

OGDEN CITY
LANDMARKS COMMISSION
POLICIES



OGDEN LANDMARKS COMMISSION POLICIES

COMMISSION MOTTO AND STATEMENT OF PHILOSOPHY

1. The Ogden City Landmarks Commission's motto is "Preserving the Past to Make the Future," which means:
 - a. Preserving those buildings which best reflect historically significant themes in Ogden's past,
 - b. Encouraging owners to adapt historic buildings to present needs without damaging the significant characteristics which define the structures,
 - c. Approving the construction of new buildings which reflect our time yet blend with the old, and
 - d. Recommending future policies and programs which promote the goals of preservation, further community pride, and foster an appreciation of Ogden's rich history.
2. What the Commission is trying to protect:
 - a. The character-defining features of a cultural landscape,
 - b. The main building and other structures on the site,
 - c. The historic character of the environment/site features,
 - d. The aesthetic features,
 - e. The relationship of an ensemble of buildings (e.g., Eccles Ave, Jefferson Ave and 25th Street Historic Districts), and
 - f. Those historic resources which are unique, whether they be mansions or workhouses, bridges or structures, etc.

COMMISSION REVIEWS

1. The Commission has determined it has the power to react to, but not redesign, a proposal.
2. The criteria for changes to Ogden's historic resources will be guided by the Ogden Landmarks Preservation Ordinance, by the Secretary of Interior Standards and Guidelines, and by any specific policies adopted by the Commission.
3. An overall approach will be to look at the following:
 - a. Do the changes detract from the original fabric or design? In other words, where does your eye go when looking at the building – to the character-defining features or to the alterations/additions?
 - b. Do the changes or additions obscure character-defining features?
 - c. Although repairs to or replacement of elements, may be warranted, are those changes in keeping with the character of the building?
 - i. The degree of change allowed is determined by how historically significant or how character-defining the feature to be repaired or replaced is to the building.
 - ii. How much change will be allowed will depend on how much historic fabric is left.
 - d. Are the additions done in such a way that if they were removed in the future there would be as little damage to the original fabric as possible?
 - e. If an addition has been applied to the building, are there historic materials underneath? Sometimes removal of the addition may be necessary before

approval of new work is given in order to assure no historic materials or designs are hidden underneath. Such removal should be done with care so the historic materials underneath are not damaged.

- f. How much replication will be allowed? This depends on –
 - i. The attempt to preserve the overall effect of the building,
 - ii. The replication of the **sense** of what was there -- balanced against costs, and
 - iii. Whether the replication is a major renovation or a simple one, e.g. changing one window.
4. The Commission follows the four steps of review recommended by and described within the Secretary of Interior Standards and Guidelines:

Step 1: Identify character-defining features.

Step 2: Determine how to protect and maintain the character-defining features

Step 3: Seek means to repair the character-defining feature, rather than replace it.

Sep 4: If there is no way to repair the character-defining feature, replace it with material which has the same effect as the original feature.

COMMISSION MEETINGS

1. **Items the Landmarks Commission must review: buildings or sites on the local register, in regards to:**
 - a. New construction or additions,
 - b. Major changes to buildings or sites,
 - c. Roofs of buildings where the proposed new material differs from what exists,
 - d. Signs,
 - e. Painting:
 - i. Buildings which have not been previously painted
 - ii. When paint is being removed,
 - f. Repairs which alter existing features or change materials of existing features i.e. windows.
2. **The Commission expects:**
 - a. The applicant to meet deadlines. There should be consistency. All owners should be required to adhere to the meeting schedule and deadlines of the Commission. Specifically, all applications are required to be submitted prior to the two-week deadline in order to be placed on the agenda for the Commission meeting.
 - b. All applications **to be** considered at regular meetings - the 4th Thursday of the month. If an emergency situation arises, the Chair of the Commission may ask the Technical Committee to review the situation.
 - c. Work sessions. If needed, the 2nd Thursday of each month shall be set aside for a work session.

- d. Postponed Items. The Commission may feel it necessary to postpone an item to the Commission's next meeting or ask that a technical committee be convened if more information is needed. If the Commission does so:
 - i. It will give direction to the Staff and/or applicant as to what additional information is needed; and/or
 - ii. It will ask a test patch be done to assure the change is appropriate, and/or
 - iii. It will ask an addition to the building be removed before deciding on the applicant's request.
- e. When an item is referred to the technical committee by the Commission, rather than wait to the regular meeting at the end of the month, the Commission shall give specific guidance to the Technical Committee **as to** items to **be reviewed** and general concerns to be taken under consideration in making a decision **as to** the appropriateness of the proposed work.

3. The Staff will:

- a. Inform the client what is expected when they come to the Commission meeting:
 - i. Application requirements, e.g., rendering of signs;
 - ii. Format of Landmarks Commission meetings, and
 - iii. Concerns outlined by Staff memos.
- b. Prepare Staff memos which include:
 - i. Applicant name
 - ii. Background information as to what is proposed
 - iii. Previous decisions relating to this proposal
 - iv. Description of the character-date built, defining features of the historic resources
 - v. Description of how the standards apply to the application –
 - 1. The 4 steps of identification: identify, protect, repair, replace;
 - 2. Standards for Rehabilitation, and
 - 3. Any other adopted Commission policies.
 - vi. Findings of Fact
 - vii. Staff Recommendations
 - viii. Attachments
 - 1. Application form
 - 2. Photographs: existing and historic (if available)
 - 3. Drawings (if applicable)
 - 4. Location or site map
- c. Conduct field trips when needed before each regularly scheduled Commission meeting.

MINOR IMPROVEMENTS/STAFF REVIEW

- 1. The Preservation Planner is authorized by the Landmarks Commission to issue Certificates of Historic Appropriateness for routine maintenance of repair of structures or for other improvements to the site of properties listed on the Ogden City Register of Historic Resources, and where specified in policies adopted by the Landmarks Commission.

- a. When receiving applications for Certificates of Historic Appropriateness under this provision, the Planner will determine whether approval may be granted by the Planner based on established Commission policies allowing for staff review or whether the application needs to be referred to the Landmarks Commission. The review shall include the Secretary of Interior Standards for Rehabilitation, the Guidelines for Rehabilitating Historic Buildings, and other policies adopted by the Landmarks Commission.
 - b. Staff review will occur only when the formal application for a Certificate of Historic Appropriateness is received, as required by the Landmarks Preservation Ordinance and other policies of the Landmarks Commission. If, in the opinion of the Preservation Planner, approval cannot be granted under this section, the application shall be considered by the Landmarks Commission at the next regular meeting, based on the original date of application.
 - c. Complete records shall be kept of all Staff decisions. The record shall include: the address of the site, proposed work, site plan, elevations or other relevant drawings which depict the proposed work (where applicable). The Planner's findings, dates of applications, inspection, and decision should also be kept.
 - d. Staff approval of Certificates of Historic Appropriateness shall be ratified at the next regular meeting of the Landmarks Commission. If the Commission does not agree with the Staff approval, the Commission may develop further policy directives for the Staff to follow in the future.
2. Within the restrictions set by the Landmarks Commission policies within this document and the Ogden City Preservation Ordinance, the Staff can **review** minor improvements to a historic resource or re-approval of items that had been granted a certificate of historic appropriateness but the original approval had expired. The advantage of Staff reviews is they can be conducted usually within 5 working days to assure quick response to the minor items. Staff reviews may include:
- a. Deteriorated elements: Repair of deteriorated elements which match the original in design and materials, e.g., fascia and soffits;
 - b. Painting: Painting of the exterior of the structure where the building has previously been painted;
 - c. Awnings: Installation of awnings within 25th Street Historic District that conform to the guidelines.
 - d. Site improvements: Replacement or repair of walkways and driveways which do not alter the original design;
 - e. Fences:
 - i. Repair or extension of existing fences which use the same materials and which are not visible from the street. (*See Fence Policy below for additional standards for Staff review*)
 - ii. Addition, replacement or repair of fences which conform to guidelines listed below.
 - f. Re-roofing: The shingles to be replaced must be similar in material, color pattern and shape, and roof design characteristics i.e. existing asphalt will be replaced with architectural grade 3-D shingles and no special design pattern exists or is proposed. This is also for some buildings within historic districts as given the policies below.
 - g. Exterior colors: Changes to exterior colors which conform to guidelines listed below.
 - h. Re-approval of expired Certificate of Historic Appropriateness: If items of work have been approved but work on the approved items did not occur within the one year time frame of approval, the exact same work can be re-approved. Re-approval is contingent on whether or not there have been no changes to landmark policies on that particular item or

other regulation changes which may have an impact on the ability to do the proposed work as originally approved.

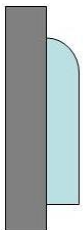
COMMISSION POLICIES FOR PRESERVATION ITEMS

AWNINGS

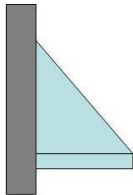
1. Awnings should not obscure character-defining features. In other words, those features of the building which reflect special architectural features or craftsmanship (which also give the building or structure its character and significance) should be visible and not covered by the awnings.
2. Awnings should be compatible with the building in size, shape, and color.
 - a. Placement: The awnings should fit within the frame of the window, door, or storefront.
 - b. Dimensions:
 - i. Projection from building: The Commission will review the proposed awning within the general range of what exists on the street and/or its relationship to the features of the building and the adjacent properties.
 - ii. Upper level awnings shall be proportional to the upper level window dimensions.
 - c. Valance (front flap): The valance height may vary. Care should be taken that the valance is not so high it covers the character-defining features of the building and be in proportion to the rest of the building. The valance shall not have a frame support behind it but must be free hanging and loose.
 - d. Colors: The awnings may be single or multi-colored to add variety to the building or street, but should be conservative (muted rather than bold) so as not to detract from the character-defining features of the building and of adjacent buildings.
3. Historic photographs should be used, when available, to get ideas for how the awnings once looked and where they were placed. These will assist the Landmarks Commission in determining the character-defining features, placement and the proportions for the awnings.
4. Awnings should be added with the least damage to the historic fabric of the building. Installation of even the most sensitive awning systems may cause some damage to historic fabric, but special care should be taken to do as little damage as is necessary and to avoid any harm to decorative features when awnings are added.
5. Awnings should be made of fabric, rather than of plastic, vinyl, or aluminum. Materials used for awnings must be compatible in texture and character to cotton canvas, the material historically used for awnings. Materials with similar characteristics to cotton canvas (e.g., acrylic fiber) also may be used with the approval of the Landmarks Commission.
6. Backlit awnings are not compatible with the historic atmosphere of 25th Street, nor are they appropriate for other historic buildings in Ogden. To add lighting, external lights shining onto the awning from the side or from above are more appropriate.
7. Any signage may be incorporated only on to the valance of the awning and may include the name and the address of the establishment, its logo, or similar images as approved by the Landmarks Commission.

IN ADDITION TO ALL OF THE ABOVE, THE FOLLOWING POLICIES ARE APPLICABLE TO HISTORIC COMMERCIAL BUILDINGS IN OGDEN, INCLUDING ALL BUILDINGS IN THE 25TH STREET HISTORIC DISTRICT.

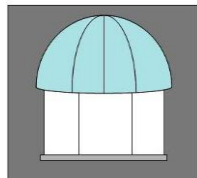
8. Awnings should be specific to each individual storefront. One awning should not extend continuously across more than one storefront. It is important that each building maintain its own identity.
9. Awnings may be placed above or below the transom windows.
10. Shape: Traditional sloped awnings are to be used as evidenced by historic photographs (e.g., the 25th Street Historic District). Rounded crown awnings are not appropriate in the 25th Street Historic District. Umbrella awnings may be appropriate in other areas (see illustrations).



Rounded-crowned awnings
are not appropriate in the
25th Street Historic District



Traditional shaped awnings
are appropriate in the
25th Street Historic District



Umbrella awnings
may be appropriate
in some areas

11. Projection from building: 4-6' from building face at storefront level.
12. The awning frame must be 8' high from existing sidewalk.
13. Operable awnings were historically found on commercial buildings and the continued use is to be encouraged. Awnings which cannot be raised normally require heavier framing and stronger attachments in order to withstand high winds and other forces. However, if such awnings meet the primary criteria outlined above (namely they do not obscure character-defining features, introduce radically incompatible design elements or damage substantial amounts of historic fabric), they shall not be rejected merely because they are fixed open.

BANNERS

1. The Commission made a distinction between awnings and banners as to the appropriateness of material in the historic district: Awnings are attached directly to the historic structures and become an integral part of the historic fabric of the building. Therefore, awnings are subject to the policies as listed above. Banners are a new and modern element introduced to the district and

are not attached to historic buildings. The Commission approved the use of vinyl fabric for banners only.

COLORS

1. The Commission will review exterior colors being proposed for any building on the Local Register and that review should be reactive rather than active: (1/89, 8/28/90)
 - a. The color scheme shall be consistent with the architectural style and theory behind the architecture; (1/31/14)
 - b. One dominant color shall be used for the body of the building painted in a manner that does not detract from the historic features or fabric of the building. Other colors may be used on the architecture of the building to accent trims or defined architectural features. Buildings within a residential historic district must also consider the overall color patterns within the District; (8/28/90, 1/31/14)
 - c. If the color scheme is unusual (e.g., a structure which has multiple properties and which share a façade) or different than what was historically found on historic buildings or if the building has not been painted before, the Landmarks Commission, not the Staff, shall review the proposed painting. (8/28/90, 11-27-90)
 - d. When the colors chosen are based on the intent of preserve the historic colors determined by color analysis of the building, the Landmarks Commission shall be required to approve the painting. (1/31/14)
 - e. When matters are referred to the Landmarks Commission, an accurate rendering and paint chips are to be submitted with the application. (8/28/90)
2. Staff may review the color proposal and determine where it is appropriate given the guidelines above. If the applicant disagrees with the Staff decision, the applicant may appeal this matter to the Landmarks Commission. (8/28/90)

FENCES

1. Fences in residential areas: As a fence may enhance or detract from the image of an historic resource or district, the Commission feels the following types of fences are appropriate:
 - a. In areas that are visible from the street. The materials, color and design of the fences which are visible from a street should be appropriate to the period in which the resource or district was built;
 - i. Materials: brick, wood, wrought iron and stone.
 - ii. Design and color: The design should be supplemental to the historic resource, site or district, not a major feature, and the color should be compatible with other buildings on the street; (9/24/91)
 - b. In areas not visible from the street. Those fences which are not visible from the street have more latitude, but still should be compatible to the site or the district.
 - i. Materials: brick, wood, wrought iron, stone and chain link with or without slats. Other materials may be suggested by the owner(s), but they must convince the Commission the fence does not detract from and is compatible with the historic resource or district.
 - ii. Design and color: The design should be supplemental to the historic resource, site or district, not a major feature, and the color should be compatible with other buildings on the street.

2. The Staff may review the fence proposal and determine whether it is appropriate given the guidelines above. If the applicant disagrees with the Staff decision, s/he may appeal the matter to the Landmarks Commission. (8/28/90)

DEMOLITIONS

1. Documentation for demolition:
 - a. The Historic American Buildings Survey criteria shall be used when documenting an historic resource (including history and photographs) before it is demolished.
 - b. The application for Certificate of Appropriateness shall include both color and black/white prints.
2. Demolition by Neglect: The condition of property is considered neglected to the extent that the property suffers significant deterioration. This event occurs when the owner fails to correct a violation of Titles 16 or 17 of the Ogden Municipal Code, and fails to comply with a written request or order to repair.
 - a. If a historic resource is considered to be neglected to such a degree as to amount to significant deterioration equivalent to demolition by neglect, the following alternate remedies may be utilized by the Commission:
 - i. File a formal request to the building official to investigate an alleged significant deterioration and determine if the relevant property suffers from significant deterioration amounting to demolition by neglect and to order repair; or
 - ii. File a formal request to the City Attorney to file a petition for injunctive relief and civil penalties in District Court. The petition to enjoin ongoing significant deterioration and to require repair and maintenance may be filed only by the Ogden City Attorney.
 - b. Upon the Commission's filing a formal request for action in accordance with this Section, or upon the building official's initiation of an investigation pursuant to Section 17-5-5 without a request from the Commission, an owner may not file an application for a Certificate of Historic Appropriateness to demolish such historic resource under Chapter 3 of this Title. Any further proceedings pertaining to the historic resource shall proceed in accordance with Chapter 5 of this Title. (Ord. 2013-17, 4/12/13)

HISTORIC LOANS

1. Interior rehabilitation: If applicable, the Commission determined historic preservation loans as administered by the NDA should not be given for interior work unless the interior is designated on the National Register of Historic Resources.

LANDSCAPING

1. The Commission and Staff will not review landscaping per se, but will encourage owners to use landscaping in a way which enhances, but does not hide nor has the potential to damage the historic resources.
2. Landmark's Staff will provide guidance and resource information of plantings which were typically used in the period or which could be used to enhance the sites shall be maintained by Staff.
3. Permanent site additions. The Commission shall review additions to the site which are of a permanent nature, e.g., new sidewalks, swimming pools, parking structures, cement patios. (6/25/92)

ROOFING

1. Similar roofing. When the roofing material is an integral feature of the architectural composition of an historic resource, the original fabric of buildings will be maintained and repaired with similar fabric to the original. If it needs to be removed, a similar fabric will be utilized. If the original fabric has previously been removed, other roofing material may be approved provided the color, size, patterning and method of application are acceptable. (4/23/91, 11/21/91)
2. Asphalt roofing. If asphalt shingles are allowed on buildings, they shall be a high grade architectural 3D shingle.

SIGN APPLICATION ON WINDOWS

1. Window Signs on commercial buildings: Painted or vinyl applications onto the glass of windows do not damage the historic fabric of a building and tend to turn over often; therefore, the Landmarks Commission will not review these types of window signs. This does not apply to neon signs or other signs which attach to the window or any part of the building.

TWENTY-FIFTH STREET TABLES AND CHAIRS

1. The Ogden City Landmarks Commission has recommended the incorporation of the following guidelines regarding the 25th Street tables and chairs:
 - a. Maximum table size:
 - i. public right-of-way: 4'x4' or 4' diameter
 - ii. private property: None
 - b. Table shape:
 - i. public right-of-way: either square or round
 - ii. private property: any shape
 - c. Materials:
 - i. Tables and chairs: metal or wood. Plastic and other such materials are not appropriate;
 - ii. Umbrellas: Umbrellas should be made of fabric, rather than plastic or vinyl. The materials used for umbrellas must be compatible in texture and character to cotton canvas (e.g., acrylic fiber) also may be used with approval of the Landmarks Commission.
 1. Umbrella colors: Either conservative or bright colors may be used, however, the overall color combination shall not detract from the historic features of the District. (8/27/92, 9/24/92, 10/22/92; 3/28/02)

TWENTY-FIFTH STREET ALLEY DESIGN

1. CONCEPT The 25th Street Alley is on the north side of the historic buildings. Development which adds activity and character to the area must retain visual continuity Contributing elements to this continuity are paving materials, plant materials, spatial sequences, colors, and accessory features.
2. GUIDELINES: The purpose of these guidelines is to create a unified appearance of the complete 25th Street Alley.
 - i. Building Limit Line.
 - i. Objective: To create a spatial relationship that is conducive to a comfortable public area and creates a variety of experiences. Such areas should have a horizontal to vertical relationship.

- ii. No main building shall be allowed to extend past the designated building line as outlined by accompanying map.



Upper 25th Street building limit lines



Lower 25th Street building limit lines

ii. Paving Material.

- i. Objective: To create a uniform base plane that is rich in texture and adds character to the alley.
- ii. All paving areas shall be solid (uncored) brick, with the exception of steps or edges which also may be concrete. No salvage brick shall be used for paving. Bricks shall meet requirements of ASTM C-216 grade SW FBX for brick pavers.
- iii. Brick color shall be “Autumn Blend” or approved equal which is similar to colors of paving on 25th Street sidewalk.
- iv. Paving pattern shall be a basket weave except along curb line or outer wall edge. See Detail for Pattern.
- v. Brick pavers shall be placed on sand base. Only in the use of stairs will bricks be bonded to concrete base. Subgrade should be leveled and compacted. Sand base should be minimum of 4”. Sand base should be level and have a compaction of 95%.

iii. Tree Grates. Whenever trees are planted in paved plaza areas, tree grates or 5’ x 5’ open planters will be required. Tree grates should be cast iron Neenay Foundry Model R-8642180 degree square or equivalent.

iv. Furniture. Tables and benches should be constructed of metal or wood. Furniture should not detract from historic theme of 25th Street area nor be printed in bright, loud colors.

(8/27/92)

v. Lighting.

- i. Objective: Outer lighting should be uniform in defining the transition edge from parking to alley. Lighting fixtures help to set the spirit of the plaza.
- ii. Lighting fixtures on the perimeter alley area shall be 10’ Princeton style post, Borough Fixtures with LED lighting compatible to light output of 100 Watt HPS

by Spring City Electric Manufacturing. These shall be spaced 35' o.c. 5' back of curb.

- iii. Other plaza lighting or wall lighting shall be of such a state to exemplify the spirit of early 20th Century lighting. Fixtures should be of a flat black color good quality.

vi. Plants.

- i. Trees: All trees shall be a minimum of 2" caliper when installed unless size is unavailable for species. Largest available caliper will then be required. Trees shall be deciduous.
 - 1. Objective: The perimeter trees will provide an edge between alley area and parking lots. Past this edge a variety will define areas and provide canopy cover.
 - 2. All outer perimeter trees shall be Gleditsia spaced 35 feet o.c. and 3 feet from back of the curb.
 - 3. All other trees. Below is a list of trees acceptable for plaza development. Other varieties of similar characteristics also may be allowed upon approval of the Landmarks Commission or Staff.

Acer ginnala	Amur maple	Acer platanoides
Norway maple	Cercis Canadensis	Eastern redbud
Ginkgo biloba	Ginkgo	Koelreuteria paniculata
Golden rain tree	Malus species	Crab apple
Morus alba	Fruitless mulberry	Prunus species
Flowering plum	Sophora japonica	Japanese pagoda
Tilia cordata	Littleleaf linden	

- ii. Shrubs: Both coniferous and deciduous shrubs can be used when planting areas are designed. Plants should be kept clean and attractive in appearance. Care should be taken not to select plants which will become open and woody and would not thrive in some shady areas.
- iii. Ground Cover and Vines: Ground covers shall be contained within planters and shall be kept clean and attractive. All ground covers shall be of types that will infill the design location. Plants shall be replaced if destroyed or dead. No vines shall be allowed which attach themselves to buildings.
- iv. Movable Planters: Movable planters which contain shrubs or flowers will be allowed. Containers shall be of simple design in keeping with the historic character of 25th Street.

vii. Signs. All signs within the 25th Street Historic District shall conform to the Ogden Landmarks Preservation Ordinance and policies and the Ogden City Sign Ordinance.

viii. General Guidelines. All City ordinances and review processes shall be followed. The appropriate reviewing bodies are the Planning Commission and Landmarks Commission. Approval of such items shall be based on compatibility with the turn of the century these of the alley. Consideration will be based on form, texture, material and color. Examples (drawings, photographs or actual items) of all elements which will be installed in the alley must be submitted before approval can be given for their installation.

ix. Inspections Required.

- i. The Planning Staff will:
 - 1. Inspect each phase of work in the plaza development and
 - 2. Specify the locations of the outside perimeter trees before planting.
- ii. Inspection Services Staff will be required to inspect:
 - 1. The digging of the wall footings,

2. The beginning of brick paver installation, and
3. The final as-built inspection

EMERGENCY TEMPORARY REPAIRS

There may be situations where severe storm damage or fire may damage important elements of a building. Preserving the structure from further damage until such time as restoration work can take place is important and the Commission recognizes that some temporary emergency measures to cover an area exposed to the elements may be needed until such time as appropriate restoration work can be planned and take place. The Commission's concern is that temporary measures not become permanent which can impact an historic resource. The Commission directs staff to notify an owner of such damaged property that within two months of the damage to the resource that a Certificate for Historic Appropriateness be applied for work to restore of the damaged feature or that the owner appear before the Commission to explain the proposed time line for restoration and reason why the work cannot begin within two months of the damage.

FEATURES THAT DO NOT FOLLOW CURRENT POLICIES AND GUIDELINES: (i.e. noncomplying).

1. The repair, replacement or modification of noncomplying features associated with designated resources will need to be brought before the Landmarks Commission to determine if the proposed work is maintenance, or replacement/removal of the feature, unless otherwise directed in the adopted guidelines and policies (e.g., asphalt shingles).
2. Proposed work to a noncomplying feature is considered maintenance, if the work does not significantly change or expand the noncomplying feature.
3. If it is determined that the proposed work to a noncomplying feature is a replacement/removal of a feature, then the feature will need to be approved by the Commission based on the Secretary of Interior Standards with guidance from the current guidelines and policies.
4. If the Commission determines that the noncomplying feature has gained historic significance, then the Commission may approve modifications to the feature that are in line with the Secretary of Interior Standards.