

CITY OF LAWRENCE
DOWNTOWN AREA DESIGN GUIDELINES



Including design guidelines and review criteria for
THE DOWNTOWN CONSERVATION OVERLAY DISTRICT
LAWRENCE'S DOWNTOWN HISTORIC DISTRICT
and **ENVIRONS**

Lawrence-Douglas County Metropolitan Planning Commission
Lawrence Historic Resources Commission

Lawrence, Kansas

October 2008

ABOUT THE COVER



Cover illustration: 1908 view of downtown Lawrence, looking Southwest.

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The Downtown Area Design Guidelines and supporting materials are available on the Lawrence-Douglas County Metropolitan Planning Office web site:
www.lawrenceks.org/pds

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PART ONE — DESIGN REVIEW IN DOWNTOWN LAWRENCE

INTRODUCTION

Principles for Stewardship in Downtown Lawrence

The City of Lawrence has long recognized the value of preserving the distinct architectural and urban character of its downtown area. Historically, the geographic areas defined by the Massachusetts, New Hampshire, and Vermont Street corridors from the Kansas River to South Park expressed and embodied the cultural, commercial, social, and civic heart of the City.

The downtown area possesses diverse, yet cohesive physical attributes that collectively serve to illuminate periods of the City’s historic development, and that contribute to its overall character. One of the most visible attributes is the remarkably consistent pattern of urban-commercial buildings, wide streets, and alleyways that were constructed over extended periods of time. On block after block we still find dense rows of two and three story, brick or stone buildings with elaborate cornice treatments, upper story offices or residences, and first-floor retail storefronts. Taller, more massive buildings create visual emphasis at select block corners. Alleyways cut between or pass behind buildings, permitting easy pedestrian access and allowing services or deliveries to occur ‘off-stage.’



Figure 1: 1913 view of downtown Lawrence from Ninth and Massachusetts streets.

INTRODUCTION



Today, a significant portion of these buildings stand as historical reminders of Lawrence's development patterns. They have become indelible physical expressions of the *idea* of 'Downtown Lawrence.' They represent resources, and ideas, that residents and City leadership have agreed are well worth protecting.

At the same time, Lawrencians acknowledge the practical need to accommodate alterations or additions to the downtown area, with the aim of retaining and enhancing the City's economic viability, and to meet continuing or changing uses.

These Guidelines provide property owners with some background information about downtown Lawrence's historic buildings, their distinctive characteristics, and how to best treat them; they suggest appropriate ways to address design, rehabilitation, and new construction issues in compliance with local and state regulations; and they suggest acceptable maintenance practices.

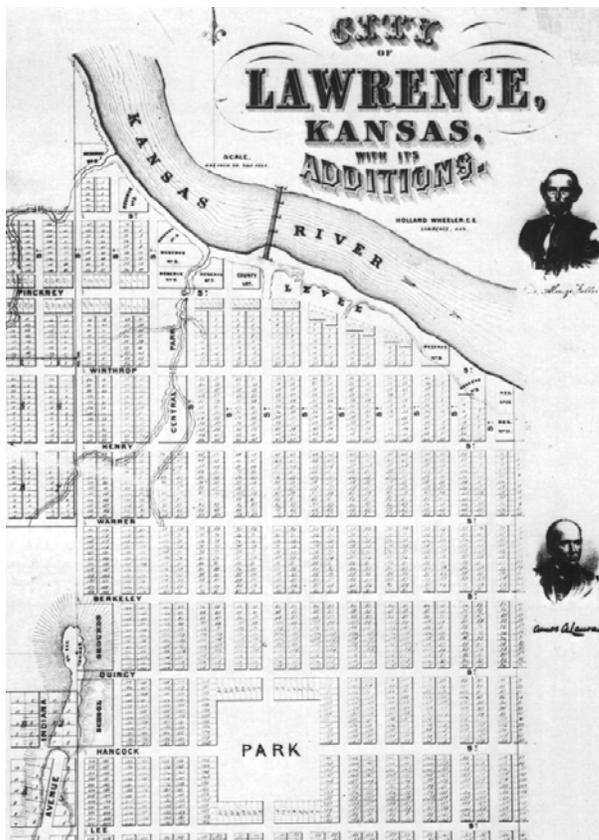


Figure 2. Detail from the 1858 Wheeler map.



ABOUT THIS DOCUMENT

This document represents a revision and expansion of the “Downtown Design Guidelines” that apply to the Conservation Overlay District and were adopted by the City on September 5, 2001 (Administrative Policy number AP-82).

At that time, Lawrence’s Downtown Historic District (see map, Figure X) had not yet been nominated to the National Register of Historic Places. The historic district’s nomination to the National Register in 2004 introduced two new requirements: first, that all exterior alteration, construction, or demolition proposals inside its boundaries be reviewed for appropriateness against the U.S. *Secretary of the Interior’s Standards for Rehabilitation*, in addition to any other standards; and second, that projects within the *environs* of the historic district also be assessed for their impact.

Thus some important goals of this 2007 revision are:

- To acknowledge and account for the presence of Lawrence’s Downtown Historic District, now listed in the National Register of Historic Places;
- To incorporate *The Secretary of the Interior’s Standards for Rehabilitation* into the guidelines and design review processes;
- To establish standards for design review that are applicable to the Conservation Overlay District, the Downtown Historic District, and the Historic District environs;
- To illustrate the geographic boundaries within which proposed projects are subject to design review;
- To help clarify and simplify understanding of the laws, policies, and standards to which design review oversight in downtown Lawrence must comply.

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PURPOSE OF DESIGN GUIDELINES

The purpose of the *City of Lawrence Downtown Area Design Guidelines* is to provide guidance and information for property owners who propose to undertake renovation, rehabilitation, maintenance, new construction, or demolition projects within the boundaries of the Downtown Urban Conservation Overlay District (see map, Figure X).

In addition, these Downtown Area Design Guidelines establish review criteria and provide direction for projects that fall within the boundaries of Lawrence’s Downtown Historic District and its environs (see maps, Figures X and X).

In sum, the Downtown Design Guidelines were developed to satisfy three main purposes:

1. To ensure that development in the downtown area, including new construction as well as exterior alterations to existing buildings, takes place in such a way as to maintain and enhance Lawrence’s unique character and scale.
2. To provide City staff and Historic Resources Commission members with criteria upon which to base decisions when issuing Certificates of Appropriateness.
3. To provide design guidance to property owners, architects, or developers who plan to build, demolish, or make exterior changes to buildings within the downtown area.

“Design review in Lawrence is intended to promote the conservation and preservation of the City’s historic resources while encouraging creative, lasting, and appropriate downtown improvements.”

— Mayor Sue Hack

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GOALS OF DESIGN REVIEW

The City recognizes the following goals of design review for the downtown area:

1. To meet the requirements of Kansas State Law as set forth in K.S.A. 75-2724 and any amendments hereafter, and Chapter 22 of the City of Lawrence Code and any amendments hereafter related to environs review.
2. To foster and maintain Lawrence’s economic viability by preserving the existing character and fabric of the downtown area while encouraging development and/or improvements that complement its historic character.
3. To regulate exterior scale, massing, design, arrangement, texture, and materials within the downtown area in order to promote compatibility with the downtown’s existing architectural character.
4. To preserve and protect the historic and/or architectural value of buildings or other structures listed in the National Register of Historic Places, the Register of Historic Kansas Places, and the Lawrence Register of Historic Places.
5. To maintain and enhance the unique identity of Downtown Lawrence.
6. To build upon historic character and foster diversity while meeting the goals of *Horizon 2020* to increase the density of the downtown area.

GOALS OF DESIGN REVIEW



The guidelines are not meant to dictate design choices or serve as a checklist for “good” design. They are not meant to force new development into narrowly-defined molds that would recreate only turn of the century architectural forms. Nor are they intended to be applied in such a stringent manner as to prevent creative or contemporary design alternatives.

However, it is the intent of these architectural and urban design guidelines to provide the regulatory authority to ensure that new construction and renovation of existing structures is 1) consistent with Downtown Lawrence’s character-defining elements; and 2), compliant with National, State, and local laws regulating the protection of historic properties against adverse impact.

Property owners should use the Downtown Area Design Guidelines as a basis for making informed design or material choices in advance of proposing alterations to properties. It is the City’s conviction that abiding by the principles set forth in these guidelines will enhance and maintain the historic character of Lawrence while promoting increased values and growth.



Figure 3: 800 block of Massachusetts Street, mid-1950s.



DESIGN REVIEW BASICS

Where Does Design Review Apply?

To avoid the potential for confusion, it is of critical importance that all parties to the design review processes—property owners, City staff, and Historic Resource Commission members—understand the geographic areas within which design review is required, which policies or ordinances establish the regulating authority, and which standards and criteria apply.

More information is available at the web sites of the Kansas State Historical Society (www.kshs.org) and the Lawrence-Douglas County Metropolitan Planning Office (www.lawrenceks.org/pds).

In downtown Lawrence, there are multiple means of recognizing or designating properties as historic, and multiple layers of regulation in place around them. Some regulation is attached at the National level, some at the State level, and some at the local level. In turn, there are multiple geographic areas within which design regulation is required.

National, State, and Local Registers

For instance, there are three ‘Registers’ upon which an individual property or historic district may be individually listed:

- the National Register of Historic Places (U.S. National Park Service)
- the Register of Historic Kansas Places
- the Lawrence Register of Historic Places

The aim of each Register is to identify, acknowledge, interpret, and preserve buildings, sites, or structures deemed to be historically, architecturally, culturally, or aesthetically significant in the history of the nation, Kansas or the City. Design review requirements differ slightly for each; these are outlined in the next section.

The Downtown Urban Conservation Overlay District (Lawrence)

The Downtown Urban Conservation Overlay District was established in August-September 2001 (Ordinance 7395 and Administrative Policy AP-82). It is unlike the above in that it does not constitute a ‘register’ of historic properties at all, but is a City-adopted zoning designation. It was established with ‘historic preservation’ as only *part* of its emphasis. While the Conservation Overlay District and its attendant Design Guidelines require property owners to respect the historic fabric of downtown, it also addresses regulation of ‘non-historic’ but important character-defining elements as treat-



ment of green spaces, street and alleyway patterns, landscaping, parking, infill construction, pedestrian amenities, and building heights. Its goal is to maintain and build upon Lawrence’s existing urban character and successful pedestrian orientation.

Review Requirements for National or State Register Properties

Kansas State law (K.S.A. 75-2724) requires that all projects involving properties listed in national or state registers *and their environs* be reviewed by the State Historic Preservation Office. In downtown Lawrence, the “environs” of a historic property is defined as any area within 500 feet of a listed historic property.

Lawrence’s Downtown Historic District

While it contains properties that are *individually* listed in the National Register (e.g., the Eldridge Hotel building), Lawrence’s Downtown Historic District, established in 2004, is itself a National Register-listed ‘property’ (see Figure 5). Thus, design review is required not only for all properties located within its boundaries, but also for properties that lie within 500 feet of any part of it (its environs).

Projects inside the boundaries of the Downtown Historic District are reviewed against the *Secretary of Interior’s Standards for Rehabilitation* (see page 27).

For properties located outside the Historic District boundaries, but within its environs, projects are reviewed against the *Standards and Guidelines for Evaluating the Effect of Projects on Environs* (see page XX).

Review Requirements for Properties listed on the Lawrence Register

Properties that are listed on the Lawrence Register of Historic Places are subject to the provisions of Chapter 22 of the City Ordinance (CONSERVATION OF HISTORIC RESOURCES CODE). Design review standards for local register properties are included in the Code. Review is also required within a buffer (environs) area around local register properties; the environs is 250 feet.

Requirements for Properties Inside the Conservation Overlay District

Before any project that requires a permit can proceed, a Certificate of Appropriateness must be obtained for any property within the boundaries of the Conservation District Overlay. Projects involving changes to the exte-



riors of existing buildings, including alterations, new construction, or demolition actions, are reviewed by Planning department staff or the regular meeting of the ad hoc committee.

NOTE

There is no ‘buffer’ or ‘environs’ review for the Conservation Overlay District.

However, the area is nearly entirely covered by either the Historic District or its environs.

Consequently, all design review within the Conservation Overlay District must meet the Secretary of the Interior’s Standards, the standards set forth in Chapter 22 of the City Codes, and the standards included in this document.

Levels of Review

Typically, the most stringent level of evaluation is applied when projects directly involve properties that are individually listed on the National or State Registers. Less scrutiny is applied to projects in their environs. A property’s proximity to a listed property is factored into the evaluation.

In turn, standards for evaluation typically decrease if a property is considered a “non-contributing” resource (see maps and Appendix).

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LAWRENCE'S DOWNTOWN HISTORIC DISTRICT

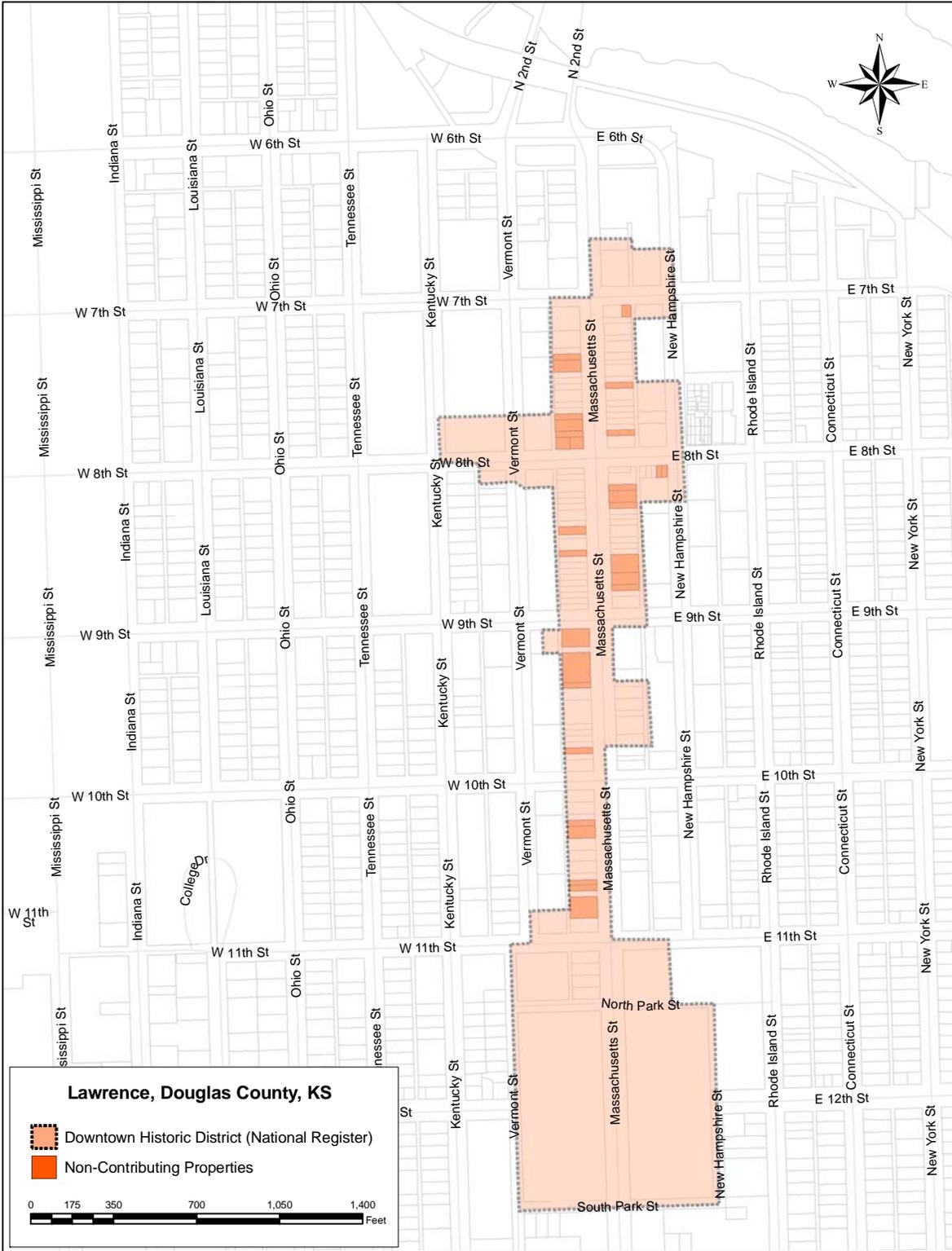


Figure 5: Boundaries for Lawrence's Downtown Historic District (National Register, 2004)

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DOWNTOWN CONSERVATION OVERLAY DISTRICT



Figure 6: Boundaries for the Downtown Conservation Overlay District. There is no 'buffer' or environs.

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COMPOSITE DESIGN REVIEW APPLICABILITY AREA

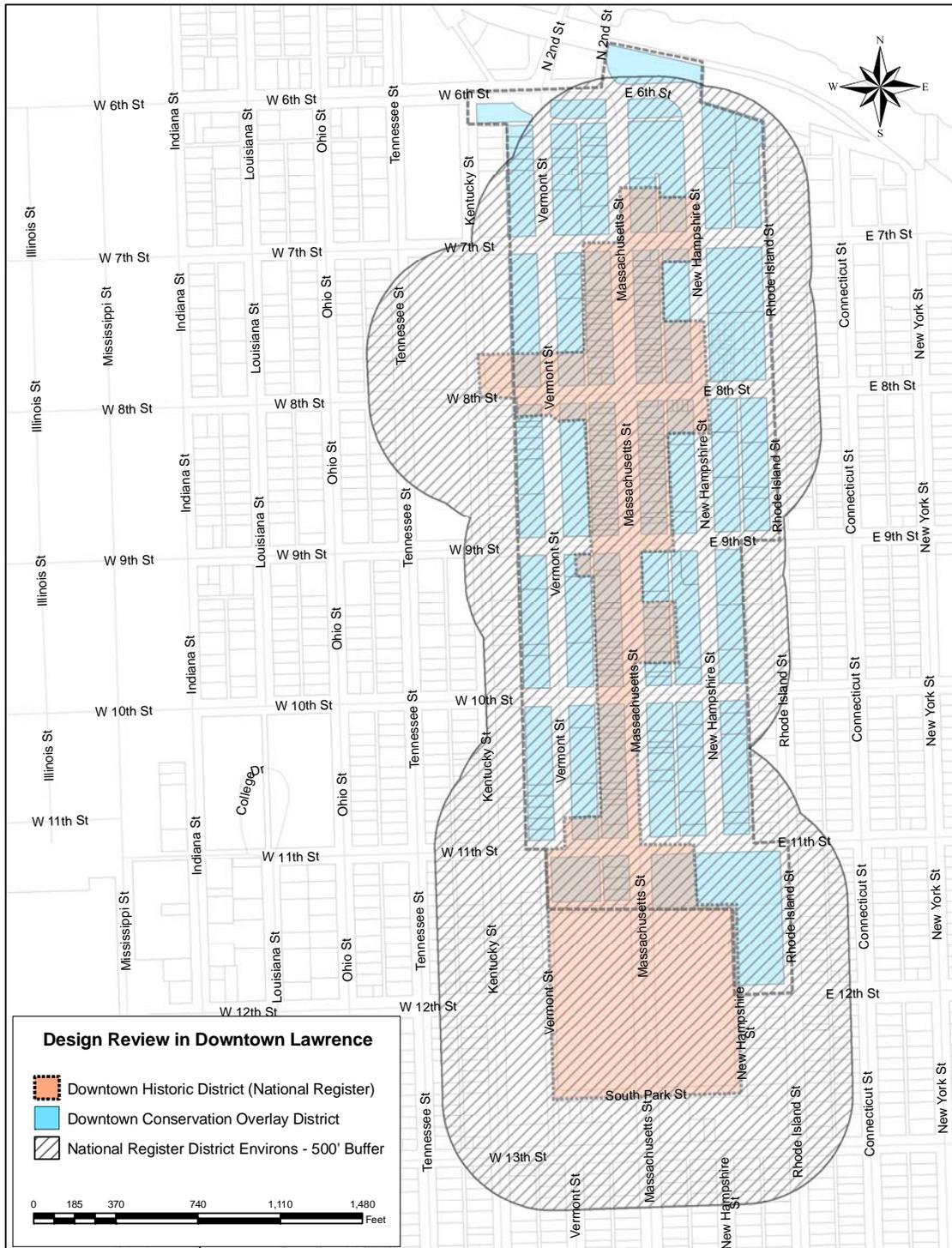


Figure 7: Composite map showing environs of the historic district. The buffer within which state-mandated design review must occur covers nearly all of the Conservation Overlay District, apart from two small areas at the extreme Northern end. Thus, design review in the Conservation Overlay District must satisfy evaluation standards at National, State, and local levels.

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REVIEW PROCEDURE FUNDAMENTALS

In Downtown Lawrence, the general rule is straightforward: if you own, rent, or lease property within the boundaries of the Conservation Overlay District, you must apply for, and obtain, a Certificate of Appropriateness (COA) prior to any construction, alteration, rehabilitation, repair, or demolition that will involve exterior changes to your property that require a permit. City Staff, in conjunction with the Historic Resources Commission, reviews all applications and evaluates each project for appropriateness.

CERTIFICATES OF APPROPRIATENESS

A "Certificate of Appropriateness" is a design permit. It is issued by the Lawrence Historic Resources Commission based on review and approval of any construction, alteration, demolition, or removal of a structure or part of a structure within an historic district, local historic landmark, or property located within the environs of a listed property. Property owners must obtain a Certificate of Appropriateness before proceeding with any work.

Applications for Certificates of Appropriateness are evaluated in the following categories:

***CERTIFIED LOCAL GOVERNMENT REVIEW
for HISTORIC PROPERTIES***

“Certified Local Government Review” is required by, and subject to the provisions of Kansas State Law *K.S.A. 75-2715-2725*. This level of review is conducted by Lawrence’s Historic Resources Commission on behalf of the State Historic Preservation Office. It applies to National- or State-registered historic properties.

***CERTIFICATE OF APPROPRIATENESS REVIEW
for HISTORIC PROPERTIES***

“Certificate of Appropriateness Review” is required by *Chapter 22, Conservation of Historic Resources Code* of the City of Lawrence. This level of review is conducted by the Historic Resources Commission and applies to locally-registered historic properties (i.e., those on the Lawrence Register).



***CERTIFICATE OF APPROPRIATENESS REVIEW
for the CONSERVATION OVERLAY DISTRICT***

This is sometimes called “Design Guidelines Certificate.” It is required by, and subject to the provisions of Ordinance 7395 and Administrative Policy AP-82 of the City of Lawrence. This level of review is conducted by administrative staff of the Lawrence-Douglas County Metropolitan Planning Department, under the direction of the Historic Resources Administrator. It is applied to properties inside the boundaries of the Conservation Overlay District. This document comprises the standards for review.

A Certificate of Appropriateness application, and instructions for completing the materials, may be obtained by contacting the Lawrence/Douglas County Planning Office on the 1st floor of City Hall, 6 E. 6th Street or by calling 832-3159. A copy is also included in the Appendix.

Only one complete application for a Certificate of Appropriateness should be submitted for a project.

A copy of the application form is included in the Appendix.

The Historic Resources Administrator determines whether a project is "major" or "minor." Generally, a minor project is any maintenance, repair, replacement that uses materials which are identical to the original or existing materials. A major project is one that uses materials that are different than the existing, or changes in appearance to the structure such as additions or modifications.

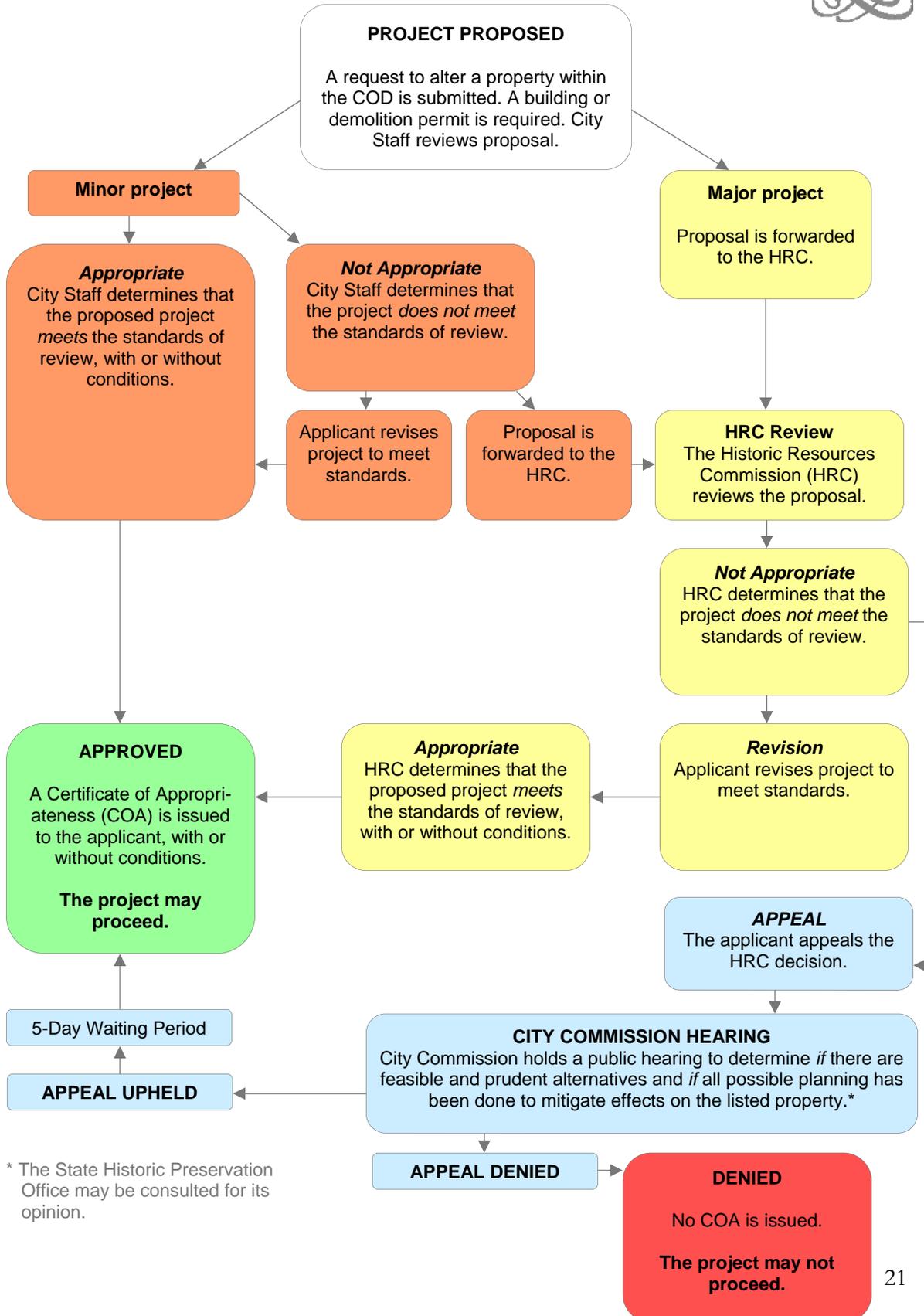
Minor projects may be approved by the Historic Resources Administrator and a building permit may be obtained from Development Services.

Major projects must be approved by the Lawrence Historic Resources Commission (HRC) at its regular monthly meeting. Meetings are generally held on the

third Thursday of the month in the City Commission Room of City Hall (1st floor, 6 E. 6th Street).

The HRC may approve, approve with conditions or deny an application. Appeals of the HRC's determinations may be made to the City Commission.

OVERVIEW OF THE REVIEW PROCESS



* The State Historic Preservation Office may be consulted for its opinion.

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PART TWO

CITY OF LAWRENCE **DOWNTOWN AREA DESIGN GUIDELINES**

PRINCIPLES, STANDARDS, AND CRITERIA



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1. DESIGN REVIEW PRINCIPLES AND APPLICABILITY

The following design principles, standards, and criteria shall apply to all projects proposed within the boundaries of the Downtown Urban Conservation Overlay District.

- 1.1. These guidelines serve to establish criteria for City Staff and Historic Resources Commission members in evaluating applications for Certificates of Appropriateness. They also serve as a guide for property owners in formulating projects.
- 1.2. These guidelines apply only to the exterior of buildings and to portions of existing and proposed buildings that would be visible at the pedestrian level from public rights-of-way, including alleyways.



In addition to private development projects, design review applies to public projects, such as streetscape improvements.

- 1.3. Staff uses these guidelines to review proposed projects in a consistent, fair and timely manner. If staff believes a proposed project does not meet the intent of the guidelines, the applicant may appeal to the City Commission.
- 1.4. Given the architectural variety and multiple building uses in the Downtown area, review of proposed alterations and new construction is conducted on a case-by-case basis.
- 1.5. Nothing in this document shall be construed to prevent the routine maintenance or repair of any exterior elements of any building or structure, nor shall anything in this document be construed to prevent the construction, reconstruction, alteration or demolition of any such elements which the City of Lawrence shall certify as required for public safety.
- 1.6. Buildings that contain original, character-defining features shall be more carefully reviewed than those buildings that do not retain their architectural integrity.

DESIGN REVIEW PRINCIPLES AND APPLICABILITY



- 1.7. While economic costs are not a primary factor in the review process, economic cost will be considered in relation to the adherence to these guidelines.
- 1.8. Individual guidelines are often stated in absolute terms such as “Buildings ... shall be constructed to zero front and side lot lines.” Just as compatible design consists of individual building elements in a larger building envelope, these design guidelines are viewed as a collective document and not as independent statements.
- 1.9. It is understood that a project might not meet every guideline in order to conform to the document’s intent.
- 1.10. It is not the intent of this document to require existing buildings to always be in full compliance with these guidelines. Existing buildings that contain nonconforming elements are encouraged to make alterations that will improve the overall appearance of the building. As non-conforming buildings are altered, the proposed alterations shall be in compliance with this document.
- 1.11. Designs and changes approved or rejected elsewhere in the Conservation Overlay District do not necessarily act as a precedent for other designs or changes under consideration. All proposals will be considered individually based on their own merit and unique situation within the zoning district.
- 1.12. City Staff and the Historic Resources Commission have the authority and discretion to examine the whole situation, or extenuating circumstances, and approve projects that do not meet the letter of these guidelines. Where exceptions are granted, staff will clearly document the reasons.
- 1.13. Staff and the commission will attempt to be consistent and non-arbitrary in rulings pertaining to Certificates of Appropriateness.



2. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

For all buildings, sites, structures, and properties within the Conservation Overlay District that also fall within the Downtown Historic District, the Historic Resources Commission shall apply the following criteria, developed by the U.S. Secretary of the Interior, to all proposed projects.

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 2.5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 2.6. 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.



The Secretary of the Interior's Standards for Rehabilitation outlines key rules to follow when renovating or restoring a historic building.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION



- 2.7. 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.
- 2.8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken
- 2.9. 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



Details such as brick corbelling, raised belt courses, or inset panels should be retained.

massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

- 2.10. 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.

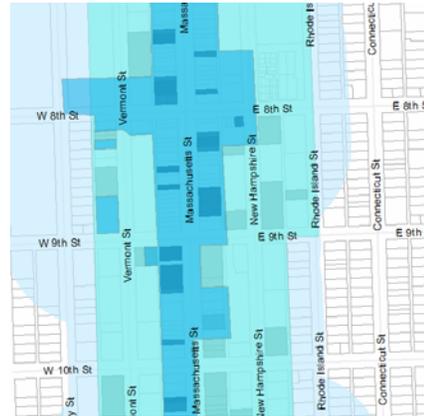
STANDARDS AND GUIDELINES FOR EVALUATING THE EFFECT OF PROJECTS ON ENVIRONS



3. THE KANSAS SHPO'S STANDARDS AND GUIDELINES FOR EVALUATING THE EFFECT OF PROJECTS ON ENVIRONS

For all buildings, sites, structures and properties within the Conservation Overlay District that also fall within the environs of the Downtown Historic district, the Historic Resources Commission shall apply the following criteria to all proposed projects.

- 3.1. The character of a historic property's environs should be retained and preserved. The removal or alteration of distinctive buildings, structures, landscape features, spatial relationships, etc. that characterize the environs should be avoided.
- 3.2. Environs should be used as it has been historically or allow the inclusion of new uses that require minimal change to the environs' distinctive materials, features, and spatial relationships.
- 3.3. The environs of each property will be recognized as a physical record of its time, place, and use. Changes to the environs that have acquired historic significance in their own right should be retained and preserved.
- 3.4. Demolition of character-defining buildings, structures, landscape features, etc. in a historic property's environs should be avoided. When the severity of deterioration requires removal within the environs, compatible reconstruction shall occur.
- 3.5. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
- 3.6. New additions, exterior alterations, infill construction, or related new construction should not destroy character-defining features or spatial relationships that characterize the environs of a property. The new work shall be compatible with the historic materials, character-defining features, size, scale and proportion, and massing of the environs.
- 3.7. Moved historic properties that have not retained or acquired historic significance in their new environs shall be considered as artifacts without environs.



The map on page 17 indicates the environs for the Downtown Historic District. Properties inside the Conservation Overlay District fall within these areas.

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4. GENERAL URBAN DESIGN PRINCIPLES

In addition to the goal of preserving the historic architectural fabric and character of the Downtown Area, projects are expected to meet the following community expectations for new development and redevelopment in Downtown Lawrence.

4.1. Promote pedestrian-oriented urban forms.

Because downtown Lawrence is urban, not suburban, the City will favorably review proposals that focus on promoting pedestrian-scale, urban forms of development consistent with the area’s historic urban character. Creating a walkable, mixed-use, high-density, central city district supports sustainable development by providing an alternative to lower-density development in peripheral areas. Developers are expected to make compromises that will maintain the Downtown character and urban quality desired.



Attractive, easily-accessible ground-level amenities for pedestrians are critical to maintaining economic and social vibrancy in the downtown.

4.2. Maximize connectivity and access.

Downtown Lawrence must remain a place in which residents, workers, and visitors may conveniently walk, drive, bike, or ride to destinations within and outside of the downtown area. Proposals that promote ‘walkability’ while also ensuring accessibility for all residents and visitors, including those with disabilities, will be favorably reviewed.

4.3. Encourage adaptive reuse and support the preservation of historically significant buildings.

Downtown Lawrence includes historically significant buildings that should be incorporated into new development projects. Proposals that encourage preservation and adaptive reuse of significant buildings are favorably reviewed.



Historically significant buildings are important in defining the character of the district.

4.4. Encourage creativity, architectural diversity, and exceptional design.

Downtown Lawrence’s design review process

GENERAL URBAN DESIGN PRINCIPLES



is intended to be flexible, encouraging creativity and high-quality design while discouraging uniformity. Because the most successful and memorable urban environments are those in which walking down the street is appealing, streetscapes, alleyways, parks, and other public spaces should be comfortable and inviting. Buildings fronting those spaces should be active and visually interesting at the pedestrian level. Within the limits of these guidelines, the City encourages diversity in the range of square footages and building frontages.

4.5. **Encourage the integration of public art into public and private development.**

Appropriate public art should be integrated into architecture, streetscapes, and public spaces. The City encourages public art that will enhance the built environment and contribute to the area's success in attracting new residents and businesses. However, public art shall be compatible in size, scale, and placement within the district.



4.6. **Emphasize strong, mixed-use core activity development along Massachusetts Street and east/west streets.**

The City will favorably review projects that allow for high-density, mixed-use development such as combinations of retail, office, institutional, and residential uses, while also preserving downtown's established scale and character. Densities are expected to be greater along Massachusetts Street and less dense along peripheral streets. Massachusetts Street blocks should be anchored with significant structures at the corners, with an emphasis on retail uses at the street level.

4.7. **Maintain existing Downtown vehicular, streetscape, and pedestrian traffic patterns.**

Massachusetts Street should be maintained as a commercial, pedestrian-activity oriented corridor, with Vermont and New Hampshire defining the major vehicular movement patterns. Projects that adhere to this principle, and that encourage the use of alleys to separate service and deliveries from primary streets, will be favorably reviewed.

4.8. **Promote safety and appeal through appropriate boundaries and transitions.**

The City encourages the use of gateways, markers, curb treatments, low walls or railings, decorative pavers, planters, trees, lighting, and other landscaping elements that serve to visually and physically separate use spaces (e.g., between parking areas or between institutional and commercial properties). Projects that include such buffers to enhance safety and aesthetic appeal will be favorably reviewed.



5. STREET AND LANDSCAPE ELEMENTS

The existing grid layout of streets and alleyways and other development patterns such as zero-building setbacks were established early in Lawrence's development and are important characteristics of the Downtown. Over time, additional development patterns that contribute to the character of its downtown, such as landscaping elements along Massachusetts Street, have been established. Retention of these patterns is important in maintaining the Downtown's visual character, identity, and appeal.



Lawrence's historic grid pattern has been in place since the earliest nineteenth century plats.

- 5.1. Existing street patterns and layout shall be maintained. Closure of existing streets or alleyways shall not be permitted.
- 5.2. Alleyways shall be maintained for vehicular and/or pedestrian traffic.
- 5.3. Accent paving shall be used at intersections and mid-block crossings.
- 5.4. Street trees and pedestrian-scale lighting shall be an integral part of the streetscape.
- 5.5. Existing landscaping features such as raised planters and street trees shall be maintained.
- 5.6. A curbed or non-curbed landscape bed shall separate the street and the pedestrian sidewalk.
- 5.7. Landscape strips shall be centered around required street trees.
- 5.8. An irrigation system shall be provided for all plant materials in the landscape bed.
- 5.9. An agreement to participate in a benefit district for streetscape improvements may be executed in lieu of immediate improvements.

STREET AND LANDSCAPE ELEMENTS



Pedestrian-oriented design produces overall compositions characterized by architectural scales, massing, materials, and elements that create a visual and spatial richness of experience attuned for people traveling on foot.



6. BLOCK ELEMENTS

The existing late nineteenth and early- to mid-twentieth century structures in Downtown Lawrence complement and reinforce one another through repeated and rhythmic building patterns, giving the blocks a consistent, organized appearance. By historic development, dense rows of two and three story commercial storefront buildings, anchored by larger structures on the block corners, make up the single most identifying characteristic of downtown Lawrence's primary corridor. The majority of later, non-historic buildings participate in these traditional patterns as well. Maintaining the current visual and physical relatedness among existing and new buildings is important to enhancing the character and appeal of Downtown Lawrence.

- 6.1. Buildings should have retail and commercial uses at street level.
- 6.2. The main or primary entrance to buildings shall be oriented toward the primary street. For instance, if a building fronts Massachusetts Street, the main entrance shall face Massachusetts Street. Likewise, if a building faces 7th Street, the main entrance shall face 7th Street.
- 6.3. Corner buildings may have entrance doors that face the intersection or both streets.

- 6.4. Buildings located on corner sites are considered anchor buildings and their building form should reflect this designation. Anchor buildings should be larger in scale and massing, and more ornate than adjacent infill buildings.



- 6.5. Buildings located on corner sites shall have a primary facade and a secondary facade. For instance, the building located at 8th and Vermont Street has a primary facade along 8th Street and a secondary facade along Vermont Street.

BLOCK ELEMENTS



- 6.6. Buildings that are adjacent to parking areas or structures shall have the main or primary entrance on the street-facing elevation. A secondary or minor entrance may be provided on the parking lot elevation.



- 6.7. Buildings shall reflect the existing topography by providing “stepping down” of the facade. The “stepping down” of a facade helps maintain a sense of pedestrian scale.
- 6.8. Buildings fronting Massachusetts Street shall be constructed to zero front and side lot lines. Exceptions may be made for architectural features such as recessed or projecting entryways and balconies.
- 6.9. Buildings fronting Massachusetts Street should have commercial/retail components at the storefront level.
- 6.10. Buildings fronting Massachusetts Street should reflect the prevailing party-wall construction pattern, with adjacent buildings sharing a common party-wall.
- 6.11. Buildings fronting Vermont and New Hampshire Streets should be constructed to zero front and side lot lines.
- 6.12. Buildings fronting Numbered Streets (7th, 8th, etc.) shall be constructed



to zero front and side lot lines. Exceptions may be made for architectural features such as recessed or projecting entries and balconies. Exceptions may be made for detached building forms which are traditionally set back from the property line.

- 6.13. Storefronts should respect the 25-foot or 50-foot development pattern ratios that prevail. Upper story facades may vary from this pattern but must unify the building as a whole.
- 6.14. Buildings shall maintain the pattern of multiple-story buildings throughout the downtown area. Existing non-contributing, non-historic, one-story buildings should be considered for compatible redevelopment.
- 6.15. Buildings shall maintain a distinction between upper stories and the street-level facade.
- 6.16. For buildings that provide a separate upper-story entrance on the exterior facade, the street level use entrance should be the primary focus of the building facade while entrances for upper story uses shall be a secondary feature of the building facade.

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7. NEW CONSTRUCTION

Designs for new and infill construction must adhere to the patterns that prevail among nearby or adjacent structures. Pattern is defined as the arrangement of form and the disposition of a building's parts or elements.

The following guidelines for new construction are intended to ensure that the Downtown area's architectural and material vocabulary is respected. The height, proportion, roof shape, materials, texture, scale, details, massing, and color of a proposed building must be compatible with existing buildings in the district. However, compatible contemporary designs, rather than historic duplications or simulations, are encouraged.

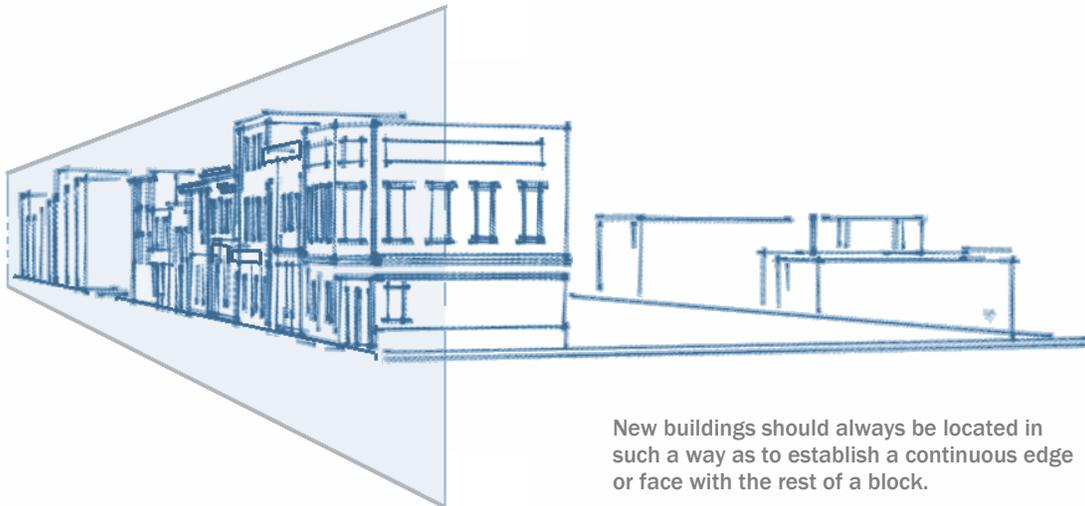
- 7.1. New infill buildings should be multistory in height, up to and within appropriate limits.
- 7.2. The height of a new building must be in acceptable proportion to its width, following patterns and proportions established by existing structures; likewise, story-to-story heights must be appropriate.
- 7.3. The height of new buildings and additions shall relate to the prevailing heights of nearby buildings. New construction that greatly varies in height from adjacent buildings shall not be permitted.
- 7.4. Buildings on the interior of a continuous block face should be no more than one story taller than adjacent structures. Buildings on corners must be larger in scale than adjacent structures.
- 7.5. A building's overall proportion (ratio of height to width) must be consistent with existing historic structures.
- 7.6. Storefront- and/or display-style windows must be included in all retail developments at the street level on the primary facade.
- 7.7. Corner buildings shall be a minimum of two-stories in height; taller buildings are encouraged at corner locations.
- 7.8. In cases of infill construction, the width of a building's facade should fill the entire available space.
- 7.9. Facade widths for new buildings and additions should correspond with other building widths in the same block. On Massachusetts Street, widths

NEW CONSTRUCTION



are typically built to increments of 25 feet.

- 7.10. If a site is large, the mass of a new building's facade should be broken into a number of smaller bays to maintain a rhythm similar to surrounding buildings. This is particularly true for storefront level facade elements.
- 7.11. The size and proportion of window and door openings on a new building should be similar to other buildings in the block.
- 7.12. The ratio of window area to solid wall for new construction shall be similar to other buildings in the block.
- 7.13. New construction shall be built with party-wall construction methods. Exceptions will be made for detached governmental, civic, or institutional buildings and when required by residential egress requirements.



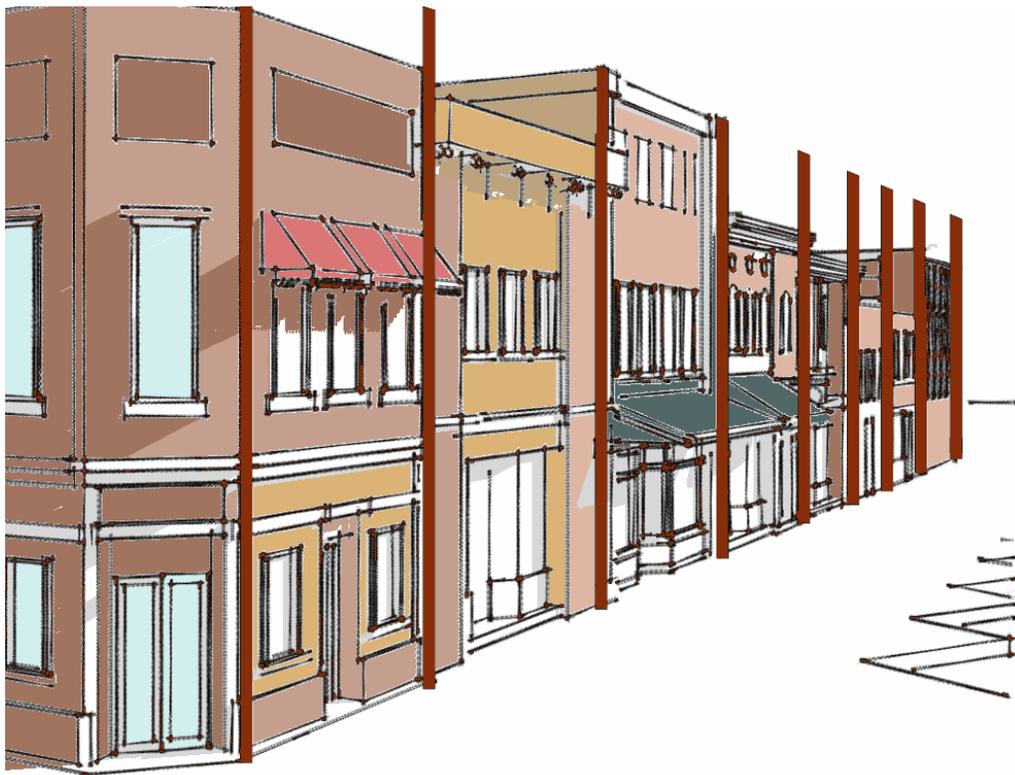
New buildings should always be located in such a way as to establish a continuous edge or face with the rest of a block.

- 7.14. The composition of an infill facade (that is, the scale, massing, and organization of its constituent parts) shall be similar to the composition of surrounding facades in the block.
- 7.15. The setback of a proposed building shall be consistent with the setback of adjacent buildings, and/or with nearby buildings fronting on the same street. Buildings must be placed with the express goal of continuing the



overall building line of a streetscape.

- 7.16. Rhythms that carry throughout a block (such as the patterns, placement, sizes, and spans of windows, doors, etc.) shall be sustained and incorporated into new facades.



Repeated massing elements create a distinct rhythm along a streetscape.

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8. ADDITIONS

The introduction of additions compatible with historic buildings in Downtown Lawrence is acceptable as long as the addition does not visually overpower the original building, compromise its historic character, or destroy significant features and materials.



By placing additions on inconspicuous elevations and limiting their size and height, the integrity of existing buildings can be maintained. The compatibility of proposed additions with historic buildings in downtown Lawrence will be reviewed in terms of mass, scale, materials, texture, color, roof form, and the proportion and spacing of windows and doors.

- 8.1. The size and the scale of additions shall not visually overpower historic buildings.
- 8.2. Additions should be situated and constructed so that the original building's form remains recognizable by differentiation.
- 8.3. In the case of historic buildings, additions should be designed so that they may be removed in the future without significant damage or loss of historic materials.
- 8.4. An addition's impact on a site in terms of loss of important landscape

ADDITIONS



features shall be considered.

- 8.5. Additions should be located as inconspicuously as possible, to the rear or on the least character-defining elevation of historic buildings.
- 8.6. Additions shall be constructed so that there is the least possible loss of historic fabric.
- 8.7. Character-defining features of historic buildings should not be obscured, damaged, or destroyed.
- 8.8. The size and the scale of additions shall not visually overpower historic buildings.
- 8.9. Additions should be designed so that they are compatible with the existing building in mass, materials, color, proportion, and spacing of windows and doors. Design motifs should be taken from the existing building, or compatible, contemporary designs introduced.
- 8.10. It is not appropriate to construct an addition that is taller than the original building.
- 8.11. Additions that echo the style of the original structure, and additions that introduce compatible contemporary elements, are both acceptable.



9. DETACHED BUILDING FORMS

Detached building forms are not predominant in the downtown area, but are present on some corner sites and are limited to governmental, civic, office, or institutional buildings. Existing detached buildings shall maintain their unique characteristics; construction of new detached building forms should reflect these characteristics.

- 9.1. Detached building forms should have a high degree of architectural embellishment.
- 9.2. Detached building forms should be set back from the property line. The setback, typically 3 to 5 feet, serves as a green space between the building and the sidewalk.
- 9.3. The overall design of a detached building should be carried throughout all of the facades; for detached buildings, primary and secondary facades may be appropriately differentiated by changes in material and by degrees of architectural embellishment.

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10. BUILDING MATERIALS

The surface materials of a building are a key factor in its appearance and its relationship to adjacent buildings.

10.1. Original building materials, whether located on primary, secondary, or rear facades, shall be retained to every extent possible. If the original material has been overlaid by such coverings as aluminum or stucco, these alterations should be removed and the original material maintained, repaired or replaced with similar materials.



Brick, wood, stone, terra-cotta, and cast iron are typical for Downtown Lawrence.

10.2. Building materials shall be traditional building materials consistent with the existing traditional building stock. Brick, stone, terra cotta, stucco, etc., shall be the primary facade materials for buildings fronting along Massachusetts Street.

10.3. While traditional building materials such as brick, stone, terra cotta,

BUILDING MATERIALS



stucco, etc., are the preferred building materials for buildings fronting New Hampshire, Vermont Street, or numbered streets, consideration will be given to other materials.

- 10.4. Materials should be compatible between storefronts or street-level facades, and upper levels.
- 10.5. The secondary facades of buildings facing Massachusetts Street shall be composed of building materials consistent with the existing traditional building stock brick, stone, terra cotta, stucco, etc.
- 10.6. While permanent materials should be considered for party-wall construction, other materials which meet associated building and fire code requirements will be considered.
- 10.7. Masonry walls, except in rare instances, shall not be clad with stucco, artificial stone, parging, or EIFS (Exterior Insulation and Finish Systems). This includes publicly visible party-walls constructed of brick or rubble limestone.
- 10.8. Existing unpainted masonry walls, except in rare instances, shall not be painted. This includes publicly visible party-walls.



Material details such as these inlaid tiles should be retained.



11. COMMERCIAL STOREFRONTS AND STREET LEVEL FACADES

The main character-defining building type in Downtown Lawrence is the two or three story, mixed-use building with a street level commercial storefront facade. These traditional, building types commonly include pedestrian-level storefronts with large display windows, transoms, recessed entryways, sign friezes, and articulated bays and fenestration. Upper stories are related by design, but may be differentiated by fenestration patterns, ornamentation, or materials. Some include cast-iron or terra-cotta details as part of their embellishment. All in all, they represent a continuity of buildings that collectively illuminate the City's development and history during periods of intense growth and activity.



Historic storefronts are composed of distinctive elements that reflect their original function and interior arrangement.

- 11.1. Historic storefronts and storefront features such as entryways, display windows, doors, transoms, bulkheads, sign friezes or cornices, pilasters, etc. shall be retained to every extent possible.
- 11.2. Removal of historic materials and/or architectural features shall be avoided.
- 11.3. Removal of non-historic storefront elements and facade treatments, including metal cladding, stuccos, or other non-historic features that have

COMMERCIAL STOREFRONTS AND STREET LEVEL FACADES



been introduced at later times, is encouraged during renovation.

- 11.4. Buildings where multiple storefronts span a larger, wider façade should extend design compatibility from storefront to storefront.
- 11.5. Solid, non-traditional ‘security-style’ doors shall not be used in primary storefronts.
- 11.6. Storefronts shall be designed to reflect the traditional pattern of containment. The storefront shall be bounded by the enframing storefront cornice and piers on the side and the sidewalk on the bottom.
- 11.7. Remodeled storefronts shall be designed to fit within the original opening.
- 11.8. Storefronts may be recessed or extended slightly (typically, 3 to 9 inches) to emphasize the feeling of containment and provide architectural variety.
- 11.9. Storefronts should provide for a recessed entry.
- 11.10. Storefronts shall be pedestrian oriented and consist primarily of transparent glass. Most storefronts in Downtown Lawrence contain 65% to 80% glass. Storefront designs shall reflect this glass to other building material ratio.
- 11.11. Storefront designs should reflect the traditional three-part horizontal layer by providing for a transom area, display windows, and a bulkhead.
- 11.12. Storefront materials typically consist of wood, metal, steel, or brick. Renovations and/or new construction should reflect these materials. Use of unpainted rough cedar is an example of an inappropriate storefront material.



A new commercial storefront should incorporate traditional storefront elements such as display windows, transoms, and a recessed entry.



12. UPPER STORY FACADES

In Downtown Lawrence, upper story building elements are typically distinct from, yet visually related to lower levels by pattern and symmetry of design. The preservation of existing upper-story materials, ornamentation, windows, and/or fenestration patterns is particularly important to maintaining the character of a building.

- 12.1. Retain and preserve historic facades and facade details such as corbelled brick, string or belt courses, cornices, windows, terra cotta, and stonework.
- 12.2. If replacement of a deteriorated facade feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.
- 12.3. Removal of non-historic storefront elements and facade treatments, including metal cladding, stuccos, or other non-historic features that have been introduced at later times, is encouraged during renovation.



Patterns of fenestration and detailing should be retained on upper stories.

12.4. Maintain the pattern created by upper-story windows and their vertical-horizontal alignment.

12.5. Existing windows on conforming upper facades shall not be eliminated or decreased in size or shape.

12.6. Windows shall be repaired if possible. If repair is not possible, window replacement in existing buildings should replicate original window patterns and finishes.

- 12.7. New window openings that disrupt the existing balance on facades visible from the street shall not be introduced.
- 12.8. Upper-story facade elements should reflect existing window to wall surface ratios (typically 20% to 40% glass-to-wall).
- 12.9. Upper-story windows shall have only minimal tinting and should appear transparent from street level. Dark or reflective tinting is not allowed on

UPPER STORY FACADES



upper story windows.

12.10. Metal screens or bars shall not cover upper-story window openings.

12.11. Upper windows on non-visible party-walls may be filled in with compatible material only if the treatment is reversible.

12.12. Alteration of existing upper story elements should not significantly alter the proportion and/or balance of the existing building.



It is inappropriate to remove or cover upper story architectural features.



13. SECONDARY AND REAR FACADES

- 13.1. Secondary facades for corner buildings (i.e., facades that do not face the primary north/south street) shall contain secondary display windows and/or secondary storefronts.
- 13.2. Secondary facades shall contain upper story windows.
- 13.3. Secondary facades should be balanced in design and shall provide a distinction between lower and upper sections of the building.
- 13.4. Secondary facades should not directly compete with the primary facade.



By design, secondary facades should be related to, but not in competition with, primary elevations. In this example the secondary facade shows some compositional balance, but has too little articulation and too low a percentage of window at the street level.

- 13.5. While rear facades on older structures are more symmetrical in their design, more recent buildings may provide a more utilitarian design approach. In most cases, rear entrances and openings should occupy a relatively small part of the rear facade and exhibit more of a utilitarian character.
- 13.6. Rear facades should be maintained and developed to support the overall appearance of Downtown Lawrence.

SECONDARY AND REAR FACADES



- 13.7. Rear entrances on buildings that face public-parking areas are encouraged.
- 13.8. Rear facades should provide sufficient architectural features, such as window and door openings, to articulate the building facade.
- 13.9. Rear facades should not compete with the primary facade of the structure.
- 13.10. Pedestrian-level window and door openings may be covered with security features such as screens or bars. However, every effort should be made to maintain the visual appearance on rear facades which face surface parking areas.
- 13.11. Maintain the pattern created by upper-story windows and their alignment on rear facades that face surface-parking areas.
- 13.12. Existing windows on rear facades should not be eliminated or decreased in size or shape.
- 13.13. While not encouraged, upper windows on rear facades that do not face parking areas may be closed in a reversible manner with compatible material.



In this example, appropriate modern treatments have been applied to enhance and introduce a series of entryways, but the original upper story windows have been unsympathetically altered.



14. OFFICE, INSTITUTIONAL, RELIGIOUS, UTILITY, AND OTHER NON-RETAIL BUILDINGS

Downtown Lawrence has a number of buildings which do not fit the pattern of the historic, nineteenth or twentieth-century commercial storefront. Most of such buildings are detached building forms or special-purpose buildings such as the Masonic Temple. Nevertheless, particularly in cases where such buildings front Massachusetts Street, traditional storefront elements are present on the street level.

- 14.1. Non-retail buildings fronting Massachusetts Street shall contain storefronts or a storefront appearance at the street level. Storefronts shall be pedestrian oriented, include fundamental storefront elements such as recessed entry and/or division into bays, and consist primarily of transparent glass. Most storefronts in Downtown Lawrence contain 65% to 80% glass. Storefront designs shall reflect this prevailing, glass-to-other-building-material ratio.
- 14.2. Non-retail buildings fronting numbered-streets, Vermont Street, or New Hampshire Street shall be pedestrian oriented. A ratio of 40% to 60% window area to wall surface shall be provided on street level facades at these locations.
- 14.3. The existing form of non-retail category buildings such as churches, industrial facilities, warehouses, etc. shall not be obscured or so transformed as to render the original form unrecognizable.

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15. ARCHITECTURAL DETAILS, ORNAMENTATION, AND CORNICES



Much of the character of Downtown Lawrence is due to the attention to detail evident in the brickwork, terra cotta, wrought iron, tin cornices and other embellishments. It is important to repair existing ornamentation when necessary and not detract from its effect by the addition or repair with inappropriate materials.

- 15.1. Existing ornamentation such as curved glass displays, terra cotta detailing, cast iron pilasters, transoms, ornamental brickwork, brackets, decorative cornices, quoins, columns, etc. shall be maintained.
- 15.2. Retain and preserve any architectural features and details that are character-defining elements of downtown structures, such as cornices, columns, brickwork, stringcourses, quoins, etc.
- 15.3. If original detailing is presently covered, exposing and restoring the features is encouraged.
- 15.4. Existing identifying details such as inset or engraved building names, markings, dates, etc. should be preserved.
- 15.5. Cornices shall not be removed unless such removal is required as a result of a determination by the Chief Building Inspector that a cornice poses a safety concern.

ARCHITECTURAL DETAILS, ORNAMENTATION, AND CORNICES



- 15.6. Original cornices should be repaired rather than replaced. If replacement is necessary, the new cornice should reflect the original in design.
- 15.7. New construction should provide for a variety of form, shape, and detailing in individual cornice lines.



Three-dimensional elements, such as decorative architectural belt courses and cornices or eaves that project from the building create interest in building facades. Cornice lines are encouraged to be articulated to create distinctive roofline profiles.



16. ROOFLINES AND PARAPETS

The roofline of a building establishes its relationship with adjacent buildings. Roofs in Downtown Lawrence tend to be flat, built-up roofs with parapets added for interest and decoration. Another, usually earlier, alternative is a gable roof with a false front obscuring the gable from visibility at the street level. The consistent appearance of a “flat” roofline is a distinguishing characteristic of Downtown Lawrence.

- 16.1. The original roofline and parapet features of existing buildings shall be retained.
- 16.2. Mechanical equipment should not be visible from the pedestrian level and should be screened through the use of parapet walls or projecting cornices.

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17. AWNINGS, CANOPIES, AND MARQUEES



Downtown storefront buildings traditionally had projecting awnings, canopies, or marquees to provide pedestrians with protection from the elements, to enhance aesthetic appeal, and to serve as a place upon which to affix identifying signage. The installation of awnings is encouraged, unless a structure is physically unsuited to accommodate one. While the terms are sometimes used interchangeably, there are generally the following accepted variations of canopies and awnings:

- *Movable fabric awning:* A retractable, roof-like shelter constructed to permit being rolled, collapsed, or folded back to the facade of the building.
- *Stationary fabric awning:* An awning of stationary design, typically with a metal frame, and covered with fabric.
- *Fixed awning:* A rigid, roof-like shelter sloping and draining away from the building.
- *Canopy:* A rigid, flat roof-like structure, sloping and draining towards the building.
- *Marquee:* A large rigid, flat roof-like structure erected only over the entrance to a building.

AWNINGS, CANOPIES, AND MARQUEES



- 17.1. All effort should be made to retain and restore existing canopies, awnings, and marquees.
- 17.2. Awnings should be of the traditional sloped configuration rather than curved, vaulted, or semi-spherical.
- 17.3. Canopies and awnings shall reflect the door and window openings or structural bays of the building. An awning, canopy, or marquee that spans continuously across more than one structural bay or storefront is not appropriate.
- 17.4. Movable and stationary awnings should be made of cloth or other woven fabric such as canvas.
- 17.5. Metal awnings are generally not appropriate, but can be used in some instances if they are compatible with the historic character of the building.
- 17.6. Vinyl or plastic awnings are not appropriate. Consideration may be given to modern materials that have the appearance of woven fabric,
- 17.7. While Downtown Lawrence once contained a number of pole- or post-supported awnings and canopies, this type of awning shall not be allowed because of pedestrian considerations.
- 17.8. Back-lit or illuminated awnings or canopies are not permitted. These awnings, because of their high visibility, function more as signs than a means of providing comfort and protection for pedestrians.
- 17.9. Awnings mounted at the storefront level should not extend into the second story of building facade.



Creative awning forms that meet guidelines for allowable locations, dimensions, and materials, are both possible and encouraged.



'Permanent' awnings clad in asphalt or wooden shingles, trellis-work, or other materials that are more typically found in residential areas, are not

AWNINGS, CANOPIES, AND MARQUEES



- 17.10. Upper-floor awnings should be mounted within window openings.
- 17.11. Awnings shall be narrow in profile and shall not comprise residential design elements such as mansard roof forms or shake shingle cladding.
- 17.12. Awnings and canopies should not project more than 6 feet from the lot line and must be suspended from, or affixed to, the building.
- 17.13. If a building facade contains a transom area, awnings should be installed in such a way as not to obscure or damage it.
- 17.14. Awning fabric or material design should be striped or solid color, using colors appropriate to the period of the storefront.
- 17.15. Awnings should not obscure character-defining features such as arched transom windows, window hoods, cast-iron ornaments, etc.
- 17.16. Awning units should be mounted or affixed in such a way as to avoid damage to the building's distinctive architectural features.



On upper stories, awnings add visual interest and help to break up 'blank' facades. In no case should awnings be placed on historic buildings in such a way as to damage or obscure significant materials or features.



Appropriately-sized awnings fit individually over a building's openings and/or structural bays, as in the above example. Note that when it is time to replace these, more careful choices should be made as to materials, color, and shape.

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18. SIGNS AND SIGNAGE

Signage is one of the most important features of a commercial facade. Inappropriate signs, more than any other single feature, can detract from even the most attractive storefront. The attractiveness of signage is likely a high contributing factor to whether or not a pedestrian will enter a store; its design should be high-quality and carefully planned.



Well-designed, pedestrian-oriented signs can be major assets to a building and make positive contributions to the general appearance of the street. Pedestrian-oriented signs are signs that are designed for and directed toward people on foot, so that they can easily and comfortably read the sign as they stand adjacent to a business.

- 18.1. All signs shall conform to the Sign Code provisions in Article 7 of the Code of the City of Lawrence.
- 18.2. The primary focus of signs in Downtown Lawrence shall be pedestrian-oriented in size, scale, and placement, and shall not be designed primarily to attract the notice of vehicular traffic.
- 18.3. ‘Permanent’ sign types that are allowed are: awning, hanging, projecting, wall, and window signs. Freestanding signs will not be considered except in cases where a detached building is set back from the street.
- 18.4. Temporary (i.e., sidewalk, easel-mounted or freestanding) signage is permitted as long as it is in compliance with other City codes, and does not obscure significant streetscape vistas or architectural features.

SIGNS AND SIGNAGE



18.5. In no case shall a temporary sign substitute as a permanent sign.

18.6. Wall signs must be flush-mounted on flat surfaces and done in such a way that does not destroy or conceal architectural features or details.

SIGN TYPES AND LOCATIONS



18.7. Signs identifying the name of a building, the date of construction, or other historical information should be composed of materials similar to the building, or of bronze or brass. These building identification signs should be affixed flat against the building and should not obscure architectural details; they may be incorporated into the overall facade design or mounted below a storefront cornice.

18.8. Signs should be subordinate to the building's facade. The size and scale of the sign shall be in proportion to the size and scale of the street level



facade.

18.9. Storefront signs should not extend past the storefront upper cornice line. Storefront signs are typically located in the transom area and shall not extend into the storefront opening.



18.10. Signs for multiple storefronts within the same building should align with each other.

18.11. Existing signs of particular historic or architectural merit, such as the Varsity or Granada theater marquees, should be preserved. Signs of such merit shall be determined at the discretion of the Historic Resources Commission.

18.12. Wall-mounted signs on friezes, lintels, spandrels, and fascias over storefront windows must be of an appropriate size and fit within these surfaces. While each sign will be reviewed for its overall compatibility with the building and the district, signs should typically be about 20 square inches for each linear foot of storefront.

18.13. A hanging sign installed under an awning or canopy should be a maximum of 70% of the awning or canopy's width and should be perpendicular to the building's façade.

18.14. A projecting sign shall provide a minimum clearance of eight feet between the sidewalk surface and the bottom of the sign.

18.15. A projecting sign shall be no more than fifteen square feet in size with a maximum sign height of five feet.

18.16. A larger projecting sign should be mounted higher, and centered on the facade or positioned at the corner of a building.

18.17. A projecting sign shall in no case project beyond 1/2 of the sidewalk width.

18.18. A window sign should cover no more than approximately thirty percent (30%) of the total window area.

18.19. Sign brackets and hardware should be compatible with the building and installed in a manner that will not damage the building structure.

SIGNS AND SIGNAGE



- 18.20. The light for a sign should be an indirect source, such as shielded, external lamps. Consideration may be given to internal or halo illumination.
- 18.21. Whether they are wall-mounted, suspended, affixed to awnings, or projecting, signs must be placed in locations that do not obscure any historic architectural features of the building or obstruct any views or vistas of historic downtown.
- 18.22. Typically signs illuminated from within are not appropriate. Lighting for externally illuminated signs must be simple and unobtrusive and must not obscure the content of the sign or the building facade.



Appropriate sign treatment for upper story tenant



While projecting signs are permissible, certain sign placements, intended to attract the notice of people riding in vehicles, are generally inappropriate.



19. LIGHTING

Lighting design should be carefully integrated into the design of the building changes with minimal impact to historic fabric. Note: All lighting must be in compliance with existing city codes and regulations.

- 19.1. New exterior lighting should be compatible with the historic nature of the structure, the property, and the district. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, material, use, size, scale, color, and brightness.
- 19.2. Lighting fixtures should be installed to be as unobtrusive as possible; they should be installed such that they will not damage or conceal any historic architectural features.
- 19.3. Lighting levels should provide adequate safety, but not detract from or overly emphasize the structure or property.
- 19.4. Landscape lighting should be located and directed such that there is no infringement on adjacent properties.
- 19.5. Exterior lighting in parking lots must be directed into the parking area itself, and not onto adjacent properties.



When affixed to buildings, lighting should be unobtrusive and focused only on the area to be lit.



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20. PARKING

Standards for the location and design of parking areas in Downtown Lawrence are critical to maintaining the visual appearance and accessibility of the area.

- 20.1. Parking lots or structures shall not be permitted to front Massachusetts Street unless the ground floor contains storefront uses. Existing surface parking areas with frontage along Massachusetts Street shall be targeted for redevelopment with appropriate new construction.
- 20.2. Surface-parking lots fronting New Hampshire and Vermont Streets shall be contained within the interior of the block.
- 20.3. Parking structures fronting New Hampshire and Vermont Streets should be contained within the interior of the block. Exceptions will be made for parking structures that have commercial, retail or office uses on the ground floor.
- 20.4. Existing corner surface-parking areas fronting New Hampshire and Vermont Streets should be targeted for appropriate infill.
- 20.5. Primary access to surface parking areas shall be taken from New Hampshire or Vermont Streets. The alleyway may be used for secondary access to the parking area.
- 20.6. While there is no established setback for surface parking areas, there should be a clear separation between vehicular parking areas and pedestrian areas. Pedestrian-scale landscaping, fencing, and/or walls shall be provided to separate the parking area from the pedestrian sidewalk.
- 20.7. Pedestrian-scale lighting shall be provided in surface parking areas.
- 20.8. The materials and design of screening for parking areas should be compatible with the adjacent structures and the district.
- 20.9. While some interior landscaping shall be provided, surface-parking areas shall not be required to meet landscaping provisions set forth in the Land Development Code of the City of Lawrence.
- 20.10. Surface-parking areas shall meet the provisions set forth in the Land Development Code of the City of Lawrence.

PARKING



- 20.11. Primary access to parking structures shall be taken from New Hampshire or Vermont Streets. The alleyway may be used for secondary access to the parking structure.
- 20.12. Parking structures should be constructed to zero-lot lines. Parking structures adjacent to registered historic structures, such as the English Lutheran Church or the Lucy Hobbs Taylor Building, shall respect the historic property by providing a transition between the proposed structure and the historic property in the form of additional setback, green space and/or reductions in building height.
- 20.13. The inclusion of retail, commercial or office uses is encouraged at the ground floor of parking structures.
- 20.14. The primary facade of a parking structure should be designed to be compatible with neighboring buildings.
- 20.15. Parking structure facades should contain building materials consistent with the existing traditional building stock: brick, stone, terra cotta, etc.
- 20.16. Parking structures facades shall contain sufficient detail to break up the overall massing of the structure.
- 20.17. Parking structures shall meet the provisions set forth in Land Development Code of the City of Lawrence.
- 20.18. Saw-tooth parking shall be maintained along Massachusetts Street. Otherwise, on-street parking shall be parallel in orientation. Special consideration will be given for existing angle parking in the 600 block of Vermont Street.



21. SAFETY AND ACCESSIBILITY FEATURES

A new use or a substantial rehabilitation of a historic building in downtown Lawrence can result in requirements to meet contemporary standards for both life safety and accessibility to people with disabilities. Review of proposed exterior alterations to meet life safety and accessibility standards is generally based on whether the alteration will compromise the architectural and historic character of the building and the site. The City seeks to be flexible and accommodating when considering proposals for introduction of these elements. Regardless of the magnitude of an alteration to a historic building, temporary and reversible changes are preferred over permanent and irreversible ones.

- 21.1. Review proposed new uses for existing historic buildings to determine if meeting related building code and accessibility requirements is feasible without compromising the historic character of the building and the site.
- 21.2. Meet health and safety code and accessibility requirements in ways that do not diminish the historic character, features, materials, and details of the building.
- 21.3. Where possible, locate fire exits, stairs, landings, and decks on rear or inconspicuous side elevations where they will not be visible from the street.
- 21.4. It is not appropriate to introduce new fire doors if they would diminish the original design of the building or damage historic materials and features. Keep new fire doors as compatible as possible with existing doors in proportion, location, size, and detail.
- 21.5. When introducing reversible features to assist people with disabilities, take care that historic materials or features are not damaged.
- 21.6. If possible, comply with accessibility requirements through portable or temporary, rather than permanent, ramps.

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22. UTILITIES AND ENERGY RETROFIT

- 22.1. Retain and preserve the inherent energy-conservation features of a historic building, such as operable windows, transoms, awnings, and shutters.
- 22.2. Generally, it is not appropriate to replace operable windows or transoms with fixed glass.
- 22.3. Locate roof ventilators, hardware, antennas, and solar collectors inconspicuously on roofs where they will not be visible from the street.
- 22.4. Install mechanical equipment, including heating and air conditioning units, in areas and spaces requiring the least amount of alteration to the appearance and the materials of the building such as roofs. Screen the equipment from view.
- 22.5. Locate exposed exterior pipes, raceways, wires, meters, conduit, and fuel tanks on rear elevations or along an inconspicuous side of the building. Screen them from view.
- 22.6. Locate window air-conditioning units on rear or inconspicuous elevations whenever possible.
- 22.7. It is not appropriate to install large antennas and satellite dishes on primary elevations. Small, digital satellite dishes must not be visible from a public street and must be screened from view.
- 22.8. Aerial antennae shall be screened, concealed or camouflaged.

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23. DEMOLITION

In the interest of controlling the long-term effects of demolition on Downtown Lawrence, careful thought should be given to a project before the option of demolition is exercised. In reviewing alternatives for treatment of a particular building or site, demolition should be considered a ‘last measure.’

- 23.1. Any demolition request that is not related to public safety shall be accompanied by additional documentation indicating the existing condition of the building and the proposed, post-demolition use for the site. Documentation must include proposed elevations and an explanation of why it is not feasible to use the existing structure.
- 23.2. Demolition permits shall be reviewed by the Historic Resources Commission and the City Commission.
- 23.3. No structure within the Conservation Overlay District may be demolished or removed, in whole or in part, until after the application for a building and/or demolition permit has been reviewed by the Historic Resources Commission and approved by the City Commission.

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PART THREE

CITY OF LAWRENCE

DOWNTOWN AREA DESIGN GUIDELINES

SIDEWALK DINING AND HOSPITALITY

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1. PURPOSE

The following guidelines are established for Sidewalk Dining/ Hospitality Areas in order to attain the following specific goals and purposes.

- 1.1 Ensure adequate space for pedestrians on the sidewalk or other public open space area adjacent to “Sidewalk Dining/ Hospitality Areas”;
- 1.2 Promote “Sidewalk Dining/Hospitality Areas” as visual amenities, which relate to and are complementary to the surrounding area. Consideration shall be given to the character of the area and its streetscape;
- 1.3 Where “Sidewalk Dining/Hospitality Areas” are located in the Downtown, they shall preserve and enhance the character of Lawrence’s Downtown; and
- 1.4 Establish guidelines and conditions for the establishment of “Sidewalk Dining/Hospitality Areas” that are effective, efficient, and enforceable.

Applications for Sidewalk Dining/Hospitality include the submission of an application, Lease and Permission for Use of Property (if applicable), Proof of Insurance, and the Appropriate Fee (\$3.50 x # of square feet of sidewalk) to the City Clerk. In addition, a site plan shall be submitted to the Planning Office to be reviewed by the Historic Resources Commission and the Planning Director. (Please see Chapter 6 Article 12, Sidewalk Dining and Hospitality License, of the Code of the City of Lawrence.)

All applications for Sidewalk Dining/Hospitality must comply with all applicable local, State, and Federal codes.

SIDEWALK DINING AND HOSPITALITY



2. General

- 2.1 The sidewalk dining/hospitality area must be contiguous with any side of a building wherein a hospitality establishment is located.
- 2.2 No portion of a Sidewalk Dining/Hospitality area shall be used for any purpose other than dining/hospitality and circulation therein.
- 2.3 The Sidewalk Dining/Hospitality area shall not occupy more than thirty (30) percent of the total area of the primary hospitality operation. The Sidewalk Dining/Hospitality area shall be considered an auxiliary use to the interior hospitality establishment area.
- 2.4 A hospitality establishment may be permitted to operate only one sidewalk area, and each sidewalk area shall be confined to a single location on the sidewalk;
- 2.5 The Sidewalk Dining/Hospitality area shall not extend past the hospitality establishment's storefront.
- 2.6 A Sidewalk Dining/Hospitality area shall not utilize any public amenities such as benches, seats, tables, or trash receptacles.

3. Usable Sidewalk Dining/Hospitality Area

- 3.1 The proposed Sidewalk Dining/Hospitality area shall maintain a minimum of six (6) feet or half (1/2) the width, whichever is greater, unobstructed sidewalk between the food service establishment dining area and all obstructions, measured from the outer edge of the dining area to the curb side obstacle. Consideration may be given to providing a minimum of five (5) feet width on local streets such as 7th, 8th, etc;
- 3.2 The proposed Sidewalk Dining/Hospitality area shall be a minimum of five (5) feet from the street corner areas as defined by building lines extended to the street;
- 3.3 The Sidewalk Dining/Hospitality area shall be delineated by an approved railing that is clearly visible to pedestrians. The railing shall take into consideration



ADA requirements;

- 3.4 Unless the main access to the hospitality establishment is provided through the Sidewalk Dining/Hospitality area, the Sidewalk Dining/Hospitality area should only be accessible through the interior of the establishment. Provisions should be made to provide adequate fire safety egress.

4. Elevation and Other Design Considerations

- 4.1 The Sidewalk Dining/Hospitality area shall be the same elevation as the adjoining sidewalk. Paint, artificial turf, carpets, platforms, or any other surface cover or treatment of any kind are prohibited from being placed upon the designated area at any time;
- 4.2 In order to maintain maximum visual access, the height of the railing shall not be higher than forty-five (45") inches. Thirty-six inches is recommended. Consideration of height variations may be given to properties with significant grade changes;
- 4.3 Railings shall be designed in a manner to make them removable. The City shall have the authority to require any Sidewalk Dining/Hospitality area to suspend operation and clear such area, or to move or modify the location or operation of the Sidewalk Dining/Hospitality area, for such things as, but not limited to:
- Any permitted special event;
 - Any street, sidewalk, or utility construction;
 - Any emergency situations;
 - The protection of the health, safety, and welfare of the public.
- 4.4 Railings and barriers shall be constructed of ornamental metal, wrought iron or other compatible materials and shall reflect the character of the area.
- 4.5 The railing shall not be attached to the building.
- 4.6 The Sidewalk Dining/Hospitality area shall be unenclosed and shall be open to the sky with the exception that it may be covered with a retractable awning or fixed awning, which is compatible with the surrounding area; and

SIDEWALK DINING AND HOSPITALITY



4.7 In order to maintain maximum visual access, Sidewalk Dining/Hospitality area furnishings may not include outdoor heaters.

5. Operation of Sidewalk Dining/Hospitality Area

5.1 Sidewalk areas shall not operate when the hospitality establishment is closed;

5.2 Advertising signage shall not be permitted in the Sidewalk Dining/Hospitality area except for the name of the establishment on chairs or tables as approved by the City;

5.3 All amenities including railings, barriers, chairs, and tables shall be maintained in good condition;

5.4 No blockage of building entrances or exits shall be permitted in the Sidewalk Dining/Hospitality area;

5.5 The establishment operating the Sidewalk Dining/Hospitality area shall be responsible for trash removal and must maintain the following areas in a clean and litter-free manner during the hours of operation:

The Sidewalk Dining/Hospitality area

The area from the front building façade to the curb line;

Five (5) feet along the adjacent sidewalk to both sides of the Sidewalk Dining/Hospitality area.

5.6 Trash and refuse storage for the Sidewalk Dining/Hospitality area shall not be permitted within the Sidewalk Dining/Hospitality area or on adjacent sidewalk areas, and the permittee shall remove all trash and litter as it accumulates.

5.7 Per City Code, Section 9-902, outdoor dining areas must be managed to prevent stormwater pollution:

5.8 Food waste, trash, cigarettes and other solid wastes must be contained, collected and disposed of properly. Collection must be frequent enough to prevent wastes carried offsite by wind or stormwater runoff.

5.9 Wastewater from the cleaning of pavement, buildings, furniture or other outdoor surfaces must be collected and discharged to the sanitary sewer system or other approved wastewater treatment process. Installation of a nearby sanitary sewer cleanout is recommended for this purpose.



- 5.10 Pavement and furnishings must be cleaned frequently enough to prevent contamination of stormwater runoff.
- 5.11 Failure to comply may result in fines, stop work orders or disconnection of utility service.
- 5.12 Food preparation is not permitted within Sidewalk Dining/Hospitality areas. Sidewalk Dining/Hospitality areas must comply with all applicable state and local health codes.

6. Site Plan Submittal Requirements

In addition to the requirements identified in Chapter 20-1305 of the Code of the City of Lawrence, the following items shall be included.

- 6.1 The site plan shall show the relationship to the interior establishment and Sidewalk Dining/Hospitality area.
- 6.2 The site plan shall state the square footage of the interior establishment and Sidewalk Dining/Hospitality area.
- 6.3 The site plan shall state the occupancy of the interior establishment and Sidewalk Dining/Hospitality area.
- 6.4 The site plan shall show the composition of railings and barriers proposed for the delineation of the Sidewalk Dining/Hospitality area. The plans shall detail the style, design, and color of the proposed railings or barriers.
- 6.5 The site plan shall provide a detail of the sidewalk attachment method.
- 6.6 The site plan shall provide information regarding the type and style of awning (if applicable) and the type, design, and materials of the proposed chairs and tables.
- 6.7 The site plan shall contain such other conditions and restrictions on the use of the Sidewalk Dining/Hospitality area.

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**Lawrence’s Downtown Historic District
Contributing and Non-Contributing Properties List**

- 638 Massachusetts St. (Kaw Valley Interurban Station) (C);
 642-646 Massachusetts St. (Bowersock Opera House) (C)(I);
 700 Massachusetts St. (C);
 701-703 Massachusetts St. (Eldridge Hotel) (C)(I);
 704-704 ½ Massachusetts St. (C);
 706 Massachusetts St. (C);
 708-710 Massachusetts St. (Fairfax Hotel) (C);
 712 Massachusetts St. (C);
 714 Massachusetts St. (C);
 715 Massachusetts St. (Anderson Building) (C);
 716 Massachusetts St. (C);
717 Massachusetts St. (NC);
719 Massachusetts St. (NC);
 721 Massachusetts St. (C);
 722 Massachusetts St. (C);
 * 723-725 Massachusetts St. (Miller’s Hall) (C);
 724 Massachusetts St. (C);
726 Massachusetts St. (NC);
 727 Massachusetts St. (Lawrence Photo Studios Building) (C);
 728-230 Massachusetts St. (C);
 * 729-731 Massachusetts St. (House Building) (C)(S);
 732 Massachusetts St. (C);
 733-735 Massachusetts St. (C);
 734 Massachusetts St. (C);
 736-738 Massachusetts St. (C);
737 Massachusetts St. (NC);
739 Massachusetts St. (NC);
 740 Massachusetts St. (C);
742 Massachusetts St. (NC);
743 Massachusetts St. (NC);
 746 Massachusetts St. (First National Bank Building) (C);
 800 Massachusetts St. (Lawrence Building & Loan Trust Company Building) (C);
 801 Massachusetts St. (Woodward Block Building) (C);
 802 Massachusetts St. (C);
 803 Massachusetts St. (C);
 804 Massachusetts St. (Ridenour & Baker Store/ Barteldes Seed Company Building) (C);
 805-807 Massachusetts St. (C);
806 Massachusetts St. (NC);
808-810 Massachusetts St. (NC);
 809 Massachusetts St. (Newmark’s Building) (C);
 811-813 Massachusetts St. (C);
812 Massachusetts St. (NC);
 814 Massachusetts St. (C);
 815-817 Massachusetts St. (C);
 816 Massachusetts St. (C);
 818 Massachusetts St. (C);

C = Contributing
NC = Non-Contributing
*I = Individually listed on the
 National Register*
S = Kansas Register
 * = Lawrence Register

APPENDIX



819 Massachusetts St. (C);
820 Massachusetts St. (C);
821 Massachusetts St. (NC);
822 Massachusetts St. (C);
823 Massachusetts St. (C);
824 Massachusetts St. (C);
825-827 Massachusetts St. (Montgomery Ward Building) (C);
826 Massachusetts St. (C);
829 Massachusetts St. (NC);
830 Massachusetts St. (J.C. Penny Building) (NC);
831 Massachusetts St. (C);
833 Massachusetts St. (C);
835 Massachusetts St. (C);
836-838 Massachusetts St. (NC);
837 Massachusetts St. (C);
839 Massachusetts St. (C);
840 Massachusetts St. (NC);
842 Massachusetts St. (C);
841-843 Massachusetts St. (C);
844-846 Massachusetts St. (C);
845-847 Massachusetts St. (C);
901-905 Massachusetts St. (NC);
907 Massachusetts St. (C);
911 Massachusetts St. (Woolworth's Building) (NC);
918 Massachusetts St. (C);
919 Massachusetts St. (NC);
920-922 Massachusetts St. (C.H. Hunsinger Garage Building) (C);
921 Massachusetts St. (C);
924-926 Massachusetts St. (C);
925-927-929-931 Massachusetts St. (C);
928 Massachusetts St. (C);
930-932-934 Massachusetts St. (NC);
* 933 Massachusetts St. (Hanna Building) (C);
935-937 Massachusetts St. (C);
936-938 Massachusetts St. (C);
939 Massachusetts St. (C);
941 Massachusetts St. (NC);
943 Massachusetts St. (C);
945-947 Massachusetts St. (J.C. Ecke Building) (C);
1001-1003 Massachusetts St. (Lawrence Masonic Temple) (C);
1005-1007 Massachusetts St. (W.E. Spalding Building/Masonic Annex) (C);
1009 Massachusetts St. (C);
1011 Massachusetts St. (NC);
1013-1015 Massachusetts St. (Varsity Theater) (NC);
1017 Massachusetts St. (NC);
1019 Massachusetts St. (C);
1021-1023 Massachusetts St. (C);
1025 Massachusetts St. (C);
1029 Massachusetts St. (C);
1031 Massachusetts St. (NC);
1033-1033½ Massachusetts St. (NC);



1035 Massachusetts St. (C);
1035-1045 Massachusetts St. (Sister City Friendship Garden) (NC);
1047 Massachusetts St. (Watkins National Bank/Old Lawrence City Hall) (C)(I);
1100 Massachusetts St. (Douglas County Courthouse) (C)(I);
1101-1103 Massachusetts St. (J.E. Stubbs Building) (C);
1105 Massachusetts St. (Orpheum Theater) (C);
1109 Massachusetts St. (C);
1111 Massachusetts St. (C);
1113 Massachusetts St. (C);
1115-1119 Massachusetts St. (C);
* Intersection of Massachusetts St. and South Park St. (South Park) (C);
645 New Hampshire St. (U.S. Post Office) (C);
701 New Hampshire St. (Charlton Building) (C);
735 New Hampshire St. (C);
737 New Hampshire St. (C);
745 New Hampshire St. (C);
801 New Hampshire St./19 W 8th St. (NC);
811 New Hampshire St. (Kansas Seed House) (C);
745 Vermont St. (Lawrence Fire Station) (C);
1046 Vermont St. (Capitol Federal Savings Building) (C);
7 E 7th St. (NC);
9 W 8th St. (C);
8-12 W 8th St. (NC);
123 W 8th St. (Standard Mutual Life Building/Fraternal Aid Building) (C);
201-203-205 W 8th St. (I.O.O.F. Building) (C);
9 E 8th St. (NC);
11-13-15 E 8th St. (C);
12 E 8th St. (C);
14-16 E 8th St. (C);
15 E 8th St. (C);
17 E 8th St. (NC);
6 E 9th St. (C);
11-15 W 9th St. (C);
115 W. 11th St. (Lawrence Community Building) (C);

APPENDIX



Downtown Conservation Overlay District List of Properties with Historic Designations

All properties except those listed on the next page ‘contribute’ to the Downtown Conservation Overlay District. In addition, the following properties have been recognized at other levels.

Lawrence Register of Historic Places

- 615 Massachusetts (J.B. Shane Thompson Studio)
- 723-725 Massachusetts (Miller’s Hall)
- 729-731 Massachusetts (House Building)
- 933 Massachusetts (Hanna Building)

Register of Historic Kansas Places

- 729-731 Massachusetts (House Building)

National Register of Historic Places

(individually listed outside the Downtown Historic District)

- 200 West 9th (Carnegie Library)
- 809 Vermont (Lucy Hobbs Taylor House)
- 1040 New Hampshire (English Lutheran Church)



**Downtown Conservation Overlay District
List of Non-Contributing Properties**

The following is a list of properties that have been identified as non-contributing, or that do not retain a high degree of architectural integrity. A number of these properties have underlying facades that may contribute to the Downtown. Rehabilitation and/or restoration of any contributing underlying facade is encouraged.

A dotted underline denotes that the building has been altered to meet the Downtown Design Guidelines or demolished and replaced with a structure that meets the Downtown Design Guidelines.

<u>612</u> Massachusetts	613 Vermont
623 Massachusetts	617 Vermont
634 Massachusetts	<u>714</u> Vermont
<u>717</u> Massachusetts	734 Vermont
719 Massachusetts	805 Vermont
737 Massachusetts	807 Vermont
739 Massachusetts	825 Vermont
743 Massachusetts	<u>901</u> Vermont
808 Massachusetts	904 Vermont
821 Massachusetts	1027 Vermont
829 Massachusetts	1031 Vermont
830 Massachusetts	1035-37 Vermont
836-838 Massachusetts	1040 Vermont
837 Massachusetts	
840 Massachusetts	644 New Hampshire
<u>842</u> Massachusetts	800 New Hampshire
900 Massachusetts	815 New Hampshire
901 Massachusetts	<u>900</u> New Hampshire
911 Massachusetts	946 New Hampshire
914 Massachusetts	1029 New Hampshire
916 Massachusetts	1031 New Hampshire
932 Massachusetts	1039 New Hampshire
938-942 Massachusetts	1041 New Hampshire
944 Massachusetts	
946 Massachusetts	10 E. 9th Street
1000-1006 Massachusetts	110 E. 9th Street
1011 Massachusetts	13 W. 9th Street
1012 Massachusetts	15 W. 9th Street
1014-1016 Massachusetts	17 W. 9th Street
1017 Massachusetts	
1033 Massachusetts	
1034 Massachusetts	



Figure Credits:

Figure 1: 1913 view of downtown Lawrence from Ninth and Massachusetts streets. Adapted from Dary, David, *Pictorial History of Lawrence, Douglas County, Kansas*. Lawrence, KS: Allen Books, 1992 (pg. 210).

Figure 2: Detail of Wheeler map, 1858. Adapted from Dary, David, *Pictorial History of Lawrence, Douglas County, Kansas*. Lawrence, KS: Allen Books, 1992 (pg. 42).

Figure 3: Downtown Lawrence, mid-1950s. Adapted from the Lawrence Journal World Historic Photos online archive. URL: http://www2.ljworld.com/photos/galleries/2005/dec/09/mapping_future_historical_photos/9015/

Additional Reading and Information:

Lawrence Downtown Historic Building Survey (1994)

National Register Nomination, Lawrence's Downtown Historic District, U.S. National Park Service (2004)

Downtown Design Guidelines (2001)

General Urban Design Principles (1995)

Downtown Urban Design Concept Plan

The Kansas SHPO's *Standards and Guidelines for Evaluating the Effect of Projects on Environs*

Multiple Property Submission—Historic Resources of Lawrence, Douglas County, Kansas



GLOSSARY OF TERMS

Accessory Structure	A subordinate structure or portion of the main structure, located on the same property and the use of which is clearly incidental to that of the main structure or to the use of the property on which it is located. Customary accessory structures include, but are not limited to, garages, carports, garden houses, and storage sheds.
Adaptive Use	(1) The process of changing the use of a structure or property to a use other than that for which the structure or property was originally designed. (2) A use for a structure or property other than the use for which it was originally designed (sometimes called adaptive reuse.)
Awning(s)	<i>Movable awning:</i> A retractable, roof-like shelter constructed to permit being rolled, collapsed, or folded back to the facade of the building. <i>Stationary fabric awning:</i> An awning of stationary design, typically with a metal frame, and covered with fabric. <i>Fixed awning:</i> A rigid, roof-like shelter sloping and draining away from the building.
Adjacent	A structure or parcel having a common parcel boundary with or located immediately next to a structure or parcel.
Administrator	The designated individual assigned by the City Manager to administer, interpret and enforce this Article. Also known as the Historic Resources Administrator for the City.
Alley, alleyway	A dedicated public right-of-way, other than a primary street, which provides only a secondary means of access to abutting property, the right-of-way of which generally is sixteen (16) feet or less in width.
Alteration	Any act or process that changes one or more of the exterior architectural features of a structure, including, but not limited to, the erection, construction, reconstruction, or removal of any structure.
Applicant	The person or group who initiates and signs the application to nominate a landmark or historic district; for a building permit; or for a demolition permit; for a certificate of appropriateness; for a certificate of economic hardship.

GLOSSARY OF TERMS



Application	One of several forms provided by the Commission to a person(s) who wishes to initiate a particular Commission action, including nomination of a landmark or historic district; a building or demolition permit; a Certificate of Appropriateness; a Certificate of Economic Hardship; a preservation easement; or, appeal.
Appropriate	Architecturally suitable for a particular building or site's condition or its context; fitting; conforming to or acceptable within the standards, criteria, and expectations as set forth in these guidelines.
Area	Properties, near to or adjacent to one another, capable of being described with such definiteness that their collective location may be established and boundaries definitely ascertained.
Asymmetrical	Not symmetrical
Bay, structural bay	A regularly repeated main division or massing element 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.
Blind	A louvered shutter that excludes vision and direct sunlight, but not indirect light and air, from a house.
Bond	The setting pattern of bricks or stones, such as common bond, Flemish bond, etc.
Bracket	A projecting support placed under an architectural overhang such as a cornice; often ornate.
Building	A structure, such as a house, barn, church, hotel, courthouse, city hall, social hall, commercial structure, library, factory, mill, train depot, theater, school, store or similar construction, created to shelter any form of human activity. The term also may refer to a small group of buildings consisting of a main building and subsidiary buildings which constitute an historically and functionally related unit such as a courthouse and jail, house and barn, mansion and carriage house, church and rectory, and farmhouse and related outbuildings.
Canopy	A rigid, flat roof-like structure, sloping and draining towards the building.



Capital	The top member (cap) of a column.
Casement window/ Casement sash	A window sash which is side-hinged; a window having casement sashes.
Casing	The exposed architectural trim or lining around a wall opening.
Certificate of Appropriateness	A certificate issued by the Commission indicating its approval of plans for alteration, construction, removal, or demolition of a landmark or of a structure within an historic district or in the environs thereof, based primarily on design considerations.
Certificate of Economic Hardship	A certificate issued by the Commission indicating its approval of plans for alteration, construction, removal, or demolition of a landmark or of a structure within an historic district or in the environs thereof based primarily on economic considerations.
Certified Local Government (CLG)	A program of the National Park Service designed to promote the preservation of prehistoric and historic sites, structures, objects, buildings, and historic districts by establishing a partnership between the local government, the historic preservation department, a division of the Kansas State Historical Society, and the National Park Service. A certified local government carries out the purposes of the National Historic Preservation Act, as amended. Each certified local government is required to maintain a system of ongoing surveys compatible with the Kansas Historic Preservation Department process.
City	The municipal corporation named the City of Lawrence, Kansas.
City Commission	The Governing Body of the City of Lawrence, Kansas.
City limits	The established corporate boundary of the City of Lawrence, Kansas.
Column	A long vertical structural member that supports a load; in classical terms, a cylindrical support having a base, shaft, and capital. (Note: In the Doric order the column has no base.)
Commission	The Historic Resources Commission of the City of Lawrence, Kansas, unless otherwise indicated.
Commissioners	Members of the Historic Resources Commission, unless otherwise indicated.

GLOSSARY OF TERMS



Conservation	(See Historic Preservation).
Construction	(1) The act of adding an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property. (2) An addition to an existing structure or a new principal or accessory structure.
Context	A conceptual framework for determining the significant patterns that individual properties represent consisting of components that surround a resource and determine its meaning more clearly.
Contributing (or Contributory)	A significant building, site, structure, or object which adds to the architectural qualities, historic association, or archeological values of an historic district because: (1) It was present during the pertinent historic time; or (2) It possesses integrity and reflects its significant historic character or is capable of yielding important information about the pertinent historic period;
Cornice	Strictly, the upper projecting part of an entablature; the exterior assembly which closes the joint between the wall and roof of a building.
Demolition	Any act or process that destroys in part or in whole a landmark or a structure within an historic district, or the environs thereof.
Design criteria	A standard of appropriate activity that will preserve the historic and architectural character of a structure or area.
Design Review	The whole of the process whereby proposals for alterations to properties are assessed for appropriateness by City Staff of the Historic Resources Commission. Certificate of Appropriateness Review.
Designation	Official recognition of an historic landmark or historic district by the Commission and the City Commission according to the procedures and provisions in this Chapter.
Developer	Any person who: (1) Causes real property to be used for development; (2) Sells, leases or develops; offers to sell, lease, or develop; or advertises for sale, lease or development any lot, plot, parcel, site, unit of interest, or structure for development; or



(3) Engages directly or through an agent in the business or occupation of selling, leasing, developing, or offering for sale, lease or development, any lot, plot, parcel, site, unit of interest, or structure for development. (Ord. 5950, Sec. 1)

Development	A subdivision; the construction or reconstruction of streets and utilities, the construction, expansion or remodeling of structures; a change in the use of a structure or parcel, or the clearing of land.
District	(See Historic District)
Dormer	A roofed structure with a vertical window that projects from a pitched roof.
Double-hung window	A window with two vertical sliding sashes, each closing half of the window opening.
Downtown, downtown area	For the purposes of this document, that area which is included within the boundaries of the Downtown Conservation Overlay District.
Eave	The lower part of a roof that projects beyond the wall.
Elevation	The perpendicular view of a side of a building; an accurate drawing of one side of a building that represents its true dimensions in the plane perpendicular to the line of sight.
Ell	A wing or addition extended at a right angle from the principal dimension of building, resulting in an “L” shaped plan,
Environs	Any structure, object, or site that directly contributes to the architectural and/or historical significance of a landmark or historic district. Structures, objects, or sites which are located in part, or in their entirety, within 250 feet of the boundaries of a locally-designated historic property, landmark or historic district, or within 500 feet of a nationally-designated historic property or district. See Chapter 22 of the Codes of the City of Lawrence for more information.
Exterior Architectural Appearance	The architectural character and general composition of the exterior of a structure, including but not limited to the kind, color, and texture of the building material and the type, design, and character of all windows, doors, light fixtures, signs, and appurtenant elements.
Facade	The exterior front or principal face of a building that faces a street or other open space; usually the most ornate or articulated elevation.

GLOSSARY OF TERMS



Fanlight	A half-circular or half-elliptical window; often placed over a door.
Fascia	Any long, flat horizontal band or member.
Fenestration	The arrangement, pattern, and design of window and door openings in a building.
Form	The overall shape of a structure (i.e., most structures are rectangular in form).
Frontispiece	An ornamental portal or entrance bay around a main door.
Gable	The vertical triangular shape of a building wall above the cornice height, formed by two sloping roof planes.
Header	In brick masonry, a brick laid so that its end is exposed in the finished wall surface.
Hip	The external angle at the intersection of two roof planes; a hip roof has roof planes that slope toward the eaves on all sides of the building.
Historic Preservation	The study, identification, protection, restoration and rehabilitation of buildings, structures, objects, districts, areas and sites significant in the history, architecture, archeology or culture of the city, state or nation.
Historic Preservation Department	Department within the Kansas State Historical Society which assists the State Historical Preservation Officer (SHPO) in promoting the identification and conservation of the state's historic resources, according to the Kansas Historic Preservation Act, as authorized by the Historical Preservation Act of 1966.
Historic District	1) For the purposes of this document, the area indicated by the boundaries of the Downtown Lawrence Historic District, nominated to the National Register of Historic Places in 2004. 2) An area designated as an historic district by ordinance of the City Commission and which may contain within definable geographic boundaries one or more significant sites, structures or objects and which may have within its boundaries other properties or structures that, while not of such historic and/or architectural significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics of the significant sites, structures or objects located within the historic district.



Historically or
Architecturally Significant

Possessing that quality present in an area, site, structure, object or district because it:

- (1) Its character, interest, or value as part of the development, heritage or cultural characteristics of the community, county, state, or nation;
- (2) Its location as a site of a significant local, county, state, or national event;
- (3) Its identification with a person or persons who significantly contributed to the development of the community, county, state, or nation;
- (4) Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;
- (5) Its identification as a work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community, county, state or nation;
- (6) Its embodiment of elements of design, detailing, materials, or craftsmanship that render it architecturally significant;
- (7) Its embodiment of design elements that make it structurally or architecturally innovative;
- (8) Its unique location or singular physical characteristics that make it an established or familiar visual feature;
- (9) Its character as a particularly fine or unique example of a utilitarian structure; including, but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance;

Hood

A projecting cover placed over an opening to shelter it.

Improvement

Any physical change in a structure or property including the adding of exterior features, any change in landscape features, alteration of a structure, new construction, painting or repainting, reconstruction, restoration or remodeling, but excluding normal maintenance.

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In kind	Replacement building component matching the original component in material, size, profile, texture, and color.
Kansas Register	The current Kansas Register of Historic Places as prepared, approved and amended by the Kansas Historic Sites Board of Review and authorized by K.S.A. 75-2715 et seq.
Landmark	A site, structure or object designated as a landmark by ordinance of the City Commission, pursuant to procedures prescribed herein, that is worthy of rehabilitation, restoration, and preservation because of its historic and/or architectural significance to the City.
Landscape feature	Any element or component of outdoor open space Including, but not limited to, fences, walls, retaining walls, gates, sidewalks, walkways, driveways, parking lots, patios, terraces, decks, ground cover, trees, plants, outdoor furniture, exterior light standards, fountains, statuary, detached signs and other such elements.
Lawrence Register	The current Lawrence Register of Historic Places as prepared, approved and amended by the Historic Resources Commission and authorized by ordinance.
Light	A pane of glass installed in a window sash.
Lintel	A horizontal structural member that spans an opening, for example a window lintel.
Lot	A portion of a subdivision or other parcel of land intended as a unit of ownership and occupied or intended to be occupied by one main structure and accessory structures or a complex of structures, including open spaces and parking. A lot may be more than one lot of record or may be a metes and bounds described tract having its principal frontage upon a street or officially approved place.
Lot of Record	A lot which is a part of a subdivision, the plat of which has been recorded in the Office of the Register of Deeds or a lot described by metes-and-bounds, the description of which has been recorded in the Office of the Register of Deeds.
Mansard	A roof that is double pitched, the lower being much steeper, designed to allow a full story height within the attic space.
Marker	A sign used to label or identify a designated landmark or historic district as an architecturally significant property.



Marquee	A large rigid, flat roof-like structure erected only over the entrance to a building.
Mass	Bulk or physical, three-dimensional size of an object.
Massing	The combination of several masses to create a building volume; organization of the shape of a building, as differentiated from wall treatment, fenestration, etc.
Material	The physical elements that were combined or deposited in a particular pattern or configuration to form a property.
Mullion	A vertical member separating windows, doors, or panels set in series; often used for structural purposes.
Muntin	A slender member separating and encasing panes of glass in a window sash.
National Register	The current National Register of Historic Places established by passage of the National Historic Preservation Act of 1966, 80 Stat. 915, 16 U.S.C. 470 et seq., as amended.
Noncontributing (or noncontributory)	<p>A building, site, structure, or object that does not add to the architectural qualities, historic association, or archeological values of a landmark or historic district because:</p> <p>(1) It was not present during the pertinent time; or</p> <p>(2) Due to alterations, disturbances, additions, or other changes, it no longer possesses integrity nor reflects its significant historic character or is incapable of yielding important information about the pertinent historic period.</p>
Normal Maintenance and Repair	Any improvement or work for which a building permit is not required by city ordinance, designed to correct deterioration, decay or damage and restore, as may be practical, a structure or property to the condition that existed prior to the deterioration, decay or damage.
Nuisances	Physical conditions (affecting land, water, groundwater, the air, noise levels, or other elements of the environment) that endanger human health or safety, injure persons or property, or constitute a clear danger to property.
Object	Those physical items that have functional, aesthetic, cultural, historical or scientific value and are relatively small in scale and simply constructed. While

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an object may be, by nature or design, movable, it should be located in a specific setting or environment appropriate to its significant historic use, role or character. Objects include sculptures, monuments, street signs, fence posts, hitching posts, mileposts, boundary markers, statuary, and fountains.

Orientation	Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; whereas, it should face the street.
Owner(s), Owner(s) of Record	Those individuals, partnerships, firms, corporations, public agencies, or any other legal entity holding title to property but not including legal entities holding mere easements or leasehold interests. (May also be referred to as property owner(s).) Current owner(s) of record are those listed as owners on the records of the register of deeds.
Pane	A flat sheet of glass cut to size for glazing use in a window; also called a light.
Parapet	A low guarding wall at the edge of a roof or balcony; the portion of a fire wall or party wall above the roof level.
Parge, parging	A coating of cement-based mortar (stucco) applied over rough masonry work.
Pedestrian oriented, pedestrian orientation	An overall design composition characterized by building scales, massing, orientation, and integrated functional, material, and architectural elements that produce a visual and spatial richness of experience attuned for people traveling on foot, at walking speed, rather than being maximized for vehicular traffic. Differentiation of space is varied and the streetscape is engaging, providing many transitional, public-private areas, doorways, opportunities for stopping, etc.
Pediment	The triangular gable end of a roof above a horizontal cornice; a similar triangular form over a door or window.
Pergola	A garden structure with an open wood-framed roof, often latticed.
Period	A chronological division identified in the analysis of the historical development to an area or region (i.e., Victorian, Modern).
Person	Any individual, firm, association, organization, partnership, business, trust, corporation, or company.
Pilaster	A flat vertical element applied to the wall surface that simulates a classical



	column.
Pitch, roof	The slope of a roof; usually expressed as a ratio of vertical rise to horizontal run (inches vertical in 12 inches horizontal).
Plan	A two-dimensional view of a building, or horizontal section of it, seen from above; hence, a precise drawing showing the arrangement of design, including wall openings and dimensions.
Porch	A structure attached to a building to shelter an entrance or to serve as a semi-enclosed space, usually roofed and generally open-sided.
Preservation	(See Historic Preservation).
Project	Activities involving the issuance of a lease, permit, license, certificate or other entitlements for use, to any party by the City.
Property	An area of land, undivided by any street, alley, railroad, stream, or similar physical feature, under common ownership or control, which is or will be occupied by one structure or land use, and any accessory structures and uses. A property could be made up of one or more lots of record, one or more portions of a lot or lots of record, or any combination thereof. The term shall include landscape features.
Proportion	The relation of one dimension to another; usually described as a numerical ratio; in architecture, proportions determine the creation of visual order through coordination of shapes in a design.
Protection	The application of measures to defend, guard, cover or shield a building, site, structure, or object from deterioration, loss, attack, danger, or injury. In the case of buildings, structures or objects such measures generally are of a temporary nature and usually precede preservation measures.
Quoin	A masonry (or simulated masonry) unit applied to the corner of a building; often slightly projecting.
Reconstruction/Reconstruct	The reproduction of the exact form and detail of a vanished building, site, structure or object or a part thereof, as it appeared at a pertinent time using both original and modern materials and based on precise historical documentation and physical evidence.
Rehabilitation/Rehabilitate	The act of returning a building, site, structure or object to a useful state through its repair and/or alteration while retaining the characteristic features

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	of the property which are significant to its historical and architectural value.
Remodeling	Modification and modernization of a structure or property without striving to return to or replicate the original historical and architectural character of the structure or property.
Removal	Any relocation of a structure in whole or in part on its site or to another site.
Repair	Any change to a structure or object that is not construction, removal or alteration.
Resource	Any building, site, structure, object or area that constitutes a source of present and future usefulness.
Restoration/Restore	The act of accurately recovering the form and details, based on precise historical documentation and physical evidence, of a building, site, structure or object as it appeared at a pertinent time including the removal of improvements that are not appropriate and the replacement of missing or deteriorated features.
Rhythm	In architecture, the repeated pattern of building elements such as doors, rooflines, cornices, structural bays, and windows.
Ridge, Ridge line	The horizontal line formed by the juncture of the upper edges of two sloping roof planes.
Right-of-Way	A strip of land occupied or intended to be occupied by a street, crosswalk, footpath, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for another special use.
Sash	The movable framework holding the glass in a window.
Scale	The size of structure as it appears to the pedestrian.
Segmental arch	An arch in which the arched portion is less than a semi-circle.
Shed roof	A single-pitched roof over a small room; often attached to a main structure.
Shutter	An external movable screen or door used to cover a wall opening, especially a window; originally for security purposes; often confused with louvered blinds.



Sidelight	A framed area of fixed glass alongside a door or window opening.
Sign	Any surface, fabric, device or display designed to visually convey information to the general public.
Sign, awning	Business-identifying information applied to or painted on the surface of an awning, canopy, or marquee.
Sign, hanging	1) Small, horizontally-oriented rectangular signs that are suspended below an awning, canopy, or marquee but above pedestrians' heads; printed on both sides;
Sign, projecting	1) A medium-sized, square or rectangular shaped sign that projects perpendicularly from the building wall, mounted on a bracket or brace; printed on both sides.
Sign, wall	A flush-mounted, usually horizontally-oriented sign affixed to the exterior surface of a building; printed on one side only.
Sign, window	Identifying or informative signage painted on, or affixed flush to the interior surface of a window. Used at the street level and on upper floors.
Sign frieze	Typically, the area on a traditional storefront located above the transom and below the second-floor windows.
Significant	(See Historically or Architecturally Significant)
Sill	The horizontal lower member of a window or other frame.
Site	The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself possesses historic, cultural or archeological value regardless of the value of any existing structure. Examples of sites include habitation sites, burial sites, village sites, hunting and fishing sites, ceremonial sites, battlefields, ruins of historic buildings and structures, campsites, designed landscapes, natural features, springs, and landscapes having cultural significance.
Site plan	An accurate scaled drawing of a site (lot) as if seen from above, describing the property boundary and orientation, the location of buildings, driveways, walks and other constructed site improvements, the retained vegetation, and

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	new plantings and finished grade contours.
Skylight	A glazed opening in a roof plane that admits light.
Stoop	An uncovered platform and steps at an entrance.
Storefront	The street-level part of a building facade normally divided into two three main parts, framed on either side by piers (usually masonry, sometimes cast iron columns), topped by a steel lintel or a midlevel cornice, and filled by a transparency of glass. The storefront includes glass display windows, typically with transom windows above that let light into the back of the store. Other features include a recessed entryway and bulkheads below the display windows. Historic materials for bulkheads include wood, granite, brick, marble and ceramic tiles.
Street	A right-of-way, other than an alley, dedicated to the public use, which provides principal access to adjacent properties.
Streetscape	A setting or expanse consisting of the street, landscaping, and buildings along a street, as seen by the eye in one view; how elements of the street form a cohesive visual and physical environment.
Stretcher	A brick laid with the long side visible in the finished work.
String course	A horizontal course of masonry or wood trim which projects from a wall.
Structure	Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but without limiting the generality of the foregoing: buildings, fences, gazebos, advertising signs, billboards, backstops for tennis courts, radio and television antennae, including supporting towers, and swimming pools.
Style	The specific identifying characteristics of a building both as it appears to the eye and as it is known to exist in design and structure.
Symmetrical	A similarity of form or arrangement on either side of a dividing line.
Traditional	Based on or established by the history of the area.
Transom	A horizontal bar of wood or stone separating a door from a transom window above it. See also transom window.

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Transom window	A small window or series of panes above a door or entryway, or above a casement or double-hung window.
Use	The specific purpose for which a structure or property is utilized.
Upper story, stories	Building floors located above the street level floor.
Upper facade	The façade area of a building starting from just above the street level façade and extending up to the highest part.
Utility structure	A category of structures intended primarily to serve a utilitarian or useful function rather than for beauty. Utilitarian structures may include, but are not limited to, structures used for agriculture, storage, transportation and industry and certain moderate residential buildings. (Ord. 5950, Sec. 1)



Pre-Application Meeting Required Planner _____ Date _____ Application Number _____ DR- _____ Date Received _____ Type _____ _____
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6 East 6th St.
P.O. Box 708
Lawrence, KS 66044

www.lawrenceks.org/pds

Phone 785-832-3150
Tdd 785-832-3205
Fax 785-832-3160

DESIGN REVIEW APPLICATION

PROPERTY INFORMATION

Address of Property _____
Legal Description (*may be attached*) _____

OWNER INFORMATION

Name(s) _____
Contact _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____
E-mail _____ Mobile/Pager (____) _____

APPLICANT/AGENT INFORMATION

Contact _____
Company _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____
E-mail _____ Mobile/Pager (____) _____

Existing Zoning	Existing Land Use	Proposed Land Use	
Total site area	Current Appraised Value	Existing Building Footprint	Open Space Area
# of Buildings	Estimated Cost of Construction	Proposed Building Footprint	Pavement Coverage
Are you also submitting any of the following applications?			
Building Permit	Site Plan	Special Use Permit	Zoning Change
Variance	Other (specify)		

Property

Address: _____

Detailed Description of Proposed Project:
(Attach additional sheets if necessary)

Reason for Request:
(Attach additional sheets if necessary)

Architect/Engineer/Contractor Information: Please provide name and phone number of any persons associated with the project.

Contact _____

Company _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____ Fax (____) _____

E-mail _____ Mobile/Pager (____) _____

REQUIRED ATTACHMENTS:

- Photographs of existing structure and site**
- Scaled or dimensioned site plan**
- Scaled elevation drawings**
- Scaled or dimensioned floor plans**
- Materials list**
- Digital copy of application materials**

ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SCOPE OF THE PROJECT

SIGNATURE

I/We, the undersigned am/are the **(owner(s)), (duly authorized agent), (Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for design review approval as indicated above.

Signature(s): _____ Date _____

_____ Date _____

_____ Date _____

Note: If signing by agent submit Owner Authorization Form



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REQUIRED INFORMATION FOR APPLICATIONS TO THE HISTORIC RESOURCES COMMISSION

Use the checklist below to be sure your application is complete.

GENERAL REQUIREMENTS

- Application** Be sure to note if other applications (site plans, variance requests, etc.) have been submitted. Make sure that the application is signed and dated. Include a digital copy of application and supporting materials.
- Written Description** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.) Attach additional documents and pages as necessary.
- Drawings** Submitted drawings must be sufficiently clear, detailed and dimensioned in order to adequately communicate the scope of the proposed project. The applicant should include dimensional drawings of each effected elevation and floor plans of the structure. Staff may require more information based on submission and scope of the project. Two copies are required if submitting 11" x 17" or smaller drawings. Drawings over 11" by 17" must have 15 copies submitted with the application. Applicants are encouraged to submit one full size copy of the plans and two 11" x 17" or smaller copies. A digital copy of the drawings is also required.
- Site Plan** Scaled or dimensioned site plan. Include location of all existing and proposed structures, outside features (retaining walls, historic limestone curbing and hitching posts, etc.), and materials to be used.
- Description of Materials and Construction Techniques** (This may be noted on the required drawings or described on page 2 of the Application.) Please note window and door specifications if proposing replacement.
- Photographs** Include photographs of each elevation of the property and any important architectural details. The property owner will allow staff access to the property to photo document the project.

ADDITIONAL REQUIREMENTS

- Statement of Building Condition** (Include if proposing demolition) Structural analysis, completed by an engineer or licensed building contractor, of the structure to be demolished.
- Repair vs. Replacement Cost Analysis** (Include if proposing demolition) Statement describing the cost to repair the structure to be demolished and the cost to build a new structure of equal size and materials. This information will help in the determination of the feasibility of rehabilitation.
- Copy of Demolition or Sign Permit** If applicant is proposing demolition or to install a sign, include a copy of the sign or demolition permit.