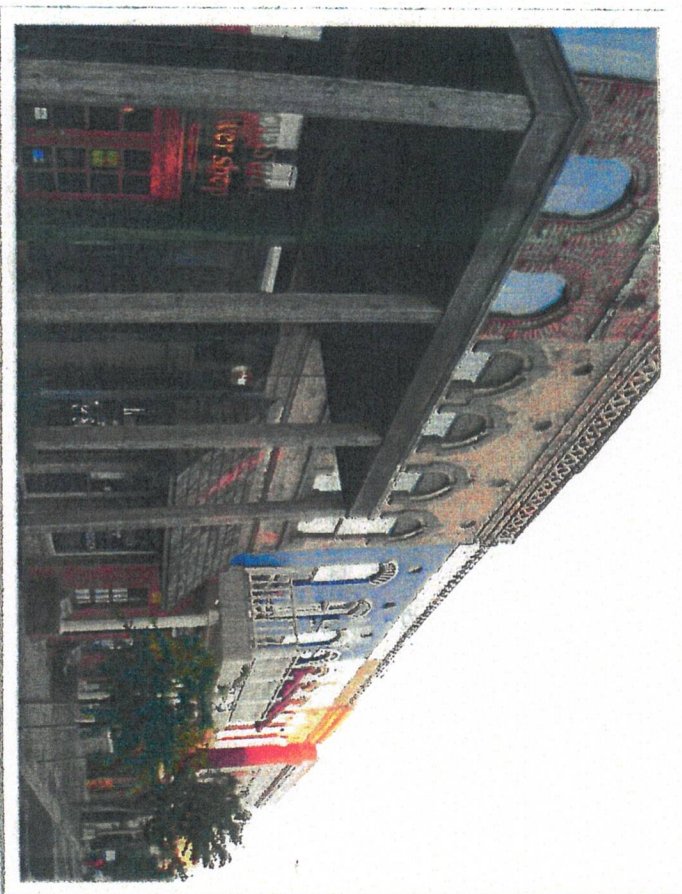




CHAPTER 4 – COMMERCIAL PROPERTY

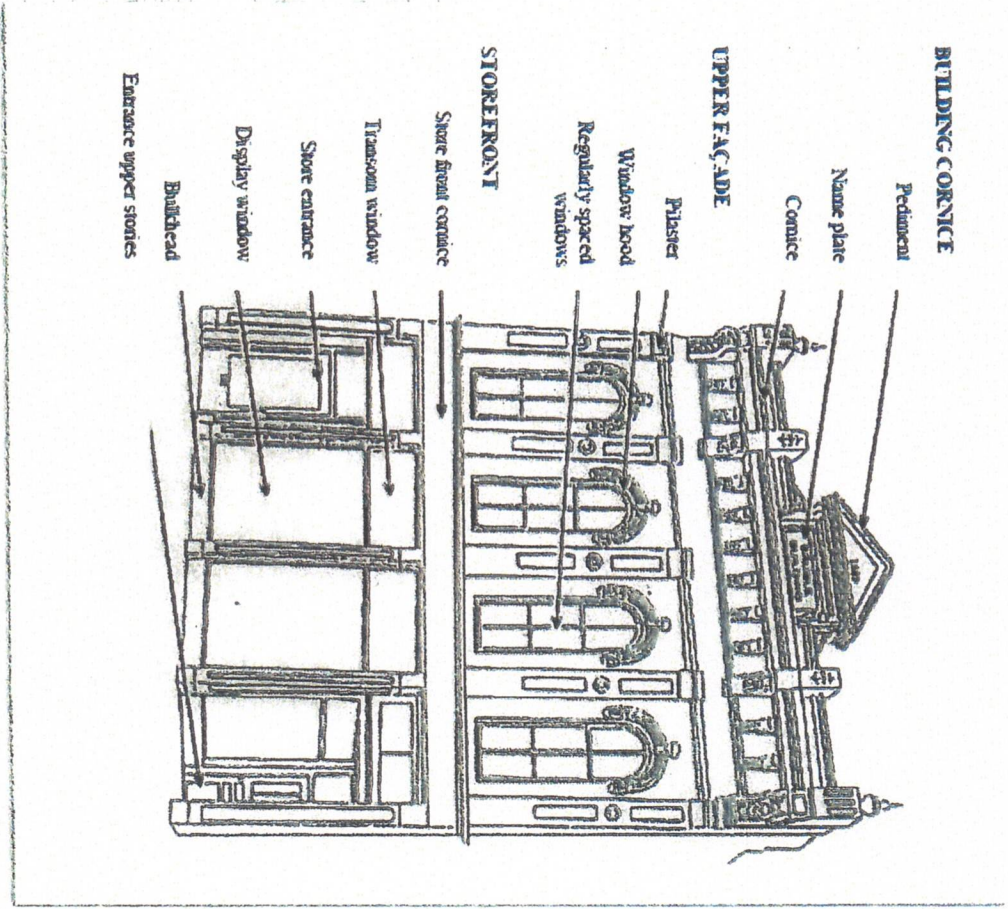
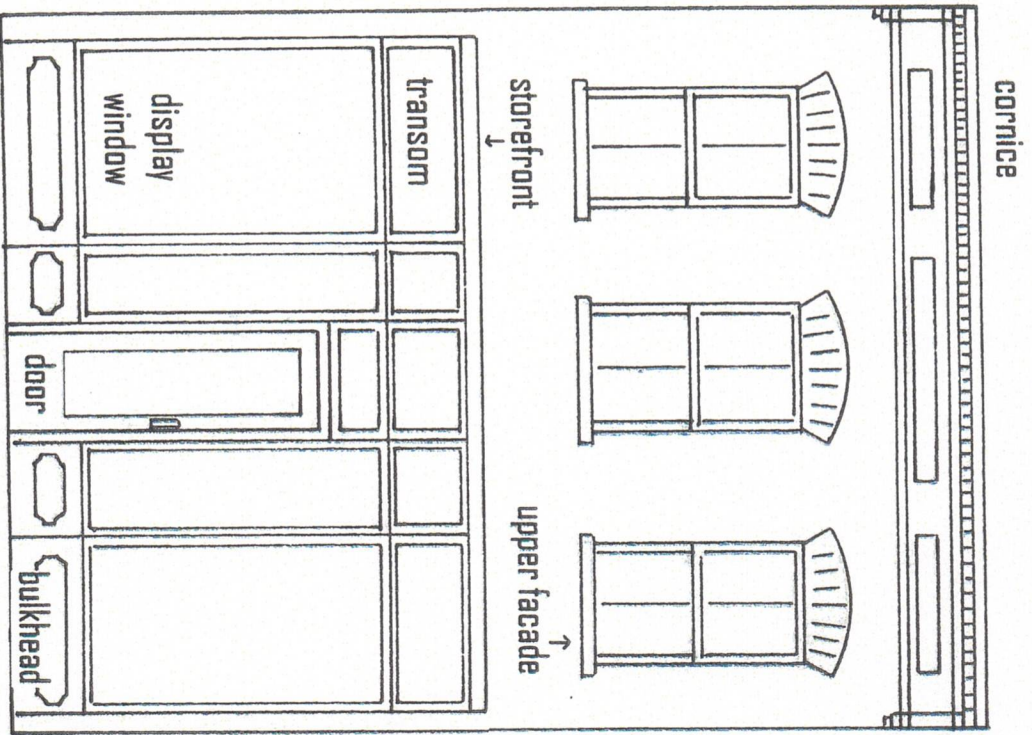
Approach to Commercial Guidelines

These guidelines apply to commercial buildings, structures, signage, and landscapes in the historic district. Of primary importance in the approach of design guidelines is the emphasis on preservation over replacement. The frequent use of terms such as retain, maintain, and preserve demonstrates this emphasis. Historic buildings, landscapes, and components shall be preserved and well maintained. If they become damaged, they shall be repaired. If the damage is too severe for repair, the minimal area necessary should be replaced using materials and designs that match the historic appearance.



Illustrations – Elements of a Traditional Commercial Storefront

The guidelines herein will reference terms such as cornice, transom, window hood, and bulkhead. The next two illustrations on the following page serve as reference diagrams and note architectural features referenced in this document.



BUILDING CORNICE

Pedimental

Name plate

Cornice

UPPER FAÇADE

Plaster

Window hood

Regularly spaced windows

STOREFRONT

Store front cornice

Transom window

Store entrance

Display window

Bulkhead

Entrance upper stories

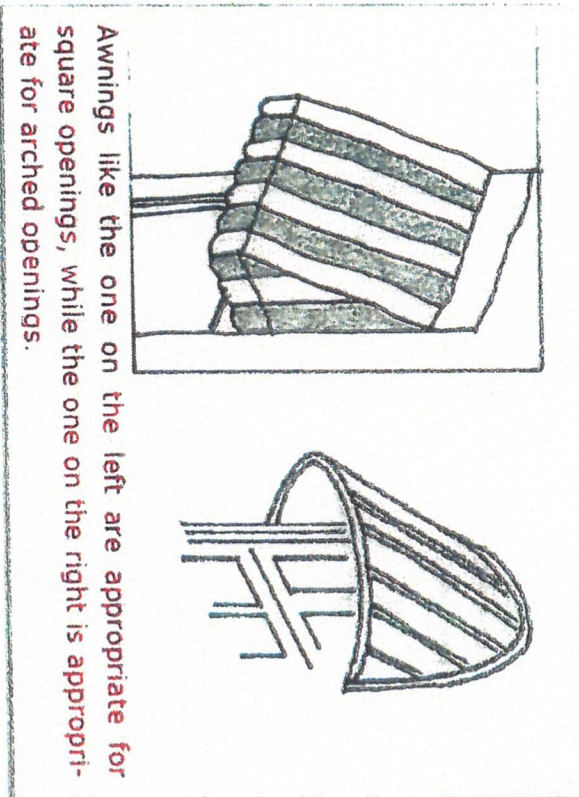
Elements of a Store Front circa 1850s – 1950s (general)



Awnings

The use of canvas storefront awnings or canopies is appropriate.

- Retain and preserve original wooden or metal awnings.
- Install retractable or fixed canvas or metal awnings.
- Do not obscure architectural details with awnings.
- Use an awning shape that matches the opening shape.
- Match the style and period of the building.





Front Façade Gallery/Veranda/Balconies and Rear Balcony/Decks

Documentation of a pre-existing front façade gallery/veranda/balcony is required. Additions of such features are inappropriate where they did not historically exist. Decks are modern features, and, if installed, shall be located at the rear, or otherwise out of view from the street.

Below are guidelines specific to each feature:

Gallery/Veranda (Typically supported on wooden or iron columns)

- The purpose is to provide protection from the elements and permit ventilation.
- The Gallery or Veranda is usually an extension of living space although sometimes used as a means of circulation.
- The Gallery can be covered with a roof or not covered, while the Veranda is always covered.
- Both Galleries and Verandas are usually associated with architectural treatments from 1850 and later.

Balcony

- Typically cantilevered on the building.
- Usually not over four feet in width from the building face to the outer edge.
- Supports are usually of wrought iron when on the front of pre-1880 buildings.
- Supports are usually made of wood when on the rear, on service buildings, and on the front of post-1880 buildings.

Decks/Rear Balconies

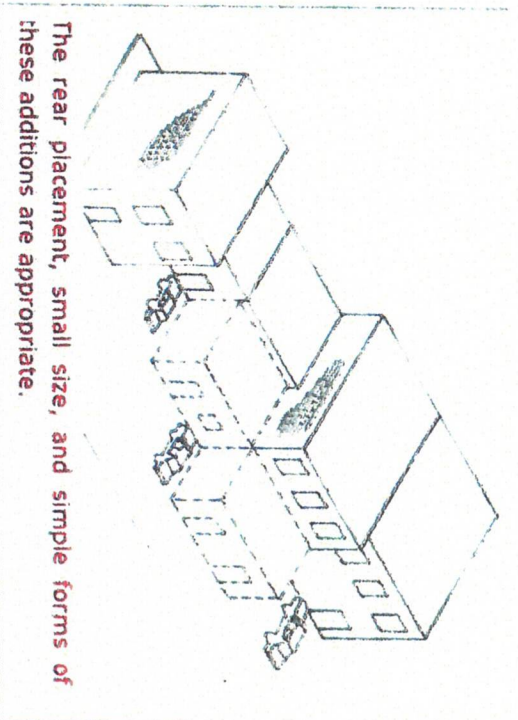
- Locate decks on the rear elevation or low-visibility side elevation.
- Use plants or fencing to screen view.
- Construct decks with wood or metal.
- Stain or paint decks to colors of building.



Enclosed Additions

Enclosed additions to rear elevations or roofs may be appropriate.

- Place ground additions on rear elevations.
- Keep rear additions simple.
- Use form or brick construction for addition; concrete block is a less desirable option, and, at a minimum, should be painted to match the color of building.
- No removal of historic walls will be allowed in order to accommodate an addition, unless structural deficiencies through a structural report can be demonstrated.
- Design additions must be identifiable and distinguished from the original structure.
- Care should be taken to avoid access and circulation issues.



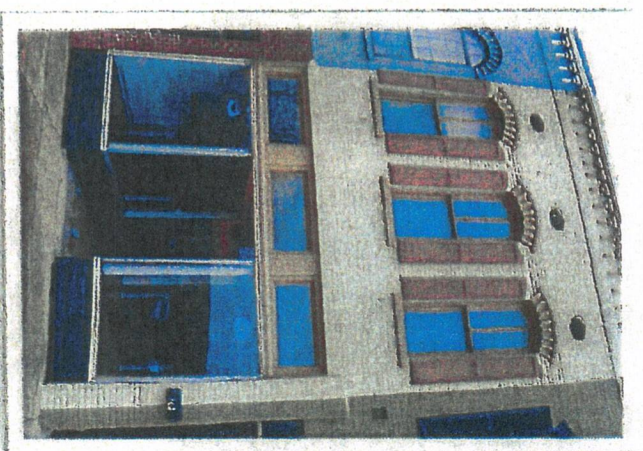
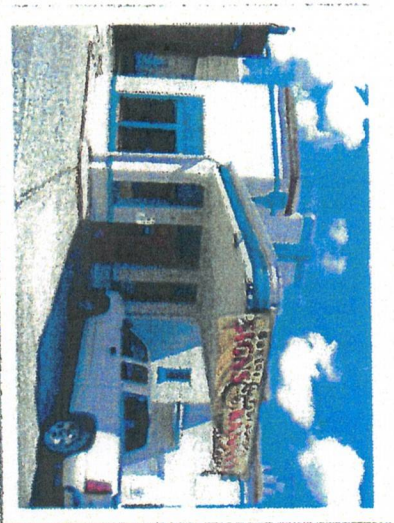
The rear placement, small size, and simple forms of these additions are appropriate.



Entrances

Original entrances and elements shall be retained.

- Do not enclose or remove original entrance openings.
- Do not add unfinished aluminum doors to storefronts.
- Retain historic designs and dimensions of recessed entrances.
- Preserve and maintain historic transoms and transom openings.
- Do not enclose or conceal transoms.
- Use the historic design in entrance rehabilitation if evidence is available such as historic photographs or discoloration indicating original doors.
- Do not add new entrances or storefronts.
- No tinted glass shall be used.



Recommendation: Maintain original entrances and do not enclose. Retain historic designs and dimensions of recessed entrances.



Fire Escapes

Fire escapes and staircases are modern features and shall be located on rear or side elevations out of view from primary right of ways and use unobtrusive design and materials.

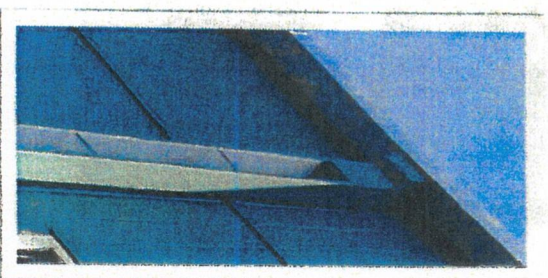
- Locate fire escapes and staircases on rear elevations.
- Do not damage architectural features through the installation of fire escapes and staircases.
- Construct of metal, in accordance with Building Codes.



Gutters and Downspouts

Well-maintained gutters and downspouts help to protect the building from water damage.

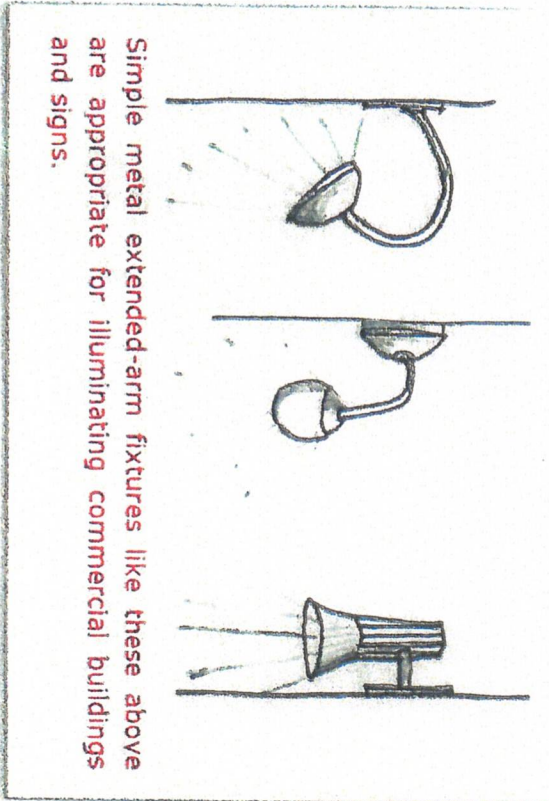
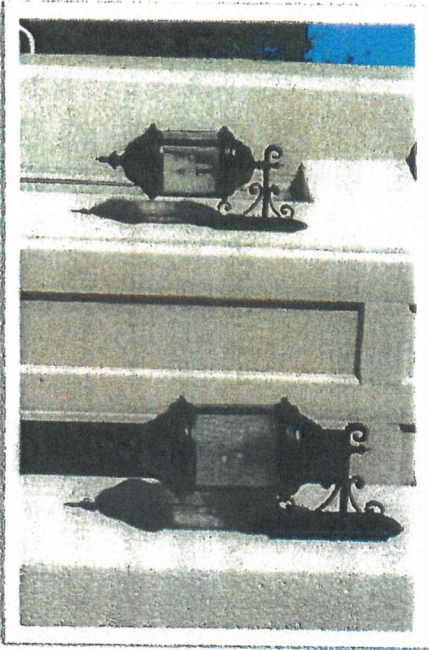
- Use and maintenance of gutters and downspouts is highly recommended.
- Retain and repair as needed historic boxed or built-in gutters.
- If new gutters are used, half-round or ogee designs are acceptable.



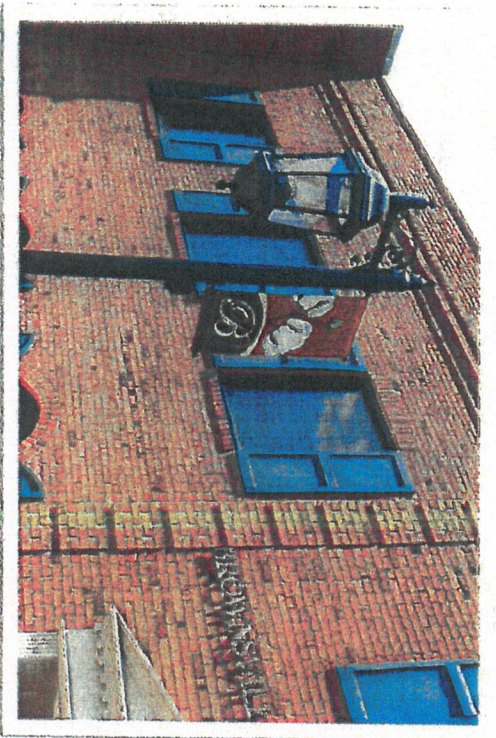


Lighting

Historic light fixtures shall be retained and maintained. New light fixtures shall be unobtrusive and characteristic of the age and style of the building.



Halo lighting is allowed.

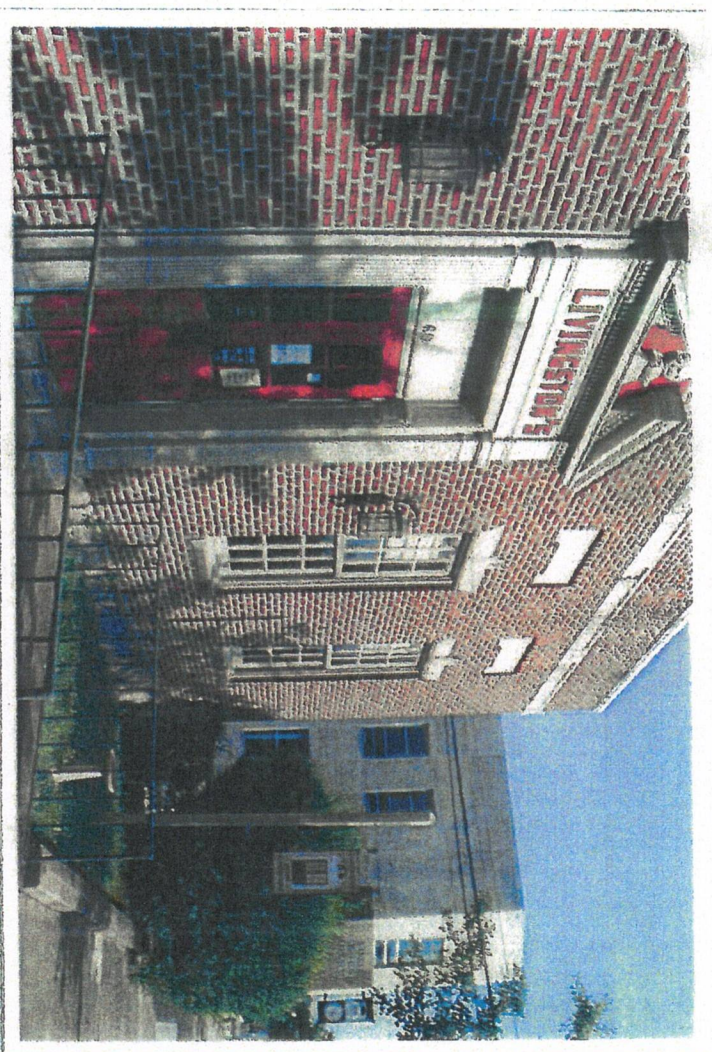




Masonry

Original masonry shall be preserved and maintained. Identify, retain, and preserve masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and details such as tooling and bonding patterns, coatings, and color. Stabilize deteriorated or damaged masonry as a preliminary measure when necessary; prior to undertaking appropriate preservation work. Protect and maintain masonry by providing proper drainage. Abrasive cleaning of exterior masonry shall be avoided.

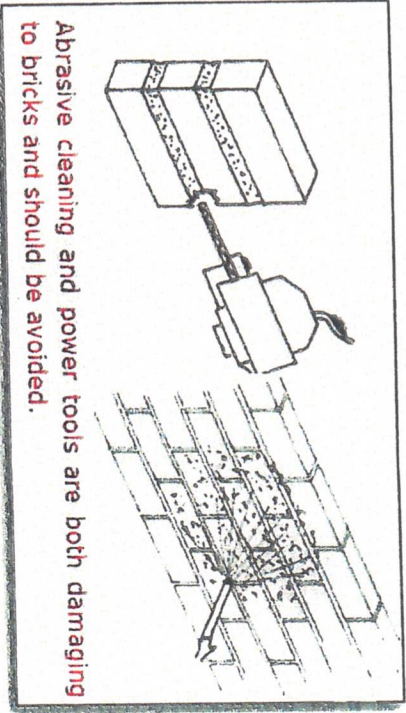
- Preserve and maintain original exterior masonry walls and details.
- Repair and replace, if needed, damaged masonry with new masonry that matches historic masonry as closely as possible.
- Clean masonry only when necessary to halt deterioration or remove heavy soiling.
- Clean masonry using only the least abrasive methods possible, preferably detergent or steam cleaning. Chemical cleaning may be used if detergents and steaming are ineffective.



Preserve and Maintain Original Brick Masonry



- Carry out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests will be observed over a sufficient period so that both the immediate and the long-range effects are known to enable selection of the gentlest method possible.
- Use low-pressure water cleaning and rinsing only if the pressure is kept below 500 to 600 pounds per square inch.
- Do not use sandblasting as a means to clean. Sandblasting can cause severe deterioration of masonry. This can be especially pronounced in bricks, as sandblasting removes the exterior hard patina and exposes the soft inner core. Never use sandblasting or other abrasive cleaning methods on masonry surfaces.
- When repointing, use mortar that matches original in composition and appearance.
- Avoid using mortar with high Portland cement content, as it will damage existing brick. It will be substantially harder than the brick and does not allow for expanding and contracting. The result is deterioration of the brick itself. Consult the Preservation Briefs at the NPS website for information on the proper mortar mix.
- Do not apply stucco or Dryvit surfaces to historic buildings, except in rear elevations when in poor condition. (Structural report will be necessary to document.)
- Protect masonry so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.
- Brick that was not painted should remain unpainted. Masonry naturally has a water-protective layer, or patina, to protect it from the elements. Painting masonry walls can seal in moisture already in the masonry, thereby not allowing it to breathe and causing extensive damage over the years. There can be exceptions for walls that have had extensive patching or repointing, resulting in a patchwork of masonry surfaces.





Metal

Cast iron pilasters, columns, cornices, and hood moldings are common features on commercial buildings. They will be preserved and maintained, and if repair or replacement is needed, it will be with materials that match the original and will not promote corrosion.

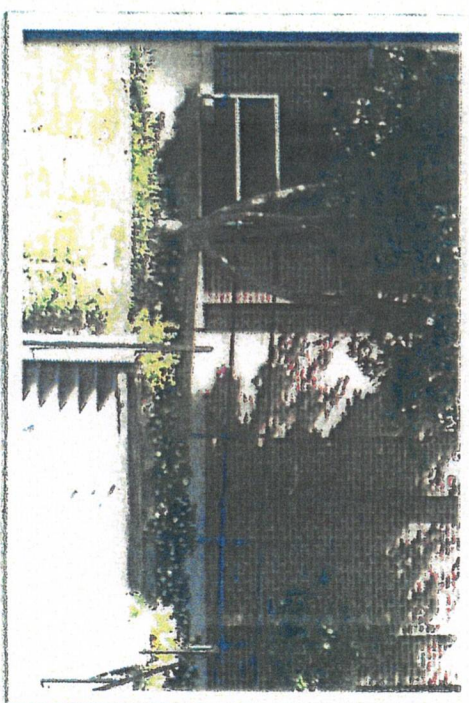
- Preserve and maintain historic cast iron and sheet metal.
- Keep metal painted and clean.
- Use detergent for cleaning.
- Repair or, if item is too damaged, replace item with compatible metals.
- Keep metal painted and clean.



Ramps and Lifts

At least one entrance to commercial buildings will meet Americans with Disabilities Act (ADA) requirements. Ramps must comply with the Building Code, Zoning Ordinance, and Municipal Codes.

Construct ramps of concrete or wood and paint in dark colors compatible to the building.

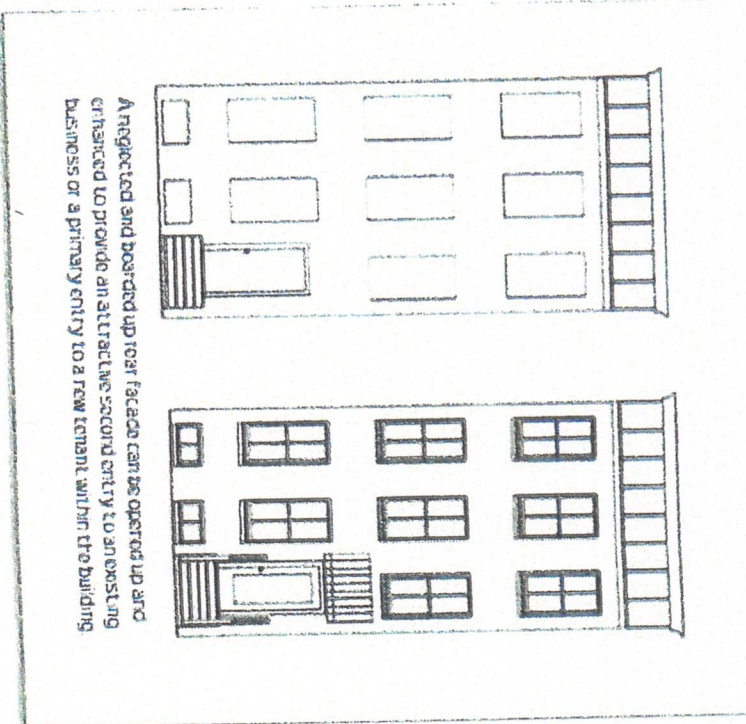




Rear Elevations

Rear Elevations shall be kept simple in appearance.

- Maintain and preserve historic doors at rear entrances.
- Screen HVAC units and service equipment through landscaping, or wood or brick enclosures, or place units/equipment on roofs out of view from the street.
- Signs and awnings are appropriate for identification of businesses.





Roofs

Roofs help define buildings as commercial, and their historic shapes shall be retained as contributing elements to historic character.

- Retain the historic shape of roofs.
- Retain and maintain roof related features such as parapet walls, cornices, and chimneys.
- If modern roof elements like skylights, solar panels, decks, balconies, and satellite dishes are desired, install them so they are not visible from the street.
- Maintain historic roof materials like clay, slate, or sheet metal when visible.
- Roofs shall be maintained.
- During any renovations, the roof shall be inspected to check for integrity issues.



Maintain historic roof materials like slate and sheet metal and retain the historic shape of roofs



Signage^{xxxviii}

Historic signs shall be preserved. New and replacement signs shall be at customary locations, minimal in number, and traditional in appearance, all keeping with the period of historic significance of the downtown square (1890-1940s).

Signage should address both vehicular and pedestrian interests. Coordinate a sign within the overall façade composition.

A sign should be in proportion to the building, such that it does not dominate the appearance.

Signs shall follow the city's sign ordinance and permit process, and in the event of a difference from these guidelines, the stricter standard will apply. Changes in business require a new sign permit and may be subject to HZC review. Advertising on benches/structures is not permitted. Temporary and advertising banners should be limited, and when necessary, require a city permit under the City's Sign Ordinance. Temporary civic banners, per ordinance, are exempt from these guidelines. Noncompliant or abandoned signage must be removed in accordance with the City's sign ordinance.

Types of Signs (see illustrations)

Awning Sign – Sign/lettering painted on cloth awning.

Banner Sign – Attached to city utility and street light poles by City.

Blade Sign/Projecting Arm – Hangs perpendicular to the building and is particularly fitting for pedestrian traffic.

Band Sign – Painted or attached to the face of building façade directly above the storefront transoms along the building band designed for sign placement.

Building/Wall Sign – Painted or attached to building usually above storefront.





Free-Standing & Sandwich Board Signs – Movable, freestanding, and two-sided a-frame sidewalk signs.

Open/Closed Signs – Signs on or near storefront entrance, sometimes with hours of operation listed.

Plaque/Cornerstone Sign – Historic marker with date and summation of building/lot historic significance.

Post & Arm Signs– Freestanding bracketed signs and signs affixed to freestanding posts.

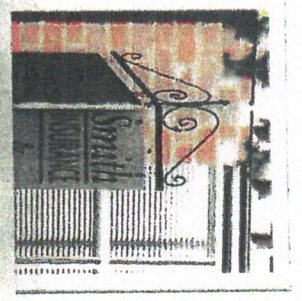
Postal Sign – Street number and address, typically on or above door.

Temporary and Advertising Banners – Any vinyl or plastic streamers signs which require a permit and are limited to a 14-day period per quarter.

Window Sign – Logos and names applied/painted on shop-front glass.

General Design and Appearance of Signs

- Signs on buildings should have an appearance that is compatible with the period of significance of the building. Signs for infill construction should be compatible with the district but should not create a false





sense of history.

- All permanent and temporary signs require a permit. Contact City Hall to discuss design requirements, to apply for a Certificate of Appropriateness, fee payment, and, if applicable, conditions of the permit.
- Use light lettering for window decal signs and do not allow them to distract from the building façade or engross the window.
- Sign colors used on a sign should be compatible with the district.
- Hand Painted Attached Business Identification Signs are allowed on pre-existing painted surfaces and must conform to Number, Size and Scale regulations. (HZC -2024 – 01)
- All digital signs and electronic message boards are prohibited in the Business Square Historic District. (HZC -2024 – 01)
- Product identification signs are prohibited unless historical evidence of a said sign (ghost sign) is presented. In this case, the ghost sign may be resurrected. (HZC -2024 – 01)

Number, Size and Scale

- The maximum number of signs per building is limited to three. This limit would include awning signs but not window signage.
- Wall signs shall not exceed the height of the building cornice.
- Wall and band signs should have a maximum of one square foot per one linear foot of width of the building façade or storefront in order to maintain proportionality with other district signage.
- Window signs allowed a maximum coverage area of 25% of the total glass area.



- Awning signs allowed the lesser of 12 square feet or 25 percent of the total square footage of the awning panel.
- Only one freestanding sign per street frontage. Remove Freestanding signs during off hours. Freestanding signs shall not interfere with ADA/pedestrian traffic. Freestanding signs shall not obstruct vehicular views.
- Sandwich board signs shall be no more than six (6) square feet. No more than one sandwich sign per street face allowed.
- Blade/projecting-arm signs should be a maximum of 4.5 square feet and hung at a minimum height (measured from surface grade) of eight (8) feet.
- All signs should be of similar scale, size, and placement as surrounding signs.

Materials, Construction, and Lighting of Signs

- Construct signs on finished wood, painted metal, brass letters, gold leaf, or glass. Signs constructed of plastic, vinyl, plywood, unfinished wood, or other materials, reviewed as it relates to compatibility with other district signage.
- Finished wood or painted/finished metal for sign brackets preferred. Plastic and vinyl trim, posts, or hanging bracket materials reviewed as it relates to compatibility with other district signage.
- Per Brownsville's Municipal Zoning Regulations, pole signs prohibited in the district.
- Use light fixtures appropriate to the historic period of the building. Use simple, low-key designs that do not detract from the building. These designs include gooseneck lamps and small spotlights. Use warm, soft colored lights. Brightness levels should be limited to 150 watts or equivalent, not to exceed 1200 lumens.



- Flashing or blinking lights not allowed.
- New wiring must go through masonry joints and not masonry (brick, stone, block etc.).

Halo Lighting (Reverse Channel Lit Letters – Shapes – Logo)^{xxxxix}

- All Face Panels must be opaque.
- Face lit channel letters are not allowed.
- Brightness levels should be limited to 150 watts or equivalent, not to exceed 1200 lumens. When using LEDs, all lighting is limited to 3,200K. The light source shall not be visible.
- Structural supports—Utilize sign hooks, expansion bolts, or through bolts with washers on the inside of the wall depending upon the weight and area of the sign, and the condition of the wall to which it is to be attached, including a mounting panel if necessary to eliminate multiple holes in the fascia of a historic (or weak wall).

Placement and Mounting of Signs

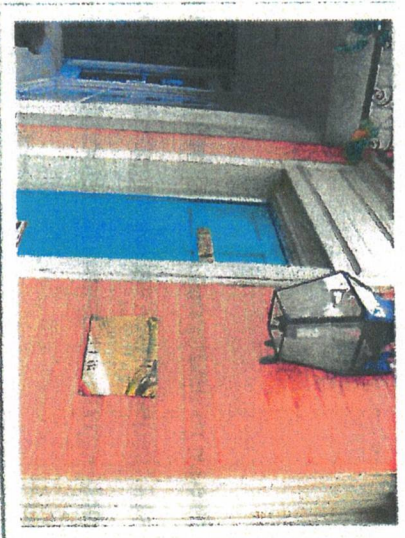
- Place painted or applied wall signs on the flat surface of the building.
- Use traditional locations for wall signs such as above transoms or below cornices.
- Do not cover or obscure transom glass.
- Do not conceal or obscure original decorative designs or detailing with signs.
- Locate sign brackets for projecting signs no higher than second floor windowsills.



- Mount signs such that they minimize damage to historic materials. Install mounting bolts through mortar joints rather than the face of the masonry or brick.
- Select locations, sizes, and placement of signs to complement those of neighboring buildings. Avoid signs that are out of scale or have different locations than signs on adjacent buildings.
- Do not mount temporary signs or banners in any way that causes damage or leaves marks.

- Federal

ADA regulations require a minimum clearance of four feet passage/egress. No structures including freestanding signs shall impede pedestrian access along sidewalks to entrancesways.

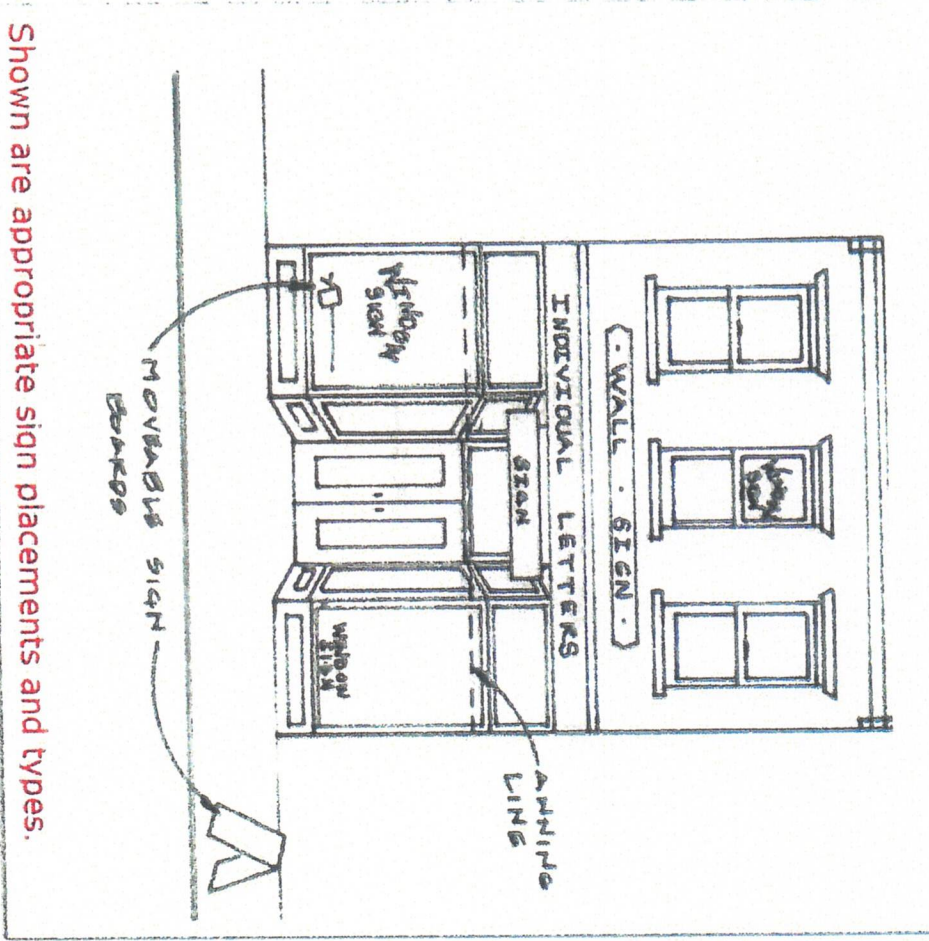
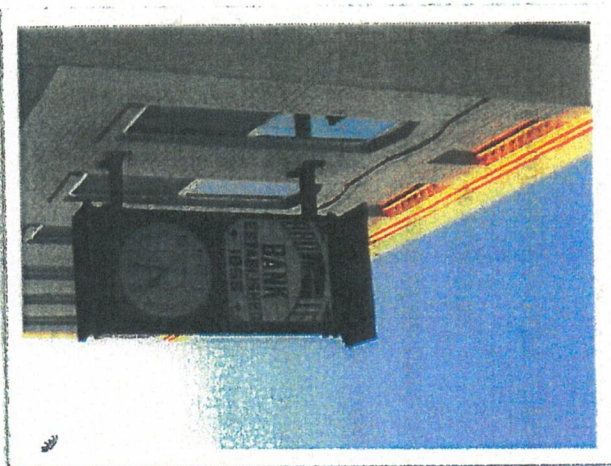


for and



Historic Signs

- Preserve and maintain historic wall signs painted on exterior masonry walls.
- As desired, touch up historic wall signs with new paint as long as the paint and design match the original.



Shown are appropriate sign placements and types.



Murals^{x1}

Definition - Artwork painted or applied directly to walls of buildings. The design and placement of any mural requires the approval of both the Historic Zoning Commission and the City of Brownsville.

Installation

- Murals shall be permitted for side or rear walls or alley walls (but not the primary facades) that have been refaced with non-historic materials such as replacing wood with parging.
- Murals shall be permitted for side or rear walls or alley walls that lack historic details (cornices, windows, entrances, etc.), are of painted common brick, includes no decorative masonry work, and that are not street-facing or adjacent to a sidewalk.
- No mural shall exceed 50% of the wall on which it is placed.
- Murals shall be confined to one wall of a building and not wrapped around to other sides.
- No mural shall be permitted on unpainted masonry walls such as brick, stone, or stucco. Murals should instead be painted on removable materials such as plywood or other suitable outdoor material. Anchoring shall be placed into masonry joints or other non-damaging areas of the walls. Framing shall be done so as not to trap water between the mural and the wall. Hanging or anchoring shall be reversible.
- No mural shall be permitted on wood sidings with surface detail such as, but not limited to bevel siding, board, and batten siding.
- No mural shall be permitted on a building that has had masonry cleaning or major repointing, nor may a mural be used in lieu of cleaning or repointing on a building in need of it.



- No mural shall be permitted on a fence.
- Except as provided below, murals shall not cover windows, doors, cornices, or other architectural elements.
- Murals may be permitted on windows and doors temporarily boarded due to vandalism. They shall be permitted for no more than 90 days, or the time permitted for repairs.
- No mural shall be permitted on preventative boarding.
- Lighting of a mural shall require a COA.
- Artists shall sign and date their work in a discreet location.

Removing a mural

- A COA shall be required for the removal of a mural.
- Upon removal, any materials used to adhere to the mural shall be removed at the time the mural is removed. This includes, but is not limited to brackets, mounting hardware, caulk or grout, and adhesive glues. The surface shall be returned to its original condition.

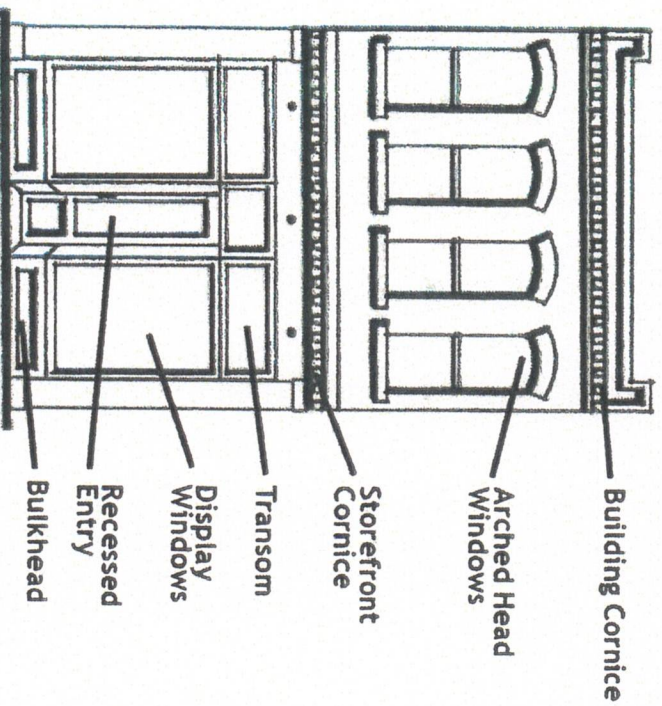
Storefronts

Historic storefronts were composed of a central or offset recessed entrance, flanking display windows resting on bulkheads, and large transoms. Most of the storefronts were made of glass to allow easy viewing of merchandise and window displays. Brick piers and cast-iron columns were often used on the storefront to support the upper façade yet allow for the extensive use of glass.



- Maintain and preserve original storefronts. Do not remove original features from the storefront, i.e., doors, bulkheads, transoms, etc.
- Replace original storefront elements that are clearly deteriorated with elements that match the historic design and materials.
- If new storefronts are required, maintain traditional designs and arrangements.
- Do not cover display windows or change their size.
- Do not install tinted glass.
- Preserve and maintain original cast iron columns, brick piers, wood columns, and stone piers.
- Recessed entries (that have been removed) should be restored during major renovations of a building whenever possible.

Typical Storefront Details



Drawing courtesy of Winter & Company

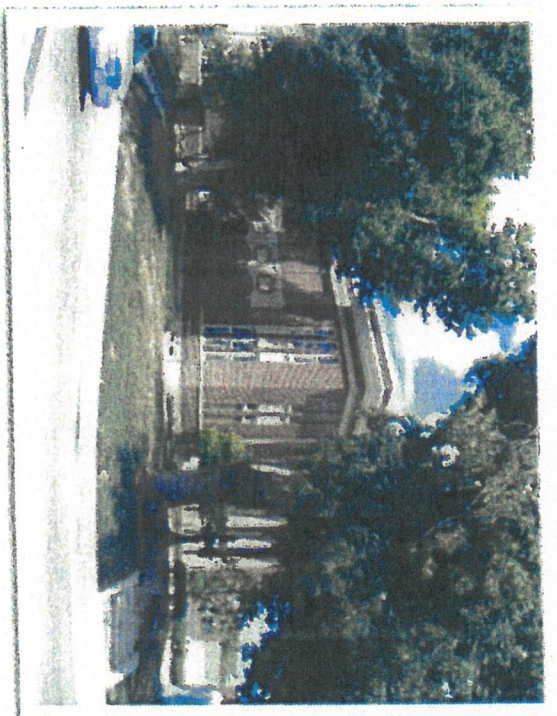
Maintain and preserve original storefronts. Do not remove or cover original features to the storefront, doors, bulkheads, & transoms.



Streetscape

Landscaping shall complement buildings, and sidewalk and street improvements will enhance downtown character.

- Maintain trees in the commercial area.
- Maintain concrete sidewalks and period lighting.
- When introducing new streetscape, support the traditional character of the commercial area.
- Use genuine pavers and authentic materials. Do not introduce faux borders and substandard surfaces.





Wood: Clapboard, weatherboard, shingles, and other wooden siding and decorative elements

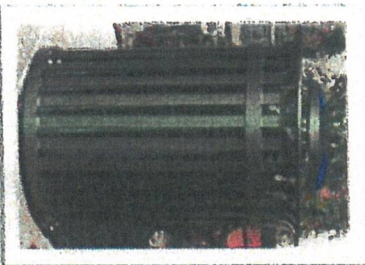
- Identify, retain, and preserve wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments, and their paints, finishes, and colors.
- All wood surfaces should be painted. Prior to painting, remove damaged or deteriorated paint using the gentlest method.
- Protect and maintain wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features. Apply chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted
- Retain coatings that help protect the wood from moisture and ultraviolet light. Paint removal will be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.
- Inspect painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.
- Remove damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding), and then repainting.
- Use with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.



Utilities

Utilities are important to the functionality of buildings. Because utilities are modern, they will be placed along rear elevations, roof, or otherwise out of view from street-view or sidewalk view, and visibility will be further screened through landscaping or fencing.

- Place garbage containers behind buildings.
- Screen garbage containers from view using plants or fencing.
- Locate mechanical systems behind or on top of buildings.
- Screen mechanical systems from view using plants or fencing.
- Satellite dishes and solar panels may be placed on roofs where they are not readily visible from the street.
- Electric Meters shall be located at the back or side of the building.
- Mechanical ventilation shall be located in a rear of building or roof and not visible from street-view or sidewalk view; preferably on roof if at all feasible.



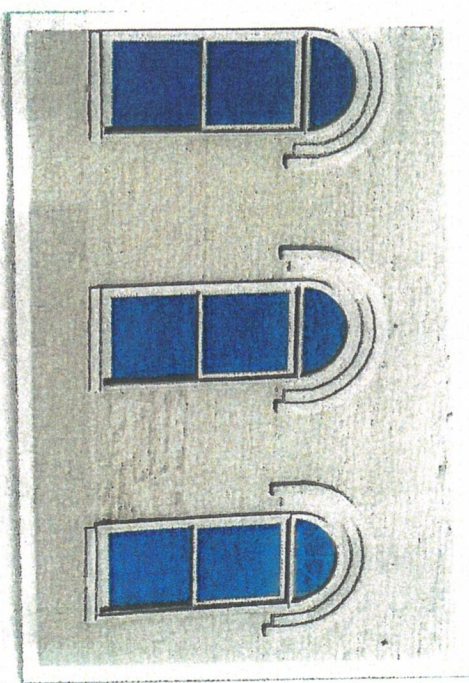


Windows

Upper façades shall retain their historic appearance and details.

- Preserve and maintain original windows, opening dimensions, and details.
- Do not alter original window openings.
- Preserve and maintain historic detailing such as terra cotta panels and decorative porches.
- If the original window is missing, install replacement windows that are appropriate for the period of the building.
- Use wooden, anodized aluminum with dark or bronze finishes, or aluminum with a white baked enamel finish.
- Profiles and trim shall match historic dimensions and details and require approval.
- Vinyl Windows are not permitted.

Recommendation: *Preserve and maintain original windows, opening dimensions, and details.*



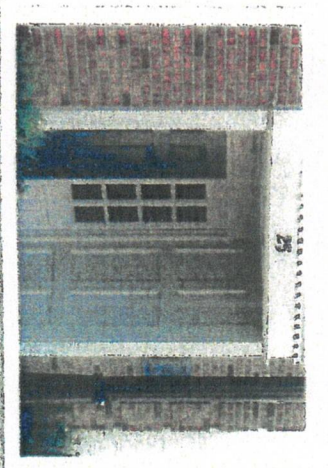
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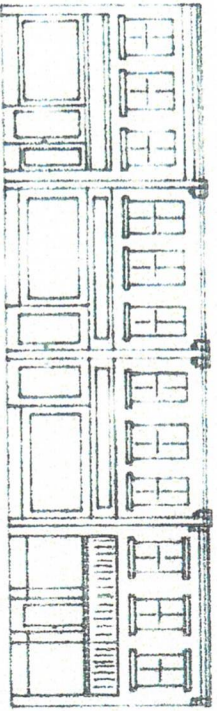


Infill Building

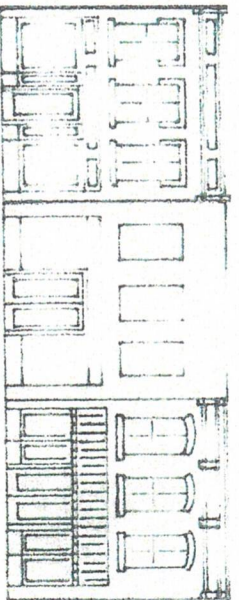
New and replacement construction shall be differentiated from the old except that the reconstruction of historic buildings may be allowed.

- Differentiate new construction in the commercial area from the old.
- Make new buildings compatible with adjacent buildings through massing, size, scale, and architectural features. Avoid exact historic reproductions.
- Respect and maintain the existing configuration of storefront and upper façade arrangements.
- Reinforce the appearance and rhythm of historic vertical divisions to maintain consistent facade widths.
- Do not construct buildings with upper facades of solid brick or glass walls or strong horizontal lines.
- Continue the existing alignment and proportions of upper facade windows.
- Use appropriate window shapes, rectangular and arched with vertical, rather than horizontal, proportions on new buildings. Do not use square windows, narrow width horizontal windows, and other designs out of keeping with traditional forms and shapes.
- Do not exceed the average height of buildings on a block or neighboring blocks, by more than 10 percent.
- Use brick, masonry, and/or wood construction; avoid exterior surfaces of glass and metal, vinyl, or stucco. No concrete blocks shall be used in the front or sides, if visible.

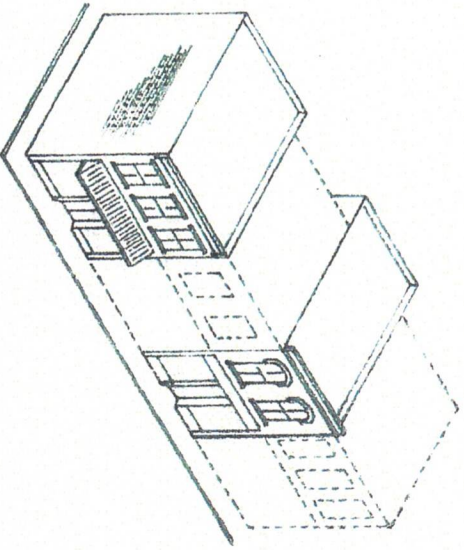




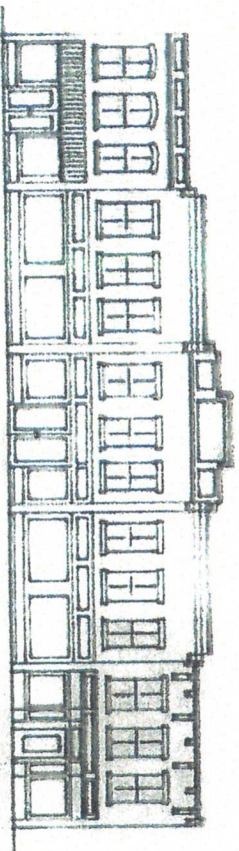
The new buildings in the center of this row appropriately reflect historic trends in massive, size, scale, and features.



The new building at the center respects the traditional division of the facade into upper and lower sections and maintains the traditional arrangement of storefront and upper elements.



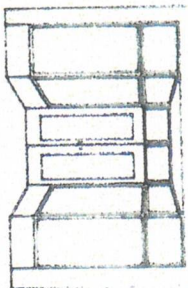
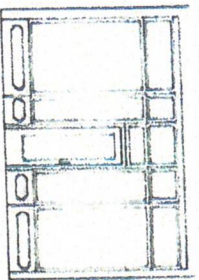
The width of these new buildings, shown with dashed lines, is appropriately similar to existing buildings.



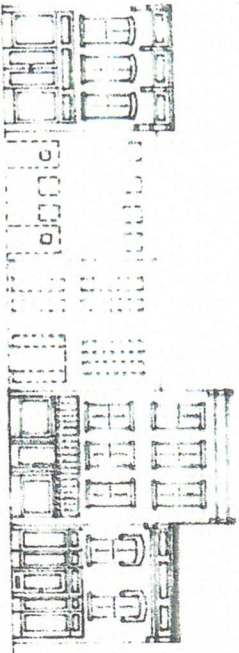
The new buildings at the center use design elements to maintain the existing rhythm of vertical divisions and building elements generally.



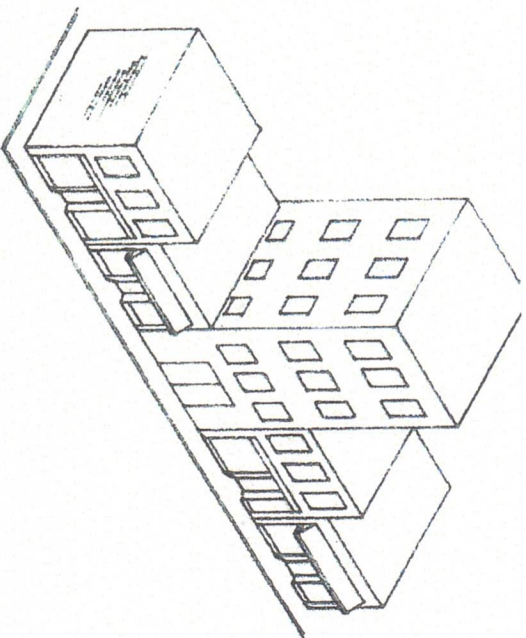
These new buildings respect the existing height pattern.



Both storefront types were common historically and are appropriate for new commercial buildings.



The shape and placement of these upper windows, as well as the storefront elements, in the new buildings shown do not reflect traditional patterns and are inappropriate.



This new building dwarfs existing buildings, and is inappropriate.



CHAPTER 5 – RELOCATION AND DEMOLITION

Relocation

Historic buildings should not be relocated from a district. The relocation of historic buildings into a district may be appropriate.

- If desired, relocate a historic building into a district if it does not result in the loss of a historic building on the site to which it is moved.
- If desired, relocate a historic building into a district if it maintains and supports the district's architectural character through its style, height, scale, massing, materials, texture, site, and setting. The building must be architecturally compatible with adjacent structures on its new site.
- Do not remove a historic building or structure from a historic district if it retains its architectural and historical integrity.

Demolition

Do not demolish historic buildings or structures. Demolition of historic buildings in the city's historic districts shall not occur unless authorized.

Demolition may be allowed if the HZC deems that at least one or more of the following conditions is met:

- If a building has lost its architectural and historical integrity and its removal will not adversely affect the district's historic character.
- If the denial of the demolition will result in an unreasonable economic hardship.
- If the public safety and welfare requires the removal of a structure or building.



- If the structural instability or deterioration of a property is demonstrated through a report by a structural engineer or architect. Such a report must clearly detail the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. In addition to this report, there shall be a separate report that details future action on the site.

The storefront should be saved if possible.

If demolition is approved by the HZC, a demolition permit is required.

Economic Hardship

It will be incumbent on the applicant to demonstrate economic hardship. The Historic Zoning Commission advises that the applicant to state their case utilize the following evidentiary checklist:

- Current level of economic return:
 - Amount paid for the property, date of purchase, party to whom purchased and relationship between the owner of record, the applicant, and the person from whom the property was purchased.
 - Current annual gross and net income from the property and the three previous three years; itemized operating and maintenance expenses for the previous three years; depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
 - Remaining balance on mortgage or other financing secured by the property and annual debt services, if any during the prior three years.
 - Real estate taxes for the previous four years and assessed value of the property according to the two most recent assessed valuations.



- All appraisals obtained within the last two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
- Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture or other.
- Any State of Federal income tax returns relating to the property for the last four years.
- Any listing of property for sale or rent price asked, and others received, if any, with the previous two years, including testimony and relevant documents regarding:
 - Any real estate broker or firm engaged to sell or lease the property.
 - Reasonableness of price or rent sought by the applicant.
 - Any advertisements placed for the sale or rent of the property.
- Feasibility of alternatives uses for the property that could earn a reasonable economic return:
 - Report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any building on the property and their suitability for rehabilitation.
 - Cost estimates for the proposed construction, alteration, demolition or removal, and an estimate of any additional costs that would be incurred to comply with the requirements for a Certificate of Appropriateness.
 - Estimated market value of the property: 1) in its current condition; 2) after completion of the proposed alteration or demolition; and 3) after renovation of the existing property for continued use.
 - Expert testimony or opinion on the feasibility of rehabilitation or reuse of the existing structure by an architect, developer, real estate consultant, appraiser and/or other real estate professional experience in historic properties and rehabilitation.



APPENDIX

ADDENDUM – AUTHORIZATION OF HISTORIC DISTRICT DESIGN GUIDELINES (HDDG)

- 2010** - Newly separated HZC Board, HDDG embedded in the Municipal Zoning Ordinance, old Chapter 12, Historic Provisions
- 2011** - New HZC bylaws adopted, maximum number on Board is nine
- 2012** - HZC recognizes old Chap 12 is outdated with some inconsistencies, and embarks on a project to completely overhaul them, using Franklin as a model, assisted by SWTDD Historic Preservationist, Renee Tavares
- 2013** - HZC focuses on the HDDG Commercial provisions with the assistance of Tennessee Historical Commission CLG Coordinator, Dan Brown; signage provisions took significant time and attention
- 2014** - HDDG Commercial/COA finalized and distributed to downtown businesses; public hearing held; final adoption by HZC in Dec 2014
- 2015** - Planning Commission and Board of Aldermen approved Text Amendments to Chapter 12 of the Municipal Zoning Ordinance, Historic Provisions, and authorized stand-alone HDDG provisions including General Principles, and Commercial and Residential Historic District Design Guidelines
- 2016** - HDDG Subcommittee finalizes the Residential Revisions - Approved Dec 2016.
- 2019** – HZC finalizes Commercial Sign Revisions – Approved April 18, 2019
- 2024** – HZC amends Commercial Sign Provisions to include Halo Signs and provided addition regulations regarding Murals – Approved June 20, 2024



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Certificate of Appropriateness - Application



Name of Owner: _____

Phone: _____

Address: _____

Location of Property (Address, Lot & Parcel No.) where work is to be performed _____

Age of Structure _____
Listed on National Register? Yes No

Current use: _____

Description of Work: See Page 2 of this application for additional information to be submitted with application.

- New Construction
- Demolition
- (Check all items below that apply)
- Architecture features ((Decorative ornamentation)
- Awnings or Canopy
- Deck
- Door
- Facade (elements or materials)
- Fence
- Guttering
- Light Fixture(s)
- Parking Lot (paving / landscaping)
- Porch (columns, flooring, trim, etc.)
- Material changes (wood, brick, metal)
- Retaining walls
- Roofing (any alterations)
- Shutters
- Sidewalks
- Siding (any alteration)
- Signs (size)
- Lighted Yes No
- Windows
- Other (if not listed above)

Exterior Alteration or Repair

ARCHITECT _____

Phone _____

Address _____

CONTRACTOR _____

Phone _____

Address _____

STRUCTURAL ENGINEER (if required) _____

Phone _____

Address _____

Who will represent the owner before the Historic Zoning Commission? (Representatives shall have the authority to commit owner(s) to make changes suggested or required by the Historic Zoning Commission. Someone must be present at the meeting to answer questions.)

Name _____
Relationship to Owner: Self Lessee Contractor Architect Other: _____
Address _____
Phone _____

I have read and understand the information on all pages concerning this application.
 If applicable, I have included a letter giving me permission to submit this COA.

Signed: _____
Date: _____



- The Historic Zoning Commission shall hold a regular public hearing at City Hall on the 3rd Thursday of each Month and shall be in accordance with the provisions of the "Sunshine Law."
- Deadlines: Application must be completed and submitted to Brownsville City Hall by 12:00 p.m. (noon) ten business days prior to the meeting.
- The owner or representative must attend the hearing. Representatives must be documented on the application. If there is no one to present the application, it will not be considered for a Certificate of Appropriateness.

Public Hearing

- Describe the structure's condition and its historical significance and reason for demolition (include photos of structure).
- Describe the proposed reuse of the site including information required for the new construction of a structure.
- Note - Demolition permit is required from the Building Code Inspector

Demolition of Structure(s)

- Site plan with measured distances (include landscaping).
 - Elevation drawings at 1/4-inch scale of each affected façade and specification that clearly show the exterior appearance of the project.
 - Samples or other description of materials to be used.
 - Drawing or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.
 - Photos of proposed site and adjacent properties.
- Note - New construction will require Planning Commission approval.

New Construction

- Sketches, photographs, specifications, manufacturer's illustrations, or other descriptions of proposed changes to the building's exterior. Major alterations to architectural features require detailed drawing plans.
 - Photos and descriptions of existing original materials. Also include photos, descriptions, and dimensions of proposed work (samples of new materials may be requested).
- List and describe in detail all work to be done for each item checked on the front page of the application. Include the following materials when appropriate:

Exterior Alteration(s) or Repair(s)

Attach the following information for each category of work proposed.

INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION





TO BE COMPLETED BY STAFF

Application Received by:

_____ Date

Signature of owner/agent:

_____ Date

- Please complete these forms and submit them AT LEAST TEN (10) BUSINESS DAYS PRIOR to the regularly scheduled meeting of the Historic Zoning Commission Meeting.

Submission of Application:

This Certificate of Appropriateness is not a building permit or certification of zoning clearance and does not relieve the responsibility of filing for and obtaining a building permit or Planning Commission approval where required, and following all other applicable codes, ordinances, and variances of the City of Brownsville.

Please Note:

- Each applicant will be allowed to present the proposed work to the Historic Zoning Commission. The presentation should be concise and to the point.
- Certificate of Notification: A letter will be sent to notify the owner (and/or representative) of the date, time, and place of the meeting.
- Certificate of Decision: A letter with an attached signed application will notify each applicant of the Historic Zoning Commission's final decision on a Certificate of Appropriateness.

Public Hearing (continued)

Certificate of Appropriateness – Information to Submit





Certificate of Appropriateness Determination (# _____)

Certificate of Appropriateness - Determination

Staff approved application – No official action required

Application approved – Met all requirements

Application tabled pending further information:

Application approved with the following conditions:

Application not approved (see comments below)

I understand the actions of the staff or the Historic Zoning Commission for a Certificate of Appropriateness.

Signature: _____ Date: _____

Historic Zoning Commission Officer _____ Date _____





REFERENCES

- City of Brownsville, 111 N. Washington, Brownsville, TN 38012
- Tennessee Historical Commission, 2941 Lebanon Road, Nashville TN 37243-0442 (615) 532-1550
- The National Alliance of Preservation Commissions, Hall of States - Suite 342, 444 N. Capitol Street, Washington D.C. 20001 (706)-542-4731.
- National Trust for Historic Preservation, Southeast Regional Office, 456 King Street, Charleston, SC 29403 (803) 722-8552
- Photography credits extended to Thomason & Associates, Thomas Skehan, and Sharon Hayes.

ENDNOTES

- i Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 234.
- ii Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 234.
- iii USGenWeb Archives online, Historical Sketch of Haywood County, May 1, 2013, <http://files.usgwarchives.net/tn/haywood/history/1872/western/historic20nms.txt>
- iv USGenWeb Archives online, A History of Haywood County, April 30, 2013, <http://files.usgwarchives.net/tn/haywood/history/history.txt>
- v USGenWeb Archives online, A History of Haywood County, April 30, 2013, <http://files.usgwarchives.net/tn/haywood/history/history.txt>
- vi USGenWeb Archives online, A History of Haywood County, April 30, 2013, <http://files.usgwarchives.net/tn/haywood/history/history.txt>
- vii Tennessee Library and Archives website, THS Collection: "John Haywood (1762-1826) Papers (1768-1796)", April 30, 2012, <http://www.tn.gov/tla/history/manuscripts/findingaids/tns448.pdf>
- viii Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 234.
- ix Bob Moses, Lynn Shaw, Walter Baird and Harrell Clement, Haywood County, Tennessee (Paducah, KY: Turner Publishing Company, 1998), 7.
- x Bob Moses, Lynn Shaw, Walter Baird and Harrell Clement, Haywood County, Tennessee (Paducah, KY: Turner Publishing Company, 1998), 7.
- xi USGenWeb Archives online, A History of Haywood County, April 30, 2013, <http://files.usgwarchives.net/tn/haywood/history/history.txt>
- xii Bob Moses, Lynn Shaw, Walter Baird and Harrell Clement, Haywood County, Tennessee (Paducah, KY: Turner Publishing Company, 1998) 7
- xiii Brownsville-Haywood County Bicentennial Book Committee, Heart of the Tennessee Delta (Dixie Printing Company, 1996), 5
- xiv The Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 237.
- xv USGenWeb Archives online, A History of Haywood County, April 30, 2013, <http://files.usgwarchives.net/tn/haywood/history/history.txt>
- xvi Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 237.
- xvii Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 237.
- xviii U.S. Census Bureau State and County Quick Facts website, April 30, 2013, <http://quickfacts.census.gov/qfd/states/47/47075.html>
- xix Emma Nunn, Haywood County, Tennessee Encyclopedia of History and Culture online, April 30, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=615>
- xx Emma Nunn, Haywood County, Tennessee Encyclopedia of History and Culture online, April 30, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=615>
- xxi Emma Nunn, Haywood County, Tennessee Encyclopedia of History and Culture online, April 30, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=615>
- xxii USGenWeb Archives online, Schools of Haywood County TN, April 30, 2013, <http://files.usgwarchives.net/tn/haywood/history/schools.txt>
- xxiii Emma Nunn, Haywood County, Tennessee Encyclopedia of History and Culture online, April 30, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=615>
- xxiv Emma Nunn, Haywood County, Tennessee Encyclopedia of History and Culture online, April 30, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=615>
- xxv The Brownsville-Haywood County Bicentennial Book Committee, Heart of the Tennessee Delta (Dixie Printing Company, 1996), 3.
- xxvi The Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 237.
- xxvii The Brownsville-Haywood County Bicentennial Book Committee, Heart of the Tennessee Delta (Dixie Printing Company, 1996), 6.
- xxviii Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 237.
- xxix Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 238.
- xxx Emma Nunn, Haywood County, Tennessee Encyclopedia of History and Culture online, April 30, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=615>
- xxxi Emma Nunn, Haywood County, Tennessee Encyclopedia of History and Culture online, April 30, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=615>
- xxxii



References and Endnotes

xxxiii - Tammy Sellers, Tennessee Department of Transportation, Interstate Highway System, Tennessee Encyclopedia of History and Culture online, August 21, 2013, <http://tennesseeencyclopedia.net/entry.php?rec=687>

xxxiv - Brownsville-Haywood County Historical Society, History of Haywood County Tennessee (Marceline, MO: Walsworth Publishing, 1989), 235.

xxxv - Norris, Sharon, Black America Series: Haywood County, TN (Charleston, SC: Arcadia Publishing, 2000), 7

xxxvi - U.S. Census Bureau State and County Quick Facts website, April 30, 2013, <http://quickfacts.census.gov/qfd/states/47/47075.html>

xxxvii - Haywood County, City of Brownsville Tennessee Website, August 21, 2013, <http://www.haywoodcountybrownsville.com/Brownsville/BusinessAndIndustry.aspx>

xxxviii - Sign Design Guidelines revised on April 18, 2019 (Resolution HZC-2019-1

xxxix - Sign Design Guidelines revised on June 20, 2024 (Resolution HZC-2024 - 01); Added Halo lighting and expanded mural designs.

xl - Sign Design Guidelines revised on June 20, 2024 (Resolution HZC-2024 - 01). Added Halo lighting and expanded mural designs.

