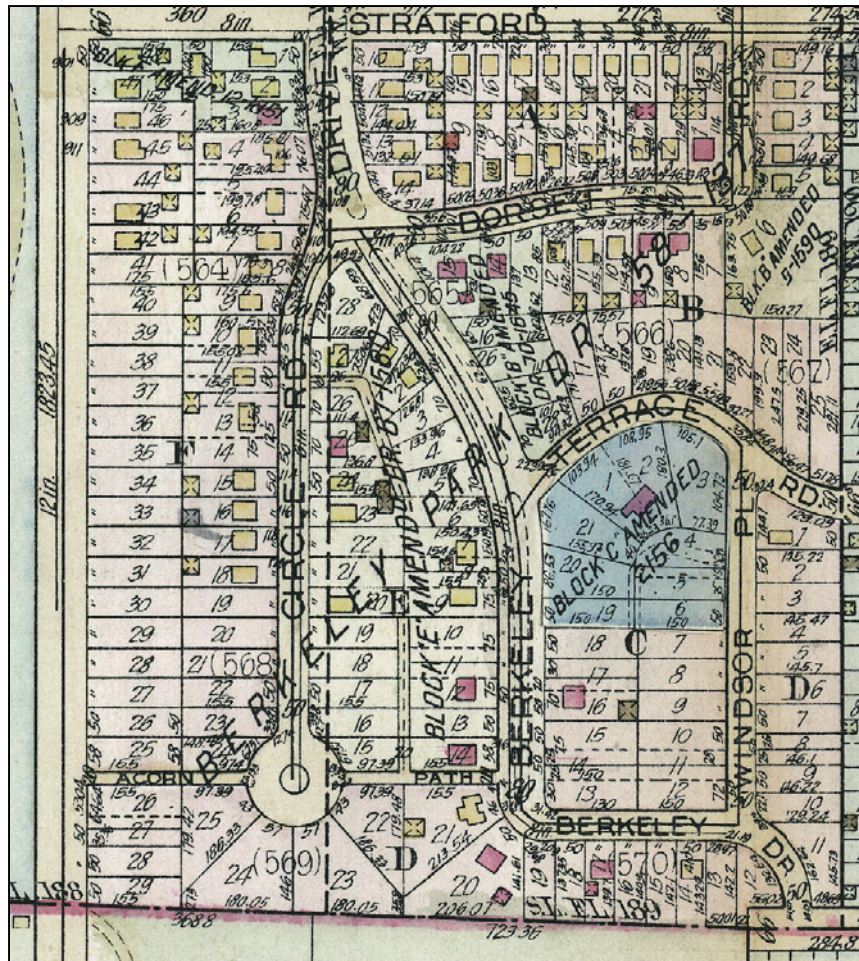


Guidelines & Standards



**Berkeley Park Historic District
Syracuse, New York**

Guidelines & Standards

**Berkeley Park Historic District
Syracuse, New York**

Syracuse Landmark Preservation Board, 2006

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1. Introduction

Historic preservation is a substantial tool in the revitalization of America's communities. Older properties generally possess unique stylistic characteristics that are distinctive and difficult to imitate in modern construction. The loss of these properties 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 property or district. An understanding of design review practice encourages successful projects that both satisfy property owners and protect historic resource integrity.

Design review guidelines contained herein provide a framework for determining the appropriateness of proposed projects involving historic properties. This 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 Berkeley Park Historic 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 historic features. An understanding of these commonsense principles can facilitate the project planning process with the Syracuse Landmark Preservation Board.

Most houses in the Berkeley Park Historic District were constructed between 1916 and 1928 and exhibit characteristics of early 20th century eclectic revival styles. The landscape design of Rich and Putnam exemplified suburban trends then in vogue. Clarence Congdon, a local Syracuse architect and developer of

Berkeley Park, set out to form a picturesque, well-designed subdivision for middle and upper-middle class clients. The rich architectural and landscape tapestry of the Berkeley Park Historic District reflects Congdon's successful integration of both man-made and natural elements. The district is an important part of Syracuse's historic neighborhood fabric and an enduring legacy to the foresight of its original developer.

It should be noted that the Berkeley Park Historic District is part of a larger city tapestry of historic resources. Some areas or individual resources are already locally protected sites, while others are listed on the State and National Registers of Historic Places. Still others are eligible for historic designation but not formally listed. Similar design guidelines have also been drafted for the Sedgwick-Highland-James Preservation District. The stewardship of historic properties is an ongoing effort, and many properties in other historic areas of the city may qualify for official recognition and subsequent technical assistance from the Syracuse Landmark Preservation Board as locally protected sites or districts.

2. The Design Review Process

Legislative Intent

The Syracuse Common Council approved the Landmark Preservation Ordinance in 1975. The law established a Landmark Preservation Board to carry forward the intent of the legislation, which is quoted from the ordinance as follows:

- 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 design, 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 Environmental Assessment Form, should be completely filled out. Supporting documentation such as historic or contemporary photographs, site plans, maps, construction 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

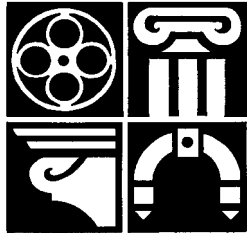
1. Receipt of fully completed application and Environmental Assessment Form plus supporting documentation by Dept. of Community Development Staff. The supporting documentation should include (some items may not be required depending on the scope of the project):
 - a. Accurate property survey
 - b. Site 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, Room 412
Syracuse, New York 13202

APPLICANT

I. Applicant's Name: _____
Address: _____
Phone: _____

II. Work is proposed for property at: _____

- ☐ Which has been designated a Local Protected Site:
- ☐ Exterior only
 - ☐ Interior only
 - ☐ Exterior and interior
- ☐ Is located within a Local Preservation District

III. This application is for the following (check as many as appropriate; complete only the parts indicated with each work item). **ALL APPLICANTS MUST COMPLETE AN ENVIRONMENTAL ASSESSMENT FORM (SEQR).**

- ☐ Partial or complete demolition (Complete part 1)
- ☐ Alteration to texture or material composition of building exterior (Complete part 2)
- ☐ Alteration to texture or material composition building interior (only if interior is designated a Local 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: _____

*** Submission of this application or approval of a Certificate of Appropriateness does not relieve the applicant of his/her responsibilities in obtaining other permits and/or approvals as prescribed by law.

City Hall Commons, 201 E. Washington St., Rm. 412, Syracuse, NY 13202 / (315) 448-8730 / fax (315) 448-8720

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 a 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 _____)
☐ Unknown
- 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 proposed work, site plans, list of materials, and other descriptive material that illustrates the proposed alteration.**

Painting/Cleaning: 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.

Addition/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 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? (i.e. parking in public view in front of structure) Please explain: _____

5-5 Include photos or drawings of 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 facade 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 U.S. Secretary of the Interior's Standards as guidelines for review of proposals. A copy of these standards is available at the SLPB office or online at www2.cr.nps.gov/tps/standguide/index.htm

3. Description, History, and Significance

Description & History

Established in 2003, the Berkeley Park Historic District comprises forty-one acres of undulating topography in the southeast quadrant of the City of Syracuse. The district includes Berkeley Drive, Circle Road, Dorset Road, Terrace Road, Acorn Path, Comstock Avenue, Windsor Place, and Stratford Street. These residences were built primarily between 1916 and 1928, although some newer homes and buildings were constructed later. Berkeley Park reflects the early suburban movement in this country as those who had the means sought to move away from overcrowded city centers and into neighborhoods with a rural character. Improved mass transportation and better streets allowed these neighborhoods to flourish. An influx of immigrants during the late 19th and early 20th centuries also spurred migration to the suburbs.

By 1906, the City of Syracuse possessed over 250 acres of undeveloped property including Burnet, Onondaga, and Schiller Parks, plus the site of the future Thornden Park. In addition, city leaders had 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 had doubled in size. Transportation advances from the old horse-drawn trolleys to faster electric railways rendered parks and outlying areas more accessible, particularly since the railway companies expanded through undeveloped sections and paved existing dirt roads as an incentive for obtaining rights-of-way. During the 1880s, the quickened pace of immigration resulted in a congested city center. People of means increasingly sought respite in the countryside. The City Beautiful & Practical Movements also dovetailed perfectly with these landscape, demographic and technological trends by providing a philosophical foundation for rational city development. Clarence Congdon, a local architect and developer, capitalized on all these trends when he began the development of Berkeley Park in 1911.

Congdon marketed Berkeley Park primarily to middle and upper-middle class clients who wanted to escape the overcrowding associated with downtown Syracuse. His neighborhood plan certainly took advantage of the existing topography and vegetation. Tree-lined streets curved gently through the area while pedestrians enjoyed public walks with cast iron handrails. Building lots were terraced and offered plenty of room for private gardens. Mature oaks were retained in the development's southwest corner, and 200 or so additional trees were planted

throughout the Berkeley Park tract. Deed restrictions allowed only single-family homes and established minimum construction costs (among other provisions concerning lot frontages, set-backs, and the like). The available mix of early 20th century architectural designs fit perfectly into the terrain to provide an appealing organic texture. These homes featured modern kitchens and bathrooms, plus sunrooms, terraces, and porte-cocheres. Congdon and several partners formed Haverling Builders to construct some of the initial homes in the subdivision (Congdon is credited with the design of the first home at 107 Circle Road). Many prominent architects also designed homes in Berkeley Park, including Ward Wellington Ward (in association with his close collaborators - glass designer Henry Keck and ceramist Henry Chapman Mercer), Dwight James Baum, Merton Granger, and Gordon Wright. These architects contributed a variety of architectural designs to this early suburban neighborhood that distinguish it from the “cookie cutter” quality of later mid-20th century subdivisions.

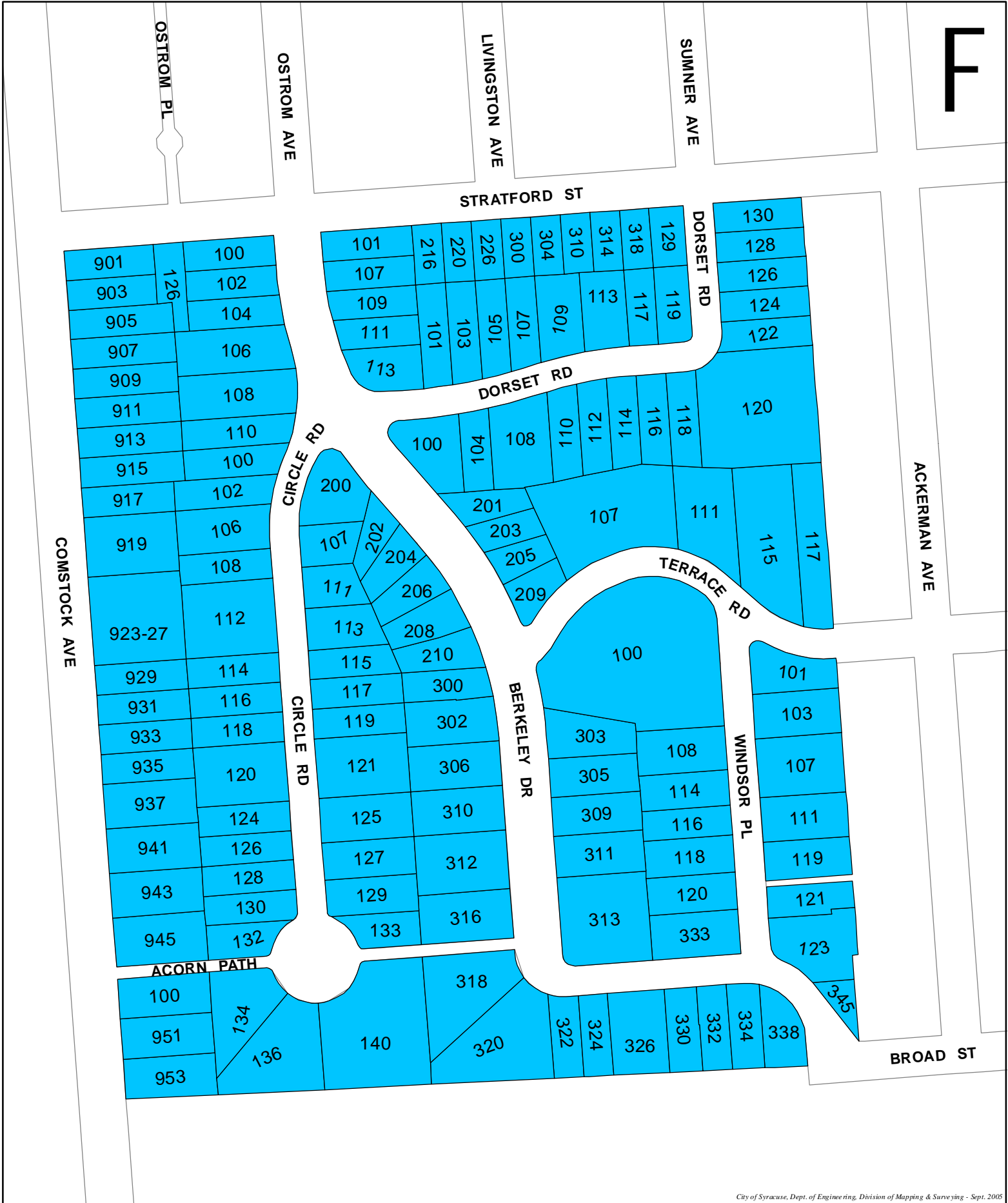
Significance

The Berkeley Park Historic 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 during the early 20th century. Berkeley Park exemplifies period trends in suburban residential development, and many of the homes represent the work of some of Syracuse’s best architects and builders. Curvilinear street patterns and large, irregular lots offered a haven for many prominent local citizens. Clarence Congdon’s original vision of an exclusive residential enclave is still very much alive in the district today.



Berkeley Park Historic District

F



4. Residential Architectural Styles in the Berkeley Park Historic District

The Berkeley Park Historic District contains primarily early 20th century American residential architecture. There are several homes constructed after 1930. Below is a brief description of major styles found in the historic district.

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 facades (some asymmetrical forms exist), and multi-paned double-hung sash.

Tudor Revival (1890-1940)

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

French and Spanish Eclectic (1915-1945)

Architects wishing to differentiate themselves from classical trends embraced Mediterranean styles such as French and Spanish Eclectic. Several French and Spanish Eclectic style homes appear within the Berkeley Park Historic District. These examples feature easily identifiable roofs (French Eclectic-steeply pitched hip; Spanish Eclectic-hip tile) with wide eaves.

Craftsman Bungalow (1905-1930)

The terms “Craftsman” and “Bungalow” are used almost interchangeably, but not entirely correctly, in describing a common house form found throughout the United States. The Craftsman Style originated with the handicraft ideas of Gustav Stickley, who advocated rustic craftsmanship and efficiency of design. Stickley settled upon the British India-inspired Bungalow as his ideal for the Craftsman philosophy. The Green brothers combined Stickley’s Craftsman principles with Japanese influences to

boost the style to a new level in California, where their work has often been called “Western Stick.” As the Craftsman Style spread away from California, it embodied simpler form and detail, while becoming a popular mail-order choice. Several Bungalows with varying degrees of Craftsman detailing are found in Berkeley Park. The style features front or side gable roofs, overhanging eaves, and full width porches with massive piers.

Berkeley Park Residential Architectural Styles Pictorial Guide



100 Dorset Road
(Spanish Eclectic)



324 Berkeley Drive
(Tudor Revival)



951 Comstock Avenue
(English Colonial Revival)



310 Stratford Street
(Arts & Crafts Eclectic)



114 Windsor Place
(Arts & Crafts Eclectic)



108 Dorset Road
(English Colonial Revival)

Berkeley Park Residential Architectural Styles Pictorial Guide



112 Dorset Road
(English Colonial Revival)



119 Dorset Road
(English Colonial Revival)



111 Circle Road
(English Colonial Revival)



117 Circle Road
(English Colonial Revival)



901 Comstock Avenue
(English Colonial Revival)



226 Stratford Street
(Dutch Colonial Revival)

Berkeley Park Residential Architectural Styles Pictorial Guide



116 Dorset Road
(Tudor Revival)



126 Circle Road
(English Arts & Crafts)



100 Windsor Place
(English Colonial Revival)



108 Windsor Place
(Tudor Revival)



303 Berkeley Drive
(Tudor Revival)



318 Berkeley Drive
(English Colonial Revival)

Berkeley Park Residential Architectural Styles Pictorial Guide



107 Dorset Road
(Bungalow)



109 Dorset Road
(Dutch Colonial Revival)



118 Dorset Road
(Dutch Colonial Revival)



136 Circle Road
(Tudor Revival)



316 Berkeley Drive
(Tudor Revival)



330 Berkeley Drive
(Tudor Revival)

Berkeley Park Residential Architectural Styles Pictorial Guide



113 Circle Road
(Dutch Colonial Revival)



134 Circle Road
(Dutch Colonial Revival)



931 Comstock Avenue
(Dutch Colonial Revival)



306 Berkeley Drive
(Dutch Colonial Revival)



332 Berkeley Drive
(Dutch Colonial Revival)



110 Berkeley Drive
(Dutch Colonial Revival)

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

The Secretary of the Interior's Standards pertain to the exterior treatment of historic properties. The entire property, including buildings, structures, objects, and landscape features, is considered. The standards provide a general framework for project assessment while concurrently providing great latitude for the Syracuse Landmark Preservation Board to judge the appropriateness of each individual project on a case-by-case basis.

According to the Secretary's Standards, "the historic character of a property shall be retained and preserved." Important architectural features may comprise any exterior facade 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 facade. 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" that 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.

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 new fabric may not always fit on old hardware. Awnings are considered additions for design review purposes (see New Construction). Applications for new awning installation should reflect the following recommendations:

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, and also reflect the size, configuration, color, and location of historic counterparts. 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 and historic counterparts in the surrounding neighborhood.
4. Hardware installation should not excessively damage wall surfaces.

Demolition

Demolition of historic properties presents a difficult challenge for any design review board because partial or complete destruction of a historic property is counter 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, it is strongly recommended that they first consult 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 historic garages or other outbuildings deteriorated beyond repair may require creative solutions. The Board will work closely with property owners to assess conditions and other alternatives prior to any demolition decision. Replacement structures, if allowed, must satisfy design review guidelines for 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.

Buildings within the Berkeley Park Historic District exhibit a variety of wall surface materials including brick, stone, wood and stucco. In most instances, each of these materials contributes to architectural character. Improper alteration of wall surface materials and/or use of synthetic elements will adversely affect overall design cohesion as implemented by the original architects and builders.

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. Deferred maintenance can lead to costly repairs.
2. **Exterior wood cladding** can have a long life if properly coated and maintained. Paint or stain should be properly applied and maintained to protect exterior wood from moisture and ultraviolet light. Aggressive methods such as dry or wet grit blasting used to ready a building for re-painting or re-staining can irreversibly damage the wood. Power washing can impregnate the wood and diminish paint or stain adhesion. Heat guns and heated scrapers can scorch wood and, in extreme cases, cause fire damage. Traditional hand scraping with non-power tools is the most effective method for removing old coatings. Some chemical products can remove paint or stain without damaging historic wood; these products should be thoroughly tested prior to use on the entire building. Eliminating moisture sources is critical to ultimately maintaining a paint or stain finish. Wood cladding should also 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. **Historic stucco** is a fairly common traditional building material. Prior to the late 19th century, stucco consisted primarily of hydrated or slaked lime, water and sand, with straw or animal hair added as a binder. After about 1900, stucco consisted of Portland cement and some lime. Today, gypsum is preferred over lime. Stucco could also be tinted for color and scored to imitate stone. When repairing stucco, patching is preferable to wholesale replacement. Small hairline cracks can usually be sealed with a thin slurry coat. Commercially available caulking compounds are not recommended for sealing hairline cracks. Repairs should be made in such a way that they blend with the remaining stucco finish. This may be more difficult on unfinished stucco surfaces; painting can generally hide most patched areas.

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 such as mortar saws. The following mortar mix is recommended for 20th century construction: (1) part white Portland cement, (1) part Type S hydrated lime, and (6) parts sand (with no admixtures). When re-pointing at parapets, at grade or other areas exposed to harsh weather conditions, it may be appropriate to use a more durable new mortar such as the following recommended mix: (2) parts white Portland cement, (3) parts Type S hydrated lime, and (6) parts sand (with no admixtures). 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. Acrylic sealers, cement-like paints and other non-breathable coatings should not be applied to historic masonry surfaces.
5. **Vinyl or metal siding** can significantly impact historic integrity and is generally not appropriate. Synthetic siding can obscure and sometimes exacerbate existing moisture problems, is generally harder to repair than wood siding, has lessened impact resistance at low temperatures, and does not significantly affect the thermal envelope of a building. In rare instances when repair and/or in-kind replacement of historic siding is not possible due to severe physical conditions and synthetic materials are considered as an alternative, then all historic trim features and decorative architectural details must be retained in place.

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 (150 psi) with non-ionic detergents and hand brushes with natural bristles.
3. Wet or dry grit blasting 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 re-painting or cleaning is required.
3. Remove deteriorated paint to the next sound layer using the gentlest means possible (hand scraping is preferred). Repair cracks and holes. Sand, prime and paint with approved colors.

Garages and Outbuildings

Secondary structures such as garages, sheds and various types of other outbuildings 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 historic character. Other secondary structures may be of more modern vintage.

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

Repair and Replacement

1. Existing garage and/or outbuilding features should be repaired in-kind rather than replaced. When replacement is necessary, the new features should match the old as closely as possible.
2. 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 “New Construction”).
2. Pre-fabricated garden sheds should be compatible with existing buildings and/or structures in size, massing, color, design and location.

Landscape Features

The landscape of the Berkeley Park Historic District reflects natural conditions, the work of professional designers, and vernacular changes that have occurred over time. For the purposes of these guidelines, the landscape is defined as the overall subdivision and its individual streets and lots: everything aside from buildings. The character of the landscape is composed of features categorized by spatial organization (front yards, back yards, alleys, streets), topography (terraces, slopes), circulation (drives, walks, patios), vegetation (trees, shrubs, herbaceous beds, groundcovers), structures (walls, pools), and small-scale features (fences, light posts, signs, railings, etc.). Retaining the historic character of landscape features in Berkeley Park is central to retaining the historic character of the entire district.

Overall, the historic character of the Berkeley Park landscape is defined and unified by curvilinear public streets lined by trees, sidewalks and cast-iron light standards. Individual house lots, characterized by open front yards, are an extension of the public street corridor. This design was intended to give the subdivision a spacious, naturalistic and stylized rural landscape in keeping with suburban modes of urban development that gained popularity in the late 19th and early 20th centuries. On individual lots, the style of the landscape was generally related to the

architectural style of the house. Houses designed with Arts and Crafts influences, such as many of the Tudor-style houses in the district, often had landscapes with an informal style marked by irregular beds and plants in their natural habits, and built features that had a rustic appearance. Houses designed in Colonial Revival styles often had a more formal landscape, with axial spatial organization, central walks and clipped foundation plantings. Many lots also combined both formal and naturalistic elements.

The following guidelines for landscape features generally reflect those for buildings. In general, it is most appropriate to retain and repair existing features unless they can be documented as non-historic or detracting from the landscape's historic character. Where material changes aside from routine vegetation maintenance are proposed in the landscape, plans should be discussed with the Syracuse Landmark Preservation Board at an early stage. The front and side yards, and mature trees in rear yards, are generally the most historically significant parts of the landscape and should receive the highest level of protection. Landscapes can present a preservation challenge because they are typically dominated by vegetation that is naturally dynamic and may be changed on an annual basis (such as with annual beds). Thus while change is a given for individual vegetation features, their overall character as defined by location, species composition, and form can be retained, especially when planned for the long term.

Spatial Organization

1. Open front yards, which define the stylized rural character of the district, must be retained. Except where warranted by topography, front yards typically open onto the public street without obstructing fences, walls or vegetation.
2. With side-facing houses (houses where the front door does not face the street), the side yard should be kept open at least back to the entrance as an extension of the yard facing the street.
3. The street lawn (area between curb and sidewalk) should be kept free from obstructing vegetation to retain the open character of the street.
4. Rear yards reflect a wide variety of spatial characteristics and were historically connected to the street through driveways that extended to garages. Original configurations should be kept intact where possible.

Topography

1. Built and natural landforms, such as terraces and the slopes of the drumlin, should be retained.
2. Berms and other contemporary landforms should not be introduced, especially in front and side yards.
3. Where topographic features are being eroded by runoff, use, etc., corrective action should be taken.

Circulation

1. Driveways and alleyways are original features of the district, but most have been resurfaced numerous times. Resurfacing is appropriate, but original configurations should be maintained.
2. Entrance walks, linking the public sidewalk and the front entrance, historically consisted of several types of materials, including concrete, brick, and stone, but not asphalt. Historic paving materials should be retained and repaired where possible. Replacement concrete should match the historic concrete mixture. Color concrete tints and concrete pavers are generally inappropriate.
3. Public sidewalks in the district, including driveway aprons, were historically concrete. Repair and replacement, typically undertaken through the city, should retain the alignment, width, and materials of the historic sidewalk and apron. Color-tinted concrete, asphalt, brick, stone, and concrete pavers are inappropriate materials. Care should be taken to avoid damage to street trees.
4. Concrete stairs with cheek walls and some stone and brick stairs are found throughout the hilly parts of the district on entrance walks and some sidewalks. These historic stairs should be retained, regularly maintained and, when necessary, repaired. When deteriorated beyond salvation, the stairs should be replaced in-kind. Pre-cast concrete stairs are generally not appropriate because they lack cheek walls. Wood, concrete pavers, and color-tinted concrete are not appropriate materials. Associated railings should be retained.
5. Wheelchair ramps or other Americans with Disabilities Act (ADA) modifications should be designed as unobtrusively as possible. These types of modifications must satisfy new construction

standards. While often necessary, ADA accessibility standards are not legally mandated on private property.

6. Stone or concrete patios (often called terraces) were originally found in many rear yards and also in some front yards within the district. Historic patios should be retained and repaired. New patios can be appropriately introduced into the landscape, but are subject to review as with all new construction.

Vegetation

1. Aged woody plant materials, including trees and shrubs, are defining features of the Berkeley Park landscape. Of special note are the numerous oak trees in the district, which generally are part of the oak forest (an extension of the same oak forest that is in Oakwood Cemetery) and hedgerows that stood on the land prior to the construction of the subdivision. Although dating plants to the period of significance may not always be practicable, the aged quality of many plant varieties nonetheless adds strong historical character to the district. It is therefore recommended that woody plant material be retained, with pruning preferable to replacement.
2. When replacement of woody plant material is indicated due to irreversible poor health, the material should be replaced in-kind and in the same location. When disease or unavailability discourages in-kind replacement, then a species with similar form and habit may be substituted.
3. Front-yard lawns, including the street lawn between the curb and sidewalk, should be retained and mown to retain a well-tended appearance.
4. High border hedges in front yards (along property lines and sidewalk) were not originally found in the district. Introduction of border hedges is generally inappropriate because such hedges, notably those over three feet tall, can detract from the open spatial character of the district.
5. Herbaceous beds of flowering annuals should be maintained in a manner that is appropriate to the visual character of the district. Certain herbaceous plant materials popular today for ornamental purposes, such as tall grasses, bamboo, and other exotics, are generally inappropriate to the historic character of the district and should not be planted in front yards or other areas within public viewsheds.

6. Color-tinted mulch should be avoided in front and side yards because it detracts from the naturalistic character of the district.
7. Vegetable gardens were not historically maintained in front yards and are inappropriate in such locations.

Structures

1. **Retaining walls:** Due to the varied topography, historic retaining walls, usually stone or concrete, are found throughout the district. Historic walls should be retained and repaired, using masonry specifications matching the original. Introducing new retaining walls, along with associated changes in grade, is considered new construction and must be reviewed. Repair or new construction using contemporary pre-cast materials is generally inappropriate.
2. **Swimming pools:** Pools reflect contemporary lifestyles and are not original features of the district. In-ground pools are considered new construction for review purposes. Aboveground pools are generally not appropriate. Paving, fencing, and grade modifications will be reviewed as part of the overall project.
3. **Decks:** Because they lack historic precedence, decks are reviewed as new construction. They should accordingly be unobtrusive and not excessively visible from the public right-of-way. Features such as posts, railings, and skirting should blend with the architectural character of the primary building. Extensive structural alterations to existing buildings/structures to accommodate a deck are not recommended; decks should be removable without damage to the affected facade. Pressure-treated wood is not recommended for posts, railings, or skirting. Most currently available artificial wood materials are not appropriate. Redwood, mahogany, and cedar are generally acceptable materials. Decks should be stained or painted to blend with surrounding elements. A gutter system on the building may be required to prevent water damage to the deck. Vegetative screening such as shrubs may be recommended to lessen overall visual impact.

Small-Scale Features

1. Small-scale features or site furnishings were not conspicuous parts of the historic naturalistic landscape of Berkeley Park, except along the public roads. The small-scale features along the roads included cast-iron light standards that still exist with newer luminaries, porcelain street signs mounted on pipe poles (none extant), and utilities such as fire hydrants and sewer vents. Overhead electric

lines were run along rear property lines in order not to detract from the naturalistic and park-like character of the district.

2. Fencing location: Because of the designed open character of the district, fences are not appropriate in front yards, but were historically used in rear and side yards. In general, fencing should conform to property boundaries and/or features. Side fences should generally be kept well back from the front façade of the house. With side-facing houses (houses where the main entrance does not face the street), fencing should be kept to the rear of the entrance porch in order to maintain the connection of the main entrance with the front yard.
3. Fence styles: Fencing in rear and side yards should generally be inconspicuous when viewed from the public right-of-way. Wood stockade and flattop plank are generally appropriate, and dark-colored chain link or woven wire types may also be appropriate in unobtrusive locations. Unweathered pressure-treated wood, vinyl fence materials, and high-gloss or light-colored finishes are inappropriate to the naturalistic character of the district and should be avoided.
4. Historic light fixtures (including exterior fixtures on the buildings) should be retained and can be appropriately rewired to meet modern standards. When replacement is necessary due to deterioration, new fixtures should be compatible in style, size, location, and finish with historic fixtures. Design of new light fixtures should be kept subdued. Bright brass or white finishes are generally incompatible with the naturalistic character of the landscape. Illumination should also be kept subdued, and directed away from the street and neighboring properties. New lights are considered as additions subject to review as new construction.
5. Addition of miscellaneous small-scale features such as address signs, posts, sculptural pieces, benches, etc. in front and side yards should be kept inconspicuous and not detract from the overall naturalistic character of the district.

New Construction and Additions

Older properties do not always serve the spatial needs of modern homeowners with growing families. New construction in the form of additions or separate unattached new buildings may be desired to remedy the space situation, or to upgrade existing facilities. New buildings may be contemplated for vacant lots. 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 also be compatible with the character of the district. A careful study of the surrounding historic environment is essential for a successful new construction project.

New Construction on Vacant Lots

1. New construction should be compatible with surrounding buildings in terms of setback, orientation, spacing, and distance from adjacent buildings.
2. The overall character of the site including topography, significant features, vegetation, and vistas should be retained.
3. Large trees, root areas, and other significant landscape features such as fences, retaining walls, walkways, patios, etc. should be protected during construction.
4. New buildings should be compatible with surrounding buildings in terms of heights, form, size, scale, massing, proportion, and roof shape.
5. Window and door openings should be compatible with surrounding buildings in terms of spacing, placement, scale, orientation, proportion and size. Windows and doors should be compatible with surrounding buildings in material, subdivision, proportion, pattern, and detail.
6. Materials and finishes for new buildings should be compatible with historic materials found on surrounding buildings in terms of composition, scale, pattern, detail, texture, finish, color, and sheen.
7. New buildings should be designed in such a way that they are discernible from historic buildings in the district and not exact replicas.

Additions

1. Historic property additions include attached new construction, or separate unattached new pieces of construction such as buildings, structures, or objects.
2. The location and orientation of new additions should not detract from or destroy the primary historic character of the property and its setting.
3. Attached additions should be somewhat smaller in scale but similar in form to the primary building. Separate new construction should be of the same general scale or size as adjacent historic counterparts. This includes significant features such as roof slopes, dormers, porches, window & door openings, and the like. Ideally, new construction should fall within 10% of the scale of historic equivalents.
4. New stand-alone construction should be comprised of individual features that are comparable, but not identical, to those of similar historic properties. For example, proposed new buildings in historic districts characterized by dwellings with front porches, paired windows, and pedimented dormers should include these same features but need not be exact replicas. The new work should be differentiated from the old.
5. Materials used in new construction should be compatible with those of corresponding historic properties. Additions should reflect the overall pattern, texture and color of materials at the historic property. For example, a new outbuilding should complement the primary historic building in roof, cladding and foundation materials. Contemporary additions should not convey a false historic image.
6. New additions and adjacent or related new construction should be undertaken in such a manner that future removal would not impair the essential form and integrity of the historic property.

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.

Although some residences within the Berkeley Park Historic 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 is a major design change that is generally inappropriate.

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 preexisting inappropriate porch infill is generally recommended.
2. New infill of porches is generally not recommended. Any application for porch infill has to substantially preserve the original

design and not irreversibly damage historic material. Porch details should be retained.

Roofs

The shape and design of a roof is an integral part of many architectural styles. Tudor Revival Style dwellings may have steeply pitched roofs, while Colonial Revival 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.

Some residential dwellings in the Berkeley Park Historic District had wood shingle roofs (not shakes) weathered to a silver-gray color. Since asphalt shingles were also available, many 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. Any proposed new roof features and/or materials should exhibit compatibility with the historic character of the building and its surroundings. Decorative features such as metal cresting or wood trim elements should be retained or replaced in-kind. Use of replacement materials that do not convey the visual appearance of surviving parts of the roof or that are physically or chemically incompatible is not recommended. Standard three-tab shingles project a consistent profile that may

be more historically appropriate for many dwellings within the district. Some so-called “architectural” style shingles feature interlocking configurations and profiles that may be inconsistent with traditional roofing characteristics. Exaggerated patterns and/or colors are not recommended.

4. Modern roofing systems incorporating built-up, single-ply, modified bitumen, metal, or sprayed polyurethane foam may be appropriate for low slope roofing areas.

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 should be reused as required.

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 Berkeley Park Historic 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. Downspouts should be located on secondary walls away from major views.
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 Roof Features

1. Ridge vents, whole house fans, skylights, solar collectors, satellite dishes, television antennae, and other non-historic roof features must be carefully assessed for overall impact on the historic property and its significant component parts. Appropriate new roof features should be located on less visible surfaces and not on primary facades.
2. Historic roof configurations generally should not be altered with dormers or major expansions (for new wings see “New Construction and Additions”). 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.

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 should be compatible with the design and historic character of the building.
3. Maintenance of chimneys is often neglected. 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.

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.

Most windows in the Berkeley Park Historic 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. In almost all cases, the repair and retrofitting of windows is the most feasible and prudent alternative, far superior to replacing windows with aluminum or vinyl units. The life of wood windows, especially historic units commonly made from hardwoods, is generally 50 years or more. Aluminum and vinyl windows are not guaranteed for this length of time.
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, finish, and all dimensions, profiles, visual/reflective qualities, and setback from the exterior wall plane. 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. In-kind wood windows are readily available and affordable with features such as true divided-light sash and integral mullion/muntin grills.
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 wood or steel windows in historic districts. There are many competitive wooden windows on the market with all the features of vinyl products. Wood windows have better insulating qualities than either aluminum or vinyl. Historic windows generally lose energy through air infiltration, which is easily prevented with proper caulking and weather-stripping.

5. The infill of window openings is strongly discouraged because façade balance is significantly disrupted; cutting of new window openings is also discouraged.
6. Lead-based paint and other hazardous materials can be removed without destroying historic features. The preferred treatment is selective removal of hazardous materials and application of appropriate paint, caulk, or glazing.

Shutters

1. Historic 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 primary 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 casement windows.

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 facade, 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 facade, 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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**Landmark Preservation Ordinance:
Part C Section VII Articles 1-9
of the City of Syracuse Zoning
Rules & Regulations**

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.

PART C

SECTION VII LANDMARK PRESERVATION

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

PART C

SECTION VII LANDMARK PRESERVATION

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

PART C

SECTION VII LANDMARK PRESERVATION

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)