditional lime and sand mixes is recommended to enhance compatibility with surrounding undamaged areas. Stucco should be carefully finished to match the surface texture of the original material.
4. Brick and stone should be repaired to match the original materials where possible. Hand tools should be used to rake out deteriorated mortar joints to avoid damage to brick or stone that can be caused by power tools. For most mortar applications, a mix of (1) part lime to (1) part Portland cement to (6) parts sand should be suitable. Sand must be carefully selected to ensure that the fully cured mortar matches the original as accurately as possible. Mortar that is too hard (such as pre-mixed) can cause damage to older brick and should be avoided.
5. The application of synthetic materials such as vinyl or metal siding can significantly impact historic integrity and is generally not appropriate. However, since many new siding products continuously appear in the marketplace, the Syracuse Landmark Preservation Board will consider synthetic material requests on a case-by-case basis.

Cleaning of Masonry Surfaces

1. Clean masonry only when necessary to halt deterioration or remove heavy soiling.
2. Clean masonry surfaces with the gentlest means possible, such as a low pressure water spray (200-600 psi) with non-ionic detergents and hand brushes with natural bristles.

3. Sandblasting and chemical solvents are not recommended. Both methods can severely damage the hard outer brick surface and lead to accelerated deterioration. Water repellent coatings are generally not recommended.

Painting

1. The Syracuse Landmark Preservation Board does consider paint color in applications. As a general guide to appropriateness, property owners are encouraged to research historic paint colors and styles. In general, architectural features should be distinguishable from one another with different paint colors. For example, primary wall surfaces and trim should be different. Other features such as fretwork or railings may be painted with different colors to make details stand out. Shutters were generally painted to contrast with the wall surface color. Since color selections can vary widely, the board will carefully consider color requests according to historic trends, impact on the individual property, and compatibility within the surrounding district.
2. Inspect painted surfaces to determine whether repainting or cleaning is required.
3. Remove deteriorated paint to the next sound layer using the gentlest means possible (handscraping is preferred). Repair cracks and holes. Sand, prime, and paint with approved colors.
4. Masonry may be painted to halt continued deterioration of brick or stone surfaces.

Application Requirements

1. A fully completed application form with supporting materials such as photos, a color plan, and paint chips.
2. While not required, any historical documentation of original and subsequent paint colors may be useful.

Garages and Outbuildings

Secondary structures such as garages and various types of sheds usually appear on most properties. Garages may be either attached or unattached. Sheds may house tools and lawn equipment, or shelter pool accessories. In many instances, secondary structures mirror the overall

architectural style of the primary building and significantly contribute to overall design integrity. Other secondary structures may be of more modern vintage.

Historic garages and structures should be repaired rather than replaced and, if elements require replacement due to excessive deterioration, then the replaced feature should match the original as closely as possible. Total demolition may be considered for non-contributing or unsafe structures (see section entitled, "Demolition").

Original garages within the Sedgwick-Highland-James Preservation District generally appeared well to the rear of most primary buildings and had folding doors that rolled back on tracks. Some garages fell into disrepair and were removed. In some cases, new garages were added onto the residence, or basements were excavated to accommodate automobiles. Many types of sheds appear in the district to add a variety of outbuilding types to the historic landscape.

Repair and Replacement

1. Existing garages and/or outbuildings should be repaired in-kind rather than replaced. When replacement is necessary, the new features should match the old as closely as possible.
2. Demolition may be required for unsafe structures as a last resort. Early consultation with the Syracuse Landmark Preservation Board is highly recommended when demolition is contemplated.
3. Most garages with folding doors have been modernized with contemporary overhead doors. Several companies now manufacture overhead doors that have the appearance of traditional folding doors and should be investigated when garage door replacement is considered.

New Construction

1. Any new construction of garages or other outbuildings should follow guidelines for new construction (see section entitled, "Additions, Decks, and New Construction").
2. Pre-fabricated garden sheds should be compatible with existing buildings and/or structures and as unobtrusive as possible.

Application Requirements

1. A fully completed application form with supporting documentation including photographs, site plans, and drawings.
2. Sample materials and specifications; brochures and flyers are helpful.

Please see “Guidelines: Demolition” for demolition requirements.

Landscaping and Exterior Features

Landscaping is an important visual element of designated historic properties. Designation covers the entire property including buildings, structures, objects and landscape features. Sometimes gardens and landscapes are the work of a master and/or may depict a particular landscape style to a high degree. Most landscapes, however, have evolved over time and reflect the decisions and tastes of many past owners. Landscapes include vegetation, fencing, paving, lighting, patios, pools, and associated streetscape features.

The rules for landscaping generally reflect those for buildings and structures. Historic landscape features should be retained and repaired. If replacement is necessary, then the replaced element should match the original as closely as possible. Regular seasonal maintenance is extremely important for optimum health and appearance of vegetation and protection of man-made objects from the elements.

The Sedgwick Tract and its environs reflect the philosophy of the “City Beautiful” movement introduced to Syracuse by Charles Milford Robinson in a series of magazine articles written in 1905. Robinson emphasized the importance of wide boulevards and park-like settings as organic elements within urban environments. Buildings, structures, and objects should blend with the landscape to create an integrated setting. The Sedgwick Farm Land Company embraced those “garden community” ideals by providing generous, open lots along curving streets with ample foliage on both lots and streetscape. Proper recognition and maintenance of these landscape features is therefore essential for sustaining the original character of the Sedgwick-Highland-James Preservation District.

Repair and Replacement

1. Important historic landscape elements including ornamental vegetation, trees and/or man-made elements should be retained

rather than replaced (see “Vegetation,” below). Repairs to man-made elements should utilize in-kind materials. If replacement is necessary, then the new material should match the old as closely as possible. Where doubt exists concerning the historical significance of any landscape feature, please consult the Syracuse Landmark Preservation Board.

2. Introduction of new landscape elements must be carefully considered within the context of the entire property and its environs (for specific items, please refer to the following sections below).

Vegetation

1. Since the Sedgwick Farm Land Company embraced the “pastoral urban setting” concept, vegetation plays a vital role in the physical landscape of the historic district. Mature trees, shrubs, and plantings should be retained where possible.
2. When mature shrubs and plantings are replaced, the new should reflect the original landscape design as much as possible and be compatible with other plantings on the property.
3. Vegetation should be pruned, trimmed and watered as per acceptable practice for each particular plant species.

Fencing & Retaining Walls

1. In addition to a Certificate of Appropriateness, a zoning permit is required for all fence installations.
2. Because of the planned open nature of the original neighborhood, front yard fencing is not recommended. Side and rear yard fencing will be considered on a case-by-case-basis. In general, fencing placement should logically conform to identifiable site boundaries and/or features. Side fences should be located at least 12” behind the front corners of the primary façade.
3. Several types of wood fencing may be appropriate for side and rear installations. These include stockade, flat top plank, or flat top plank with lattice detail. Curved top fences are not recommended. Wooden fencing may weather naturally, or be stained or painted. Colors should match the primary building or blend into the environment. Chain link or woven wire fences may be appropriate in unobtrusive rear yard settings.

4. Plantings can be used to effectively screen fencing; however, since plantings may perish or be removed, the overall fence design should be approvable without the use of plantings.
5. Some fencing alternatives include invisible pet fences and low hedges or shrubs.
6. Required fencing around swimming pools must comply with applicable code requirements. The requirement for fencing around pools does not constitute justification for any particular fence design or location; the Syracuse Landmark Preservation Board must still review pool fence applications for appropriateness.
7. Pressure treated lumber is inconsistent with the historic character of the neighborhood and is not recommended.
8. Original retaining walls were constructed of stone or cast concrete. These should be retained and repaired in-kind. If replacement is necessary, the new materials should match the old as closely as possible. New retaining walls should be as unobtrusive as possible.

Driveways, Walkways, Patios, Ramps

1. Most driveways in the historic district consist of blacktop extending from the street to a rear garage. Some areas may be graveled or have concrete elements. Proper maintenance or in-kind repair can extend the life of most driveways. Replacement projects should consider original features such as width, materials, and alignment, and recognize/protect any vegetation or man-made historic elements that may be present. Although used on city streets during the early 20th century, brick pavers are not recommended for driveways.
2. Public sidewalks are made of concrete and should not be replaced with brick or pavers. Bright white replacement concrete is not recommended; consult the Syracuse Landmark Preservation Board for proper tinting requirements. Avoid damage to the root systems of mature trees.
3. While most public walkways were concrete, residential walkways were occasionally constructed of brick or stone in a variety of patterns. Brightly tinted patio pavers are not recommended; tones that approximate stone, brick, or weathered concrete are more appropriate.

4. Wheelchair ramps or other ADA modifications must generally be configured to offer as low a profile as possible with colors that blend with the surroundings. Although mandated by law, the design of these enhancements must still be approved by the Syracuse Landmark Preservation Board.
5. Newly configured driveways, walkways, or patios should be carefully designed for minimal impact on existing architectural and landscape features.

Pools

1. Swimming pools reflect contemporary lifestyles and are not original features in the district. Although non-historic in most instances, pools will be considered by the Syracuse Landmark Preservation Board.
2. Pools and associated pool structures or equipment should be as unobtrusive as possible. Aboveground pools are generally not appropriate. Paving and grade modifications associated with pool installations are subject to review.
3. Required fencing around swimming pools must comply with applicable code requirements. The requirement for fencing around pools does not constitute justification for any particular fence design or location; the Syracuse Landmark Preservation Board must still review pool fence applications for appropriateness (see Fencing, above).
4. Swimming pools should be located a sufficient distance from the primary building and other significant structures to lessen impact on the property's overall historic character. Pool sites should not adversely impact landscape characteristics and spatial qualities. Mature plantings should be retained.

Exterior Lighting

1. Historic light fixtures should be retained and repaired to modern safety requirements rather than removed. When replacement is necessary, new fixtures should be compatible with period fixtures in size, finish, and placement.
2. Original brass fixtures dulled fairly quickly (even with regular polishing); therefore, bright brass finishes are not recommended. Dull brass or even black fixtures may generally be more appropriate. Since finishes are more important than materials,

- fixtures may be metal or plastic. Glazing panes may be glass or plastic, as well. Materials and finishes, however, should be consistently applied on the overall exterior facade.
3. Ornamental lighting schemes such as bollards, low garden walk lights, tree illuminating lights, or similar non-historic installations are not recommended where the light would be particularly visible from the public right-of-way.
 4. Non-historic utilitarian security lights can be excessively bright. These types of lights should be low wattage, directed away from the street and neighbors, and not be installed high on the building or structure.
 5. The erection of light poles or other supporting construction for lights, particularly in the front yard or other areas visible from the public right-of-way, is not recommended. When such lighting is installed anywhere on a property, poles and other supports should be unobtrusive and compatible with the character of the property. Masonry piers, large pylons, or overly ornamental metal poles are not recommended.

Streetscapes

1. Residential property owners are generally responsible for sidewalks and the grassy curb strip between the curb and sidewalk.
2. Most sidewalks should be concrete with a light broom finish. Bright white concrete is not recommended. Brick pavers with dramatic patterns & textures and blacktop are also not recommended for public sidewalks.
3. The curb strip should not be paved except for approved municipal purposes. In keeping with the original design of the Strathmore development, the strip should be maintained as a grassy lawn area.

Application Requirements

1. A fully completed application form with supporting documentation such as photos, drawings, and a fully annotated site plan. Photos and descriptions of proposed plantings is helpful.
2. Samples of materials to be used along with manufacturer's specifications (if available), brochures, or flyers.

Porches & Porch Enclosures

Porches are prominent stylistic features of early 20th century architectural designs. They shelter doorways while establishing proportionality and balance to a façade, and are important in some styles as major character-defining elements. All porch elements such as trim, decorative features, posts, railings, roof, cornice, floor, and steps contribute to overall architectural significance.

Historic porch elements should be repaired rather than replaced and, if replacement is necessary due to excessive deterioration, then the replaced element should match the original as closely as possible. Proper maintenance is critical for the continued preservation of historic porches.

Although some residences within the Sedgwick-Highland-James Preservation District originally had enclosed porches, most porches were left open. The allure of additional heated space during cold winters led many property owners to enclose their porches. The dominant porch form in the district is a single story room attached to the gable end of a Colonial Revival Style dwelling. The porch roof usually had a shallow slope. The infill of overhanging porches common as a character-defining feature on Craftsman Style dwellings is a major design change that should be approached with care.

Repair and Replacement

1. Identify, retain and preserve significant architectural features on historic porches. These features may include trim, decorative elements, posts, railings, roof, cornice, floor, steps, etc.
2. If repair is necessary, then such repairs should be made utilizing “in-kind,” or matching materials. Deteriorated or missing features should be matched with the original as closely as possible. Columns or other elements such as railings should be sized and scaled to match original elements. Incompatible materials should not be used.
3. Design of replacement porches should be based on historical and physical documentation. When sufficient documentation is not present, the new porch should not create a false historical appearance incompatible with the overall building design.
4. Removal of a porch without replacement is not recommended.

Porch Infill

1. The removal of stylistically inconsistent porch infill is recommended, but not required.
2. Infill of porches is generally not recommended. Any application before the Syracuse Landmark Preservation Board for porch infill has to substantially preserve the original design and not irreversibly damage historic material. Porch details should be retained. The Board will consider each application on a case-by-case basis.

Application Requirements

1. A fully completed application form with supporting documentation such as photos, drawings, or plans.
2. Examples of proposed materials and/or brochures and technical specifications.
3. Old surveys or maps when original porch configurations are in doubt.
4. Professional assistance from an architect, designer, builder, or product rep for extensive projects is recommended but not required.

Roofs

The shape and design of a roof is an integral part of many architectural styles. Tudor Style dwellings may have steeply pitched roofs, while Colonial Revival and Italianate types may exhibit shallower pitched hip roofs. Shape, pitch, and existing features should be considered as part of any roofing repair or replacement project. These features also include gutters and roof-wall junctions.

Historic roofing configurations, features, and materials that contribute to overall design significance should be repaired rather than replaced and, if replacement is unavoidable due to significant deterioration, then the replaced element should match the original as closely as possible. Proper maintenance is also important to protect structural elements underneath the roof. Deferred maintenance can lead to costlier repairs, particularly with slate or tile roofs.

Most residential dwellings in the Sedgwick-Highland-James Preservation

District had wood shingle roofs (not shakes) weathered to a silver-gray color. Since asphalt shingles were also available, a few homes probably had asphalt shingle roofs in varying colors and textures, as well. Other houses utilized slate shingles arranged in mixtures of gray or gray-green colors. Spanish or Mediterranean Style dwellings typically had flat to half-round tile roofs made with concrete or clay materials. Flat or nearly flat roofs were common on porches, dormers or additions.

Repair and Replacement

1. The roof must be properly assessed prior to making decisions about repair or replacement. Repair must be the first alternative considered; if repair is not feasible due to excessive deterioration, then replacement may be the indicated course of action.
2. If repair is feasible, then repairs should be made utilizing “in-kind,” or matching materials. As part of the repair process, some replacement of deteriorated features may be necessary. Missing parts should be matched with the original as closely as possible by observing similar prototypical features that may be present or through photographic or descriptive evidence. When matching materials are unavailable, alternative elements may be considered.
3. If replacement of the entire roof is necessary, then the new roof should match the old as closely as possible in design, texture, color, profile, and material. Decorative features such as metal cresting or wood trim elements should be retained or replaced in-kind. Heavily textured “architectural” style asphalt shingles are generally inconsistent with the character of most original roofs and are usually not recommended. Standard three-tab shingles in black-gray tones more closely resemble the type of weathered cedar shingles prevalent in the original district. Wood colored shingles are not appropriate.

New Metalwork

1. All new flashing, drip edges, and other metalwork (including the nails) should be chosen for compatibility. Steel, aluminum, and copper are inherently incompatible and will rapidly deteriorate if placed in direct contact with each other. The use of unfinished aluminum is generally not acceptable; pre-finished aluminum may be acceptable if it is painted to match surrounding elements. Copper, lead-coated copper, painted terne metal and painted steel are generally acceptable. Sound historic flashing may be reused.

Gutters and Downspouts

1. Historic gutter and roof water systems should be repaired and retained where possible, particularly if the system contains leader heads, downspout straps or other decorative features. Proper maintenance is critical to control roof water and to channel water away from the foundation. Originally, most gutters in the Sedgwick-Highland-James Preservation District were steel half-round gutters, built-in gutters, or Yankee gutters consisting of a raised edge above the roofline and angled towards downspouts in the cornice. If replacement is unavoidable, the Syracuse Landmark Preservation Board will consider in-kind replacement as a first alternative. Replacement with “K-style” gutters is generally discouraged; however, the Board will consider these requests on a case-by-case basis. Downspouts should be located on secondary walls away from major viewsapes.
2. Gutters and downspouts should be periodically cleaned and properly maintained to protect the roof.

Flat Roofs

1. Deteriorated flat roofs may be covered over or replaced with contemporary single-ply membranes such as EPDM or modified bitumen. These roofs should generally be black in color.

New Non-Historic Roof Features

1. Ridge vents, whole house fans, skylights, solar collectors, satellite dishes, television antennae, and other non-historic roof features must be considered on a case-by-case basis to assess overall impact on the historic property and its significant component parts. If non-historic attachments are deemed approvable, they will generally be located on less visible surfaces away from primary facades.
2. Historic roof configurations generally should not be altered with dormers or major expansions (for new wings, see “Additions and New Construction”). When such changes are considered, they must have minimal impact on the historic roof configuration by reflecting the appropriate pitch, profile, scale, and material. Location away from primary facades is desirable. The Syracuse Landmark Preservation Board will review these projects on a case-by-case basis to determine appropriateness.

Chimneys

1. Chimneys can often reflect period styles to a high degree. Original features should be retained and repaired. Necessary replacement should be with “in-kind” materials.
2. New chimneys must be compatible with the design and character of the building and must not damage historic architectural features.
3. Maintenance of chimneys is often poor. Loose chimney mortar and deteriorated flashing around the base can lead to moisture penetration. Proper maintenance is recommended to prevent damage to structural elements around and beneath the chimney.

Application Requirements

1. A fully completed application form with supporting documentation such as photos, drawings, and plans.
2. Samples and specifications of any materials being used. Product brochures and flyers are often helpful.

Windows and Window Elements

Windows contribute significantly to a property’s historic character and are immediately recognizable as character-defining features because they establish rhythm, balance, and symmetry to a building’s façade. All window elements such as the sash, window opening, sills, lintels, trim, shutters, and storms act in concert as contributors to overall historic significance.

Historic window elements should be repaired rather than replaced and, if replacement is unavoidable due to excessive deterioration, then the replaced element should match the original as closely as possible. As a final alternative, replacement windows should match the original as closely as possible in all respects. Proper maintenance is critical for the continued use and preservation of historic windows.

Most windows in the Sedgwick-Highland-James Preservation District are wood or steel with clear glazing. Wooden windows are mostly double-hung sash and most steel windows are casement types. Some leaded or stained glass is evident in original or later installations. Many properties feature bay windows, while others have decorative lintels. Distinctive window types such as Palladian or round-headed windows also appear throughout the district. Fixed vane louvered or flat panel shutters are

common next to double-hung sash, whereas steel windows rarely were shuttered. Most historic shutters were installed across the face of the jamb casing and angled back towards the wall face. The historically correct location for hardware is generally on the window jamb.

Repair and Replacement

1. Identify, retain and preserve windows along with their significant functional and decorative features. Such features include frames, window sash, muntins, glazing, sills, lintels, hoodmolds, jambs, and moldings.
2. If repair is indicated, then such repairs should be made utilizing “in-kind,” or matching materials. Deteriorated or missing features should be matched with the original as closely as possible.
3. Replacement of entire window units is discouraged; however, if the existing window is beyond reasonable repair, then the new window should match the old in material, configuration, size, and detail. The new window should convey the same visual appearance as the old. Replacement of steel windows with new wooden windows is not recommended. Replacement of double-hung sash with casement windows (or vice versa) is also not recommended.
4. The replacement of contributing historic windows with vinyl replacement sash is not recommended. Although vinyl windows are entirely appropriate for many modern dwellings, they are inappropriate as replacement material for wooden windows in historic districts. There are many competitive wooden windows on the market with all the features of vinyl products.
5. The “blocking in” of window openings as a repair or remodeling option is strongly discouraged because façade balance is significantly disrupted; cutting of new window openings is also discouraged.

Shutters

1. Existing shutters should be carefully maintained and repaired as necessary. They should be retained in their original locations along with any hardware.
2. If replacement is necessary, then the new shutter should match the old as closely as possible in size, location, and material. It is recommended that new shutters be constructed of naturally rot

resistant wood, painted, and properly maintained. The replacement shutter must not necessarily be operable.

3. Replacement shutters for windows where shutters once existed but are no longer extant should match the style of the house and window (for example, a round top window should have a round top shutter). Shutters should not be installed where they did not exist historically.

Storm Windows

1. Original wood sash storms and screens should be carefully maintained and repaired in-kind. Replacement storms and screens should match the old as closely as possible. When wood replacement storms and screens are built, the clear glass area of the storm sash should equal or be greater than that of the primary window sash. Muntins should be located to align with the meeting rail of the primary sash.
2. Exterior aluminum combination storms and screens may be approved if they are pre-finished or painted to match the house color. They should be installed in the sash rabbet to minimize excessive protrusion, and meeting rails of the sash and storm should align to maintain overall visual appearance.
3. Interior storm windows are an alternative to exterior storms. Depending on individual conditions, these storms may be the best option for steel casements.

Application Requirements

3. A fully completed application form with supporting documentation such as photos, drawings, or plans.
4. Samples of windows or other materials, along with specifications. Brochures and flyers may also be helpful.

Appendix

Glossary

Major Bibliographic References

Syracuse Landmark Preservation Ordinance

Glossary

Acanthus a plant of the Mediterranean region characterized by thick, fleshy, scalloped leaves; used as a decorative element on Corinthian and composite capitals as well as on moldings.

Arcade a series of arches supported by columns or pillars; a covered passageway.

Arch a curved and sometimes pointed structural member used to span an opening. Arches are usually classified according to historical criteria (e.g. Tudor arch, Moorish arch, Gothic arch, etc.) or according to the curve of the underside of the arch.

Architrave in classical architecture, the lowest of the three main parts of the entablature. Also, the ornamental moldings around doors, windows, or other openings.

Art Deco (1920-1940) an architectural style characterized by an overall linear, angular, vertical appearance, stepped façade, extensive use of zig-zags, chevrons, lozenges, and volutes as decorative elements, and vertical projections above the roofline.

Art Moderne (1930-1945) an architectural style characterized by an overall streamlined appearance, asymmetrical façade, smooth wall surfaces with rounded corners, sparse ornamentation, flat roof, windows that frequently wrap around corners, and a curved canopy over the front door.

Ashlar squared building stone characterized by a high quality of finish and thin mortar joints.

Awning usually a movable canvas sunscreen over a window or doorway.

Awning window one or more sash hinged horizontally; the bottom swings outward (awning type), or the top swings outward (hopper type).

Balcony a railed projecting platform found above ground level on a building.

Balloon Framing a building system featuring studs that extend in one piece from the top of the foundation sill plate to the top plate; floor joists are nailed to studs and are supported by ledger (horizontal) boards. Introduced in the early 1830s.

Baluster, balustrade (pl.) a shaped vertical member (usually wooden) or series of members supporting a railing.

Bargeboard a board, typically decorated, on the projecting edge of an overhanging gable roof, used to conceal the ends of rafters.

Batten a narrow board used to cover gaps between siding boards or sheathing.

Bay a regularly repeated main division of a building design.

Bay window a window structure projecting beyond the main wall plane; if attached to the building above ground level, properly called an oriel.

Beaux Arts (1885-1925) an architectural style characterized by monumental and imposing appearance, symmetrical façade, floral patterns on wall surfaces, quoins, pilasters, paired

colossal columns, and flat or low-pitched (often Mansard) roofs.

Bracket the plain or decorative supports under a roof eave or bay window.

Brick Bonding the repeated arrangement of bricks into various patterns.

Bridging a brace, or series of braces, placed between joists, studs, or other structural members.

Building elements the parts of a building such as windows, doors, trim, dormers, etc.

Bungalow (1890-1940) an architectural style characterized by small size, overall simplicity, broad gables, dormers, porches with large square piers, and exposed structural members.

Canopy a projecting cover protecting a doorway or entrance.

Capital the decorative top portion of a column

Casement a window sash that swings open along its entire length; usually hinged on the side of the window opening.

Casing the exposed architectural framework or trim around a wall opening.

Clapboards narrow, overlapping boards applied horizontally to an exterior wall.

Column a long vertical structural member that supports a load; in

classical terms, a cylindrical support having a base, shaft, and capital ; also see *orders*.

Coping the flashing or cap, usually metal or tile, on top of an exterior wall.

Cornice decorative trim at a wall and roof junction; the uppermost part of a classical entablature.

Cupola a small surmounting structure mounted on a roof; a common feature of Italianate Style dwellings.

Deck an outdoor platform and its supporting members; may be attached or unattached to a building.

Dentil one of a series of small rectangular blocks on architectural molding; commonly used on Greek Revival or Colonial Revival architecture.

Dormer a roofed structure with a vertical window that projects from a pitched roof.

Double-hung sash a window consisting of two vertical sliding sash, each comprising half of the window opening.

Eave the lower part of a roof that projects beyond the wall.

Elevation a scale drawing of the side, front, or rear of a building; the perpendicular view of a particular side.

Ell A wing or addition at right angles to the main building or structure.

Entablature the upper part of a classical architectural order including the architrave, frieze, and cornice.

Façade the face of a building; generally the most ornate side facing the street.

Fascia a flat horizontal band or member such as the face of a cornice.

Fenestration the arrangement and design of windows in a building.

Gable the triangular wall sections at the ends of a pitched roof formed by the two sloping roof planes.

Gambrel a double-pitched gable roof usually associated with Dutch Colonial architecture.

Glazing the glass in a window.

Hip the external angle at the intersection of two roof planes; a hip roof has sides that slope upward toward the center from all sides.

Hood a projecting cover located over a wall opening such as a door.

Leader a rainwater downspout.

Light a pane of glass installed in a window; or the window itself.

Lintel a horizontal structural member that bridges an opening; generally used to describe the top of a window.

Mansard a flat roof with steeply sloping sidewalls that can be concave or convex; the sidewalls are often pierced by dormer openings; usually associated with Second Empire buildings.

Massing the collective visual form created by a group of buildings.

Molding a decorative band or strip of material with a profile generally used on cornices and as trim around window & door openings. Also used to delineate the wall and ceiling juncture in interior spaces.

Mullion a vertical member separating window lights.

Orders different styles of classical architecture, each based on a particular design of column and entablature; the Greek orders are Doric, Ionic, and Corinthian; the later Roman orders are Tuscan, Roman Doric and Composite.

Parapet the portion of a wall extending above the roof

Parge to coat masonry with cement mortar or stucco, usually containing damp-proofing ingredients.

Pavers solid brick, stone or concrete units used for sidewalks or driveways, usually thinner than a standard brick and without core holes.

Pediment In classical architecture, the triangular gable end above a horizontal cornice.

Pendant a hanging ornament usually found projecting from the bottom of a bargeboard or wall overhang.

Pilaster a rectangular decorative column or shallow pier attached to a wall.

Pointing the repair of masonry joints by filling with a high quality mortar.

Porte-Cochere a covered porch projecting far enough across a driveway so that automobiles or other wheeled vehicles may easily pass through.

Portico a covered walk or porch supported by columns or pillars.

Prairie Style (1900-1920) an architectural style characterized by its overall horizontal appearance which is accomplished through the use of bands of casement windows, long terraces or balconies, flanking wings, low-pitched roofs with wide overhangs, and darkly colored strips or bands on exterior walls.

Pueblo Revival (1905-present) a predominantly southwestern architectural style characterized by flat roofs with projecting rounded roof beams, stucco walls with rounded corners, windows set deeply into walls, and stepped or terraced upper stories.

Queen Anne (1880-1910) an architectural style characterized by irregularity of plan and massing, variety of color and texture, and multiple window treatments. Walls are characterized by the use of different materials.

Quoins large stones, or rectangular pieces of wood or brick, used to decorate and accentuate the corners of buildings.

Rafters the sloping members of a roof upon which the roof covering is placed.

Rake the slope of a gable, pediment, stair string, etc.

Retaining Wall a braced or freestanding wall that bears against an earthen backing.

Return the continuation of a molding from one surface onto an adjacent surface.

Reveal the vertical retreating surface of a window or door between the frame and the front of the wall.

Ridge the horizontal line formed when two roof surfaces meet.

Ridge Board the topmost horizontal member of a roof frame into which rafters are connected.

Saltbox a house design characterized by a roof with a short front slope and a longer rear slope.

Sash the framework into which window panes are set.

Scrollwork any kind of ornamental work that is scroll-like in character.

Second Empire (1855-1890) an architectural style characterized by multiple stories, mansard, with multicolored slate or metal shingles, bracketed windows, ornate moldings, and arched double doors.

Segmental Arch an arch formed by an arc or segment of a circle; often forms the top of a window.

Side Light a long fixed sash flanking a door or window.

Sill the horizontal lower member of a window or other frame.

Site Plan an accurate scaled drawing of a site as if seen from above.

Stoop an uncovered platform with steps at an entrance.

Stringcourse a continuous horizontal band of brick, stone or wood on the exterior wall of a building.

Terra Cotta a fine-grained fired clay product used ornamentally on the exterior of buildings.

Texture the appearance and feel of a material's surface.

Threshold a wood, stone or metal strip under a door.

Tile a piece of fired clay that is thinner than a brick.

Tongue and Groove a joint composed of a rib (tongue) received by a groove.

Tracery the ornamental work in the upper part of an arched Gothic window consisting of interlacing lines.

Transom Window a small window or series of panes above a door.

Truss a rigid, structural triangle formed to span between two load-bearing walls; generally supports the roof.

Tudor Style (1890-1940) an architectural style characterized by steeply pitched gable roofs, gabled entryway, narrow windows, tall chimneys, and decorative half-timbering.

Valley the depressed angle formed at the meeting of two roof slopes.

Veranda a roofed space attached to the exterior wall of a house supported by columns, pillars, or posts; sometimes called a *piazza*.

Vernacular Architecture local building practices derived from adaptation to functional needs; utilizes materials and methods available to local artisans without precise regard for stylistic nuances.

Voussoir a wedge-shaped stone or brick used in forming an arch.

Water Table a plain or molded ledge that protects a foundation from water running down the side of a building.

Weather Stripping material installed around door and window openings to prevent air and moisture infiltration.

Wheel Window a round window with glazing bars radiating from its center.

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Syracuse Herald (October, 1905)

CITY OF SYRACUSE



ZONING ORDINANCE

**PART C
SECTION VII**

(LANDMARK PRESERVATION)

ADOPTED: SYRACUSE COMMON COUNCIL – MARCH 10, 1975

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PART C

SECTION VII LANDMARK PRESERVATION

ARTICLE 1 Legislative Intent

It is desirable to take measures to provide for the creation of Preservation Districts and Protected Sites in furtherance of the following public purposes, which are found to promote the economic, cultural, educational and general welfare of the residents of the City of Syracuse:

- A. To provide for the protection, enhancement, perpetuation and use of those districts and structures which are illustrative of the growth and development of the City of Syracuse and which are of particular historic or aesthetic value to the City;
- B. To recognize and insure the preservation of those elements of the City's past which represent many and varied architectural, artistic, and cultural achievements which cannot be duplicated or otherwise replaced;
- C. To promote the use of Preservation Districts and Protected Structures as a means of providing enjoyment and unique educational benefit by perpetuating the physical evidence of Syracuse's past;
- D. To stabilize and improve property values in such areas and otherwise promote their reuse;
- E. To protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided;
- F. To foster civic pride in those elements of the City's past which give Syracuse its unique character and set it apart from other cities.

PART C

SECTION VII LANDMARK PRESERVATION

ARTICLE 2 Definitions

A. Preservation District:

An area of the City of Syracuse delineated on the Zoning Map of such City which (1) meets some or all of the criteria enumerated in Section V and which, by reason of such factors, constitutes a distinct section of the City; and (2) is designated as a Preservation District pursuant to amendment of the Zoning Ordinance.

B. District:

Preservation District.

C. Exterior Building Component:

Any exterior structural, ornamental, or functional element of a structure which shall be open to public view including, but not limited to, type, color and texture of building materials; entry ways; fenestration; lighting fixtures; roofing; sculpture and carving; steps; rails; fencing; vents and other openings; grillwork; signs; canopies; and other attachments.

D. Interior Building Component:

Any structural, ornamental or functional element of a structure located within the interior of a public building or other building accessible to the general public, including but not limited to entry ways; lobby area; hallways and corridors; auditoriums and places of public assembly; galleries and exhibition areas; and interior courtyards.

The structural, ornamental or functional elements referred to herein shall include, but not be limited to: type, color and texture of building materials; lighting fixtures; flooring; ceilings; ornamental woodwork; moldings and trim; casings; stairs; rails; masonry; paintings and works of art; sculpture and carving; doors; transoms and sidelights; fenestration; skylights; and other interior elements.

E. Protected Site:

A parcel of land, together with a building or structure thereon, not located in a Preservation District, which nevertheless (1) meets one or more of the criteria enumerated in Section V; and (2) is designated as a Protected Site pursuant to amendment of the Zoning Ordinance.

F. Material Change of Appearance:

The treatment of property designated as a Protected Site or situated within a Preservation District, including the land and improvements, which is described in any of the following categories:

1. A change in bulk, location or mass of exterior building components and, if designated, interior building components, of any structure, including partial or total demolition or construction of new structures or additions to existing structures.

2. A change in the texture or material composition of exterior building components of a structure.
 3. A change in color.
 4. Any process used to clean or treat exterior or interior building components of a structure which can reasonably be expected to cause discoloration, pitting or other change in the surface or durability of the material being treated, including power blasting, whether or not involving the use of additives.
 5. Any change in design or location of advertising on the exterior of any structure, or sign work as defined by the Sign Ordinance of the City of Syracuse.
 6. Any activity constituting excavation, modification to land contours, or installation of pavement for parking lots, driveways or sidewalks.
 7. Any activity involving the deposit of refuse, waste or fill on land not previously used for such purposes.
- G. Ordinary Maintenance or Repair:
- Routine repair, replacement or maintenance of electrical or mechanical installations, or of damaged or worn parts or surfaces; including repainting, landscaping and treatment of flat roof areas not visible to the general public.
- H. Preservation Restriction:
- An easement or other interest less than a fee interest, in favor of the City of Syracuse, in a Protected Site or a structure in a District.
- I. Certificate of Appropriateness:
- A certificate issued by the Landmark Preservation Board authorizing a material change of appearance of a Protected Site or within a District, subject to other applicable permit requirements.
- J. Dangerous Conditions:
- A determination made by an enforcement agency that circumstances exist, which if not corrected, constitute a threat to the life, health or safety of the general public or such other persons for whose protection such regulations were intended. Such determination may be verbal or in writing. The term "enforcement agency" shall refer to any public agency or official having jurisdiction to issue orders affecting the life, health and safety of persons within the City of Syracuse, including by way of illustration, police, fire, civil defense, health, building and related code enforcement personnel.

PART C

SECTION VII LANDMARK PRESERVATION

ARTICLE 3 Landmark Preservation Board

A. Jurisdiction and Purpose:

To effectuate the goals of this Ordinance, there is hereby established in and for the City of Syracuse the Syracuse Landmark Preservation Board, hereinafter called the Board.

B. Composition and Selection:

The members of the Landmark Preservation Board shall be appointed by and serve at the pleasure of the Mayor. The Board shall consist of nine (9) members of whom at least five (5) shall be City residents, and appointments shall include the following:

One (1) member from a list of no less than five (5) names submitted by the Onondaga Historical Association;

Two (2) members from a list of no less than seven (7) names submitted by the Central New York Chapter of the American Institute of Architects;

One (1) member from a list of no less than five (5) names submitted by the Syracuse Conservation Advisory Council;

One (1) member from a list of no less than five (5) names submitted by the Greater Syracuse Real Estate Board;

One (1) member from a list of no less than five (5) names submitted by the Landmarks Association of Central New York;

Three (3) members shall be appointed at large, at least one (1) of whom whose principal occupation involves finance or real estate management.

Notwithstanding the foregoing, if any of the above-named organizations shall fail to submit such lists as specified within thirty (30) days of the Mayor's written request that such list be submitted, then the Mayor shall appoint such members as he deems appropriate.

Members shall serve for three (3) year terms, except that of the members initially appointed following the adoption of this Ordinance, one-third (1/3) shall be appointed to a two (2) year term and one-third (1/3) shall be appointed to a one (1) year term. Vacancies shall be filled by the Mayor in the same manner as provided for other appointments. A Chairperson shall be selected by the Board, from among its members, for a one (1) year term.

Members of the Landmark Preservation Board shall serve without compensation but may be reimbursed for actual expenses necessarily incurred in performance of their duties.

C. Powers and Duties:

1. The Landmark Preservation Board shall make recommendations to the City Planning Commission and the Common Council for Designations of Districts and Protected Sites pursuant to Article 5 herein, and issue Certificates of Appropriateness pursuant to Article 6 herein.
2. In carrying out the aforementioned duties, the Board shall have the power to:
 - (a) adopt such regulations pertaining to its duties as it may deem necessary to effectuate the purposes of this Ordinance. Copies of such regulations shall be filed with the City Clerk and the City Planning Commission;
 - (b) retain or employ professional consultants, secretaries, clerks or other such personnel as may be necessary to assist them in carrying out their duties, to the extent that funds are appropriated and available therefor;
 - (c) conduct surveys, in consultation with public or private agencies as appropriate, of buildings for the purpose of determining those of historic and/or architectural significance and pertinent facts about them;
 - (d) formulate and publish recommendations concerning the preparation of maps, brochures, and historical markers for selected historic and/or architectural sites and buildings;
 - (e) cooperate with and advise the Mayor, the Common Council, and other public and private agencies in matters involving historic and/or architectural sites and buildings;
 - (f) advise owners of historic buildings on problems of preservation and restoration.
3. Nothing contained in this Ordinance shall be construed as authorizing the Board in acting with respect to an application for a Certificate of Appropriateness or in adopting regulations in relation thereto, to waive any regulation or laws relating to height and bulk of buildings, area of yards, courts and other open spaces, density of population, the locations of trades and industries, or location of buildings designed for specific uses.
4. The Board may, in exercising or performing its powers, duties or functions under this Ordinance with respect to any structure in a District or to any Protected Structure apply or impose, with respect to the construction, reconstruction, alteration, demolition or use of such structure, determinations or conditions which are more restrictive than those prescribed or made by or pursuant to the applicable District regulations contained herein or to any other applicable provisions of law.
5. The Landmark Preservation Board shall, prior to final action by the Common Council as provided for by Article 5, Subsection A, Subparagraph 3, review any proposed modification of the application of the elements constituting a material change in appearance as defined in Article 2, Subsection F(6), and submit its recommendations on such modifications to the Common Council prior to final action.

PART C

SECTION VII LANDMARK PRESERVATION

ARTICLE 4 Regulated Conduct

- A. No material change in appearance as hereinabove defined shall be made within a designated District or to a Protected Site except as hereinafter provided. Nothing in this Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior building component in a District or of a Protected Site which does not involve such a material change in appearance.
- B. This Ordinance shall apply to all Protected Sites and to all buildings, structures, outbuildings, walls, fences, steps, topographical features, earthworks, paving and signs within a designated District, provided however that it shall not apply to the construction, alteration or demolition of any structure where prior to date of public notice of any proposed designation:
 - 1. The applicant has in good faith either:
 - (a) undertaken contractual commitments which require him to do such construction, alteration or demolition or
 - (b) obtained a permit to do such work and such work has actually commenced.

PART C

SECTION VII LANDMARK PRESERVATION

ARTICLE 5 Designation of Preservation Districts or Protected Sites

A. Designation of Exteriors and Interiors

1. Designation of a Protected Site, may apply to the exterior only, or to the interior only, or to both. The designation shall include a specific reference as to whether the interior or exterior or both is intended; where such specific reference is omitted, the designation shall be deemed to apply to the exterior only.
2. Designation of a Preservation District shall be deemed to apply to the exterior only of structures or sites therein, except that interiors of any structure within the District may be designated by specific reference thereto.
3. Anything to the contrary herein notwithstanding, at the time of designation of a Preservation District, or at any time thereafter as an amendment to said designation, the control elements constituting a "Material Change of Appearance" as defined in Article 2, Subsection F of this Article may be modified in their application to said preservation district by deleting the specific element contained in Subsection F(6), provided however, that any such modification shall have been submitted to the Landmark Preservation Board for its review and comments prior to final action.

B. No Preservation District or Protected Site, as the case may be, shall be designated unless it is found to possess one (1) or more of the following characteristics:

1. association with persons or events of historic significance to the city, region, state or nation;
2. illustrative of historic growth and development of the city, region, state or nation;
3. in the case of structures, embodying distinctive characteristics of a type, period or method of construction or representing the work of a master, or possessing unique architectural and artistic qualities, or representing a significant and distinguishable entity whose component may lack individual distinction;
4. in the case of districts, possessing a unique overall quality of architectural scale, texture, form and visual homogeneity even though certain structures within the district may lack individual distinction;
5. in the case of interiors, possessing one (1) or more of the characteristics enumerated in 1, 2 or 3 above and, in addition, embodying distinctive characteristics of architectural scale, form and visual homogeneity, which are an integral part of the character of the structure in which the space is contained.

C. Designation of a Preservation District or a Protected Site shall be deemed an amendment to the Zoning Ordinance and official Zoning Map of the City of Syracuse and shall become effective only after public hearing upon approval of such amendment in the manner provided by law. The Landmark Preservation Board or any person, group or persons or association may petition the City Planning Commission for adoption of such an amendment. In addition to any other notices required by law, the Planning Commission

shall notify the Board ten (10) days prior thereto of any hearings bearing on a proposed designation or change thereof.

- D. The resolutions and/or recommendations of the City Planning Commission with respect to any proposed designation or change thereof, together with the recommendations of any of the Board shall be forwarded to the City Clerk, who shall transmit copies of the same to members of the Common Council. The Council shall either adopt, modify or reject the recommendations of the Planning Commission with respect to a proposed designation or change thereof.

Within five (5) business days after a designation by Council of a District or Protected Site becomes effective, notice of such designation shall be sent to all affected property owners, and to all city and county departments having power to administer and enforce any laws, codes or regulations governing real property within the City, and a certified copy of the designating ordinance shall be filed in the office of the Clerk of Onondaga County and indexed against the affected parcels of land.

PART C

SECTION VII LANDMARK PRESERVATION

ARTICLE 6 Procedure for Issuance of Certificate of Appropriateness

- A. Notwithstanding any inconsistent ordinance, code, rule or regulation concerning the issuance of building or other permits, no material change of appearance in any designated feature of a structure in a designated District or of a designated Protected Site shall be commenced without issuance of a Certificate of Appropriateness from the Board, nor shall any building or other permits for such change be issued without such a Certificate of Appropriateness having first been issued. The Certificate of Appropriateness required by this Section shall be in addition to, and not in lieu of, any building or other permit that may be required by any state or local law or regulation.
- B. Application for a Certificate of Appropriateness shall be submitted to the Board in such form and including such information as the Board may require.
- C. Issuance of Certificate
 1. Within a reasonable time after application is filed, the Board shall determine whether the proposed material change will be appropriate to the preservation of the District or the Protected Site in view of the purposes of this Ordinance. In passing upon appropriateness, the Board shall consider the historical and architectural value and significance, architectural style, general design arrangement, texture, material and color of building component involved and the relationship thereof to other structures in the immediate neighborhood, in addition to any other pertinent factors such as practical difficulties related to spatial utilization, cost of labor and materials, and the like.
 2. If the Board approves a material change proposed, the Board shall issue a Certificate of Appropriateness, which shall specify the work to be done. In issuing such Certificate the Board may prescribe any conditions that it deems to be necessary to carry out the intent and purposes of this Ordinance. A Certificate issued pursuant to this Section shall relate solely to proposed plans accompanying the application or otherwise submitted to the Board for official consideration prior to issuance of said Certificate. It shall be unlawful to deviate from the plans, including any modifications required as a condition of the issuance of such Certificate unless and until an amended Certificate shall be applied for and issued. Notwithstanding the foregoing, the Board shall not issue any such Certificate unless and until it has been advised by the agencies or departments having jurisdiction that there is no impediment to the issuance of any building or other permit as may be required by applicable state or local law or regulation, for said work.
 3. Any determination of the Board which either denies a Certificate or which authorizes the issuance of a Certificate subject to conditions, may be appealed within ten (10) days of the receipt of such determination by the applicant to the City Planning Commission. The City Planning Commission shall have all the authority of the Board in viewing such application and shall decide such application de novo. Included in its review the City Planning Commission may consider those factors enumerated in Subparagraph 1 of this paragraph and may consider relevant economic factors associated with the affected property or properties.

4. Notwithstanding the foregoing, if the Board fails to issue a Certificate or notify the applicant of its determination not to issue a Certificate, within thirty (30) business days after application therefor is filed, or within such additional time period as the Board and the applicant may agree, such application shall be deemed approved.

D. Removing Dangerous Conditions

Anything to the contrary notwithstanding, where an enforcement agency orders the construction, removal, alteration, or demolition of or to any improvement on a Protected Site or in a Preservation District, for the purpose of remedying conditions determined to be dangerous to life, health or safety and such activity would result in a material change of appearance requiring the issuance of a Certificate of Appropriateness, the following shall apply:

1. If such agency determines that the procedures attendant to a Certificate of Appropriateness will prevent timely compliance with its order, the requirement for a Certificate of Appropriateness shall be considered waived. Such agency shall within three (3) days provide written notification of its order to the Board together with a statement of reasons for the order.
2. If such agency determines that the procedures attendant to a Certificate of Appropriateness will not prevent timely compliance, a Certificate of Appropriateness shall be applied for. Any such determination shall require that the reasonable party make application to the Board for a Certificate of Appropriateness and a copy of such determination shall be submitted within three (3) days to the Board. The issuance of a Certificate of Appropriateness shall be mandatory in such case but the Board may, where appropriate, condition the Certificate of Appropriateness in such a way as to abate or minimize any material change of appearance provided that the enforcement agency concurs that such conditions will not prevent the danger from being eliminated.

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ARTICLE 7 Publicly-Owned Property

The procedure contained in this paragraph shall supersede the requirements for a Certificate of Appropriateness. Plans for the construction, reconstruction, alteration or demolition of any improvement or proposed improvement which:

- (a) is owned by the city, county, state or federal government or is to be constructed upon property owned by the city, county, state or federal government; and
- (b) is or is to be located on a Protected Site or in a Preservation District shall prior to final City action approving or otherwise authorizing the use of such plans with respect to securing the performance of such work, be referred to the Board by the governmental agency having responsibility for the preparation of such plans. Within twenty (20) business days after such referral, the Board shall submit its recommendations thereon to the Mayor, the Council and the referring agency. Failure of the Board to submit such recommendations shall be deemed approval by the Board.

Provisions of this article shall not apply in the following area or territory: bounded on the east by Montgomery Street; on the south by E. Onondaga Street; on the west by the west line of Montgomery Street; and on the north by East Jefferson Street. All elements within this area or territory shall be subject to the requirements pertaining to certificates of appropriateness.

Amended: June 11, 1990

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ARTICLE 8 Demolition of Buildings or Structures Designated on the State and/or National Register of Historic Places or City of Syracuse Inventory of Buildings or Structures Identified as Eligible for Such Designation or as a Protected Site

Legislative Intent:

The purpose of this section is to prevent the demolition of building(s) or structure(s) designated on the state and/or national register of historic places or which is enumerated on a City of Syracuse inventory of buildings or structures which have been formally identified as eligible for designation on the state or national register of historic places or as a Protected Site in the City of Syracuse by establishing a procedure for a determination as to whether such building(s) or structure(s) shall be designated as a Protected Site pursuant to the Zoning Rules and Regulations of the City of Syracuse, as amended, upon application for a demolition permit with the City. Said inventory heretofore mentioned and on file in the office of the City Clerk was prepared pursuant to a State grant and reviewed by the Syracuse Landmark Preservation Board and the New York State Office of Parks, Recreation and Historic Preservation to determine whether building(s) or structure(s) shall be identified as eligible for such designation. Said inventory may be amended to include additional building(s) or structure(s) and said amendments shall be filed in the Office of the City Clerk and shall be subject to the provisions of this Article.

A. Demolition Permit:

1. Whenever an application is filed with the appropriate city department for a demolition permit of any building or structure designated on the state and/or national register of historic places or enumerated on a City of Syracuse inventory of buildings or structures described above, said city department shall forward a copy of said application to the Landmark Preservation Board within two (2) business days of receipt of the same.
2. Any owner of property who proposes to demolish any building or structure designated or enumerated as provided in paragraph 1 above, may prior to the filing of an application with the appropriate city department for a demolition permit request the Landmark Preservation Board to initiate the procedure set forth in this article for a determination whether said property shall be designated as a Protected Site as if an application for demolition had been filed.

B. Public Hearing:

The Landmark Preservation Board shall hold a public hearing for consideration as to whether said building or structure shall be recommended for designation as a Protected Site in the following manner:

1. Notice of such hearing shall be published in the city newspaper at least ten (10) days prior to the hearing;
2. A copy of the hearing notice shall be sent to each contiguous property owner, the applicant for the demolition permit, the owner of the property as appears on the City assessment rolls if not the applicant, the county legislator for that district, each member of the City Common Council, the Common Council president, each

member of the City Planning Commission, the City Clerk, the Corporation Counsel, the Director of the Division of Code Enforcement, the City Fire Prevention Bureau, and the Preservation Board;

3. Informal notification shall be sent to every address within four hundred (400) feet of the subject property; and
4. Compliance with the aforementioned paragraphs 2 and 3 shall not be a condition precedent to proper notice and no hearing action taken thereat shall be deemed invalid or illegal because of any failure of the notification provided in said paragraphs.

C. Determination of the Board:

The Board shall make its determination within forty five (45) days of the date of filing of the application for demolition permit with the City of Syracuse or request as set forth in paragraph A.2. Failure to take action thereon within such time shall be deemed a determination not to recommend the subject premises be designated as a Protected Site. All decisions of the Board recommending the designation of a building or structure for Protected Site classification or the issuance of a demolition permit shall be made in accordance with the rules of procedure of the Landmark Preservation Board.

In the event the Board recommends the designation of the subject property as a Protected Site, the Chairperson or his designee shall appear at the public hearing of the Planning Commission to give testimony on behalf of the Preservation Board. All decisions of the Board shall be recorded by the secretary of the Board and the secretary shall be responsible for transmitting a copy of the decision of the Board to the following:

1. City Clerk,
2. City Planning Commission,
3. Commissioner of Community Development,
4. Applicant for the permit, or his designee, and
5. Owner of the subject property if not the applicant.

D. Designation:

The Landmark Preservation Board, in exercising its powers and duties under this section to determine if the building or structure proposed to be demolished shall be designated as a Protected Site, shall consider the following:

1. Association with persons or events of historic significance to the city, region, state or nation;
2. Illustrative of historic growth and development of the city, region, state or nation;
3. In the case of structures embodying distinctive characteristics of a type, period or method of construction or representing the work of a master, or possessing unique architectural and artistic qualities, or representing a significant and distinguishable entity whose component may lack individual distinction; and
4. In the case of interiors, possessing one (1) or more of the characteristics enumerated in 1, 2 or 3 above and, in addition, embodying distinctive characteristics of architectural scale, form and visual homogeneity, which are an integral part of the character of the structure in which the space is contained.

E. Exemption:

This Article shall not apply to building(s) or structure(s) which have been determined by the Director of the Division of Code Enforcement to constitute an imminent danger or hazard to public health, safety or welfare. In such cases said Director may exercise his emergency powers to cause said building(s) or structure(s) to be immediately demolished.

F. Miscellaneous:

1. The procedure for designation of building(s) or structure(s) as a Protected Site shall be completed in accordance with the provisions of Part C, Section VII of the zoning Rules and Regulations of the City of Syracuse, as amended.
2. The provisions of this article shall supersede any inconsistent ordinance, code, rule or regulation of the City of Syracuse, except Articles 6 and 7 herein.

Adopted 8/9/93

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ARTICLE 9 Construction with Other Laws

Anything herein to the contrary notwithstanding, Ordinance No. 510 1974 is hereby incorporated herein and extended until ninety (90) days following the first meeting of the Landmark Preservation Board. Notice of the date of such first meeting shall be published in the official newspaper of the City.

Amended 8/9/93 (Article Renumbering)