

DESIGN REVIEW GUIDELINES

**Adapted for
East Wheeling
Historic District**



**Submitted by
City of Wheeling
Historic Landmarks Commission**

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EAST WHEELING HISTORIC DISTRICT

The East Wheeling neighborhood is a mixed use district, although predominately residential, located north of the confluences of the Ohio River and Wheeling Creek and just east of downtown or “old town” Wheeling. The proposed historic district begins at 15th Street, which is just north of a horseshoe curve of Wheeling Creek. Wood and McColloch Streets form the eastern boundary. The western border of the proposed district is formed by Eoff Street and the northern by 13th and 14th Streets.

The streets in East Wheeling follow a grid pattern despite a steep incline along 12th Street. The numbered streets run east and west, from the Ohio River through the downtown and into the East Wheeling neighborhood. The named streets run north to south. East Wheeling still boasts many Victorian era buildings with Greek revival, Italianate and Eastlake styles, although Italianate predominates. The Wheeling/Charleston Diocese has the largest presence in the neighborhood with elementary and high schools, office buildings, educational buildings, a gymnasium and community service buildings, although their properties are not included in the proposed district. Youth Service Systems uses the old Hazel Atlas Company administration building on 15th Street. The Scottish Rite Temple, is the masonic home base for the state organization. Other landmarks include the Elks building on 14th Street, which has several additions, as well as the Elk Playground on 16th Street which was formerly a cemetery.

EAST WHEELING HISTORIC DISTRICT DESIGN REVIEW GUIDELINES

The Wheeling Historic Landmarks Commission (hereafter referred to in this document as HLC)'s guidelines for the East Wheeling Historic District emphasize repairs and improvements that are consistent with the Secretary of the Interior's Standards for Rehabilitation. The HLC's guidelines are tailored to the building types found in the East Wheeling Historic District. The Secretary of the Interior's Standards define rehabilitation as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values".

HLC guidelines encourage, but do not require, restoration: The historic character of a property should be retained as much as possible. Typically the period of greatest historical significance or aesthetic integrity is chosen for preservation.

HLC guidelines will pertain to facades only and must be followed for any facade changes or additions, as detailed in this document, that are visible from the primary street. All changes are subject to review and approval by the HLC, however changes visible from secondary streets and alleys may be given more leniency than those visible from the primary street. HLC guidelines will not be applied to interior changes or additions, although all property owners are urged to preserve the historical integrity of interiors.

These guidelines must be followed in obtaining building permits within the district. Failure to abide by the Design Review Guidelines will also subject violators to the Provision of City Ordinance 1377.04

Proposed East Wheeling Historic District



GUIDELINES FOR COMMERCIAL / MIXED USE BUILDINGS

UPPER FACADE COMPONENTS

CORNICE OR PARAPET
GENERALLY OF CORBELLED
BRICK OR PRESSED SHEET METAL

WINDOWS
RECTANGULAR & ARCHED WINDOWS
ARE BOTH COMMON IN
COMMERCIAL AREAS

STOREFRONT COMPONENTS

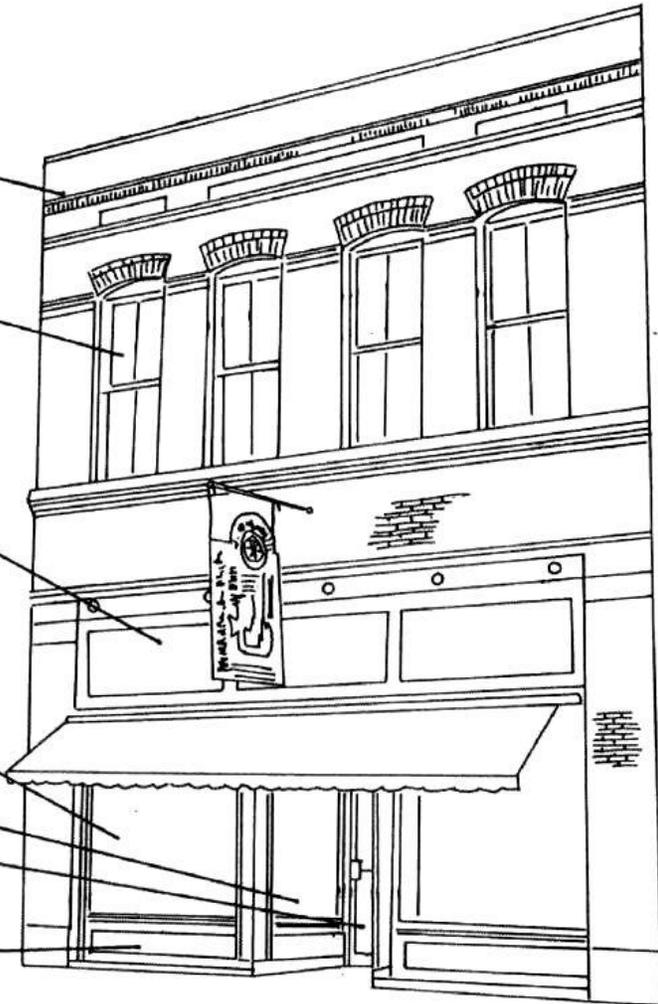
TRANSOM
RECTANGULAR GLASS LIGHTS ABOVE
THE DISPLAY WINDOWS & DOORS

DISPLAY WINDOW(S)
USUALLY WITH BULKHEADS
BELOW & TRANSOMS ABOVE

ENTRANCES
USUALLY RECESSED IN
MIDDLE OR AT SIDE

DOOR(S)
BOTH SINGLE & DOUBLE
LIGHT DOORS ARE COMMON

BULKHEADS
PANELS BENEATH DISPLAY WINDOWS



Storefronts

Storefronts for existing buildings should be retained and preserved when possible, then, protected and maintained, repaired, and lastly replaced.

For new construction, the bottom floor shall be commercial space, maintaining traditional design of transom, recessed entrances or canopy covered entrances, display windows with lower storefront panels. Upper floor shall have historical shaped windows with lintels and the parapet shall be distinctive from lower facade and be decorative with a contrasting cornice interpretation.

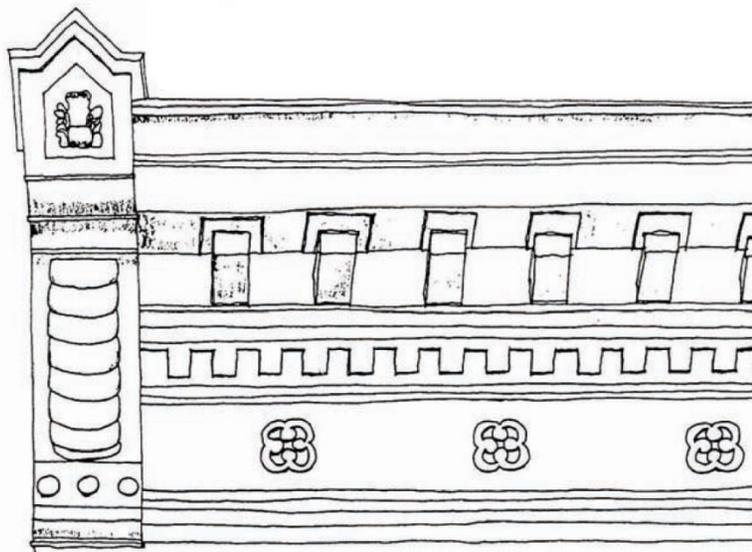
Glazing (windows, display windows, door) shall maintain a percent coverage to front facade and a percent coverage allowable on the sided and back facades as per building code applicable. Clear or tinted glass.

Architectural Features

Architectural features or detailing that makes buildings unique including cornices, frieze boards, lintels, awning and overhangs shall be considered in renovation and new constructions. Secondary features as described below that should not be removed or concealed include but are not limited to pilasters (brick or cast iron), bay windows, brick corbelling, terra cotta, sheet metal work, decorative cast concrete, and decorative brackets. Detailing new structures with the above detailing is encouraged.

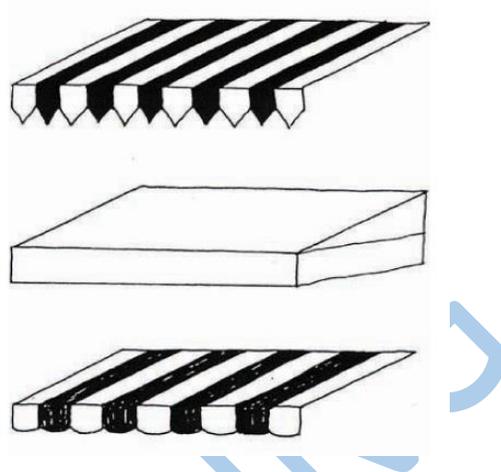
Cornices

Cornices are located the top of a building. The parapet, or the portion of a building face that stands up higher than the building behind it, is an opportunity for façade design. Cornices include decorative frieze boards, brackets and overhangs at the parapet can be made of wood, fiberglass, or sheet metal.



Awnings and Overhangs

Retractable or fixed options are appropriate at the first, storefront level or windows above the first level. Traditional materials of canvas are appropriate or other modern shade devices interpreting a historic look are also acceptable. They should fit the opening and not conceal decorative features of the facade. Rectilinear, straight side, shed awnings and arched awnings are options.



Pilasters and Bay Windows

Unique buildings that use the entire height of the façade in the design of its face toward the street include buildings with pilasters designed into their façade, buildings with columns, capitols and base details.



Display Windows and Bulkheads

Original display windows and bulkheads should be preserved, maintained, or repaired. Bulkheads, also known as kick plates, are the lower panels on which the display windows rest. Original bulkhead materials can include wood, tile, marble, and brick. Original bulkheads should be preserved, maintained, or repaired and not altered or removed.

Display Windows

1. Should match the original in location, design, size, configuration, and materials
2. Should be replaced with traditionally scaled windows, if the original windows are missing and the original design is unknown. Traditionally scaled windows have large glass lights and few structural divisions.
3. Should have mullions or framing of wood, copper, or bronze metal, and be similar in size and shape to the original design.
4. Should be clear glass, not tinted glass. Interior shades or blinds should be utilized for privacy.

Bulkheads

5. Should be replaced with traditional rectangular designs, if the original bulkheads are missing. Replacement may be of wood or brick panels. Avoid materials such as glass blocks or metal.

Entrances

Original storefront and side entrances should be preserved, maintained, or repaired in their entrance design, materials, and arrangement whether recessed or flush with the sidewalk. Entrances should also be designed to be accessible for those with disabilities. Recessed entries, where original, should be kept that way or redesigned to have a recessed entry where possible. Preserve the proportions of the original door opening. Whenever possible, reconstruct original doors.

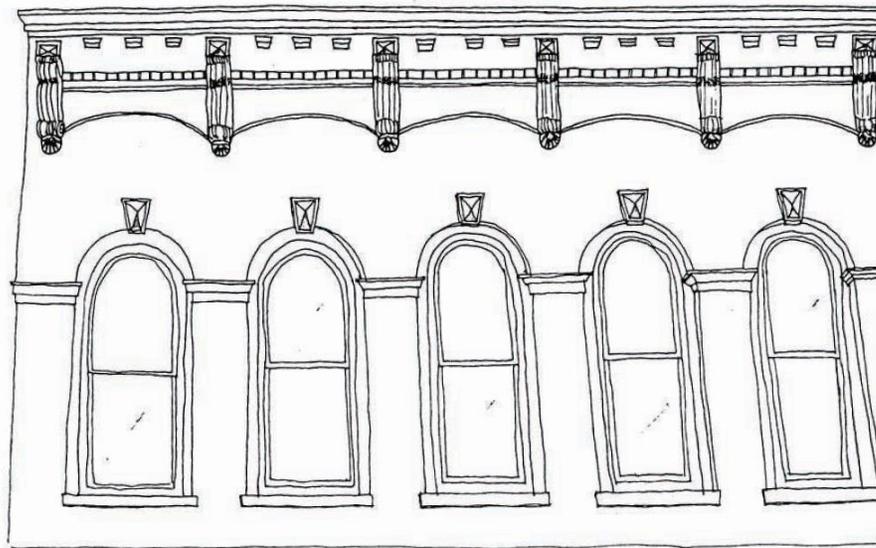
1. Should be retained and repaired with materials to match the original. Doors added to storefronts should be replaced with doors to match the original in design and materials. Solid wood doors should not be installed on storefronts.
2. Should be replaced with plain wood doors in a single light (glass area) design, if the original door design is unknown. Solid paneled doors, decorative doors, or any kind of door based upon a different historical period or architectural style is generally not acceptable on storefronts.
3. Should be of wood and glass design, if new doors are required. However, metal with a dark or bronze anodized finish and with a wide stile may be substituted. Raw aluminum or other silver-colored metals are not appropriate.
4. Original doors should be preserved and repaired whenever possible. If it is impossible to retain an original door, a replacement door should match the original as closely as possible in panel configuration, trim profile, and any other ornamentation. It is not acceptable to replace double doors with a single door. Transoms should also be retained in their original configuration, when possible.
5. Storm doors, if necessary, should be made of wood. Use of aluminum storm doors is not recommended.
6. Houses in the East Wheeling Historic District were typically built without front porches, like many other middle-class urban residences constructed in the last decades of the nineteenth century. Addition of a front porch to a house that was constructed without one is not appropriate.
7. Buildings in the East Wheeling Historic District were constructed with front steps of cut stone. These steps contribute to the integrity of the houses to which they lead, and should be retained wherever possible. Discretionary removal of cut stone front steps and replacement with steps constructed with concrete or other materials is not recommended and requires approval by the HLC.
8. HLC staff may approve iron security doors of a simple nature. Staff approval may also be given for installation on visible side facades for storm doors constructed of a narrow frame and of the same color as the adjoining trim and which, when installed, will not alter the visual effect of the openings

Lighting

Light fixtures for commercial buildings should be as simple as possible and mounted where they will be partially or completely hidden. Original light fixtures should be preserved, maintained, and repaired. The installation of new lighting conduits and fixtures shall not obscure or damage any significant architectural feature.

1. Should be simple in design and/or concealed. Concealed up-lit light fixtures, fixtures of simple design, or fixtures appropriate to the period of the building are encouraged.

2. Should not consist of “Colonial” coach lights or similar fixtures.
3. Lighting conduits and wiring shall be internal or otherwise not visible from the exterior of the building.
4. External light fixtures shall illuminate only the storefront and/or ground story signs.
5. The number and size of light fixtures shall be modest and proportional with the scale of the storefront.
6. The design and placement of light fixtures shall relate to the storefront and complement or not diminish the architectural style and detail of the building.
7. Fluorescent and high intensity light shall be permitted only if the source of light is concealed and shielded.
8. Recessed soffit light fixtures and decorative pendant fixtures shall be permitted within the soffits of recessed storefront entranceways provided that the installation of such fixtures does not cause damage to historic stone or metal lintels.



Windows

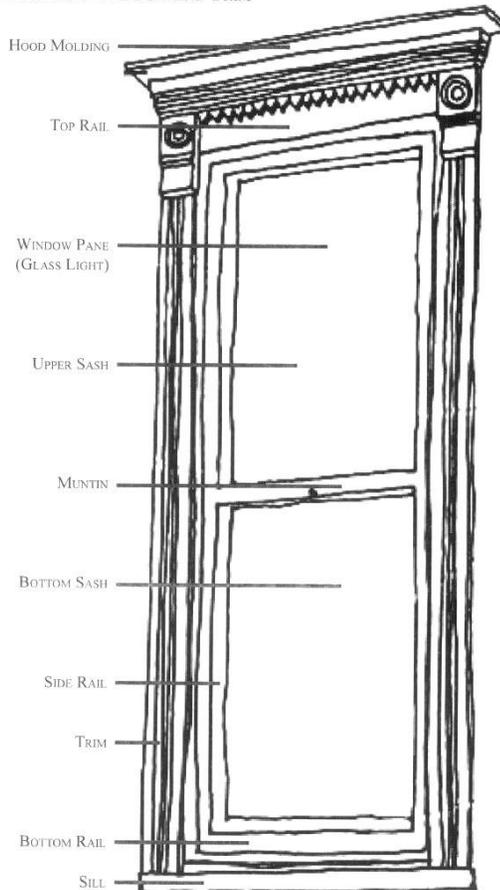
Wheeling's buildings display a wide variety of historic wood windows in various sash designs and sizes. Wood windows should be repaired to match the original design. It is less expensive to repair windows than to replace them with new windows. Where the severity of deterioration requires replacement, the installation of new wood windows to match the original design is recommended. Aluminum clad windows are also acceptable as replacement windows. Factors to be considered in determining whether the severity of deterioration of windows requires replacement shall include but not be limited to the following factors: damage, excessive weathering, loss of soundness or integrity of the wood, deterioration due to rot or insect attack, and cost to repair. As to the factor of the cost to repair windows, a particular window may be permitted to be replaced rather than repaired if the estimated cost to repair the windows is more than the estimated cost of the purchase and installation of appropriate replacement windows.

1. Original windows should be preserved in their original location, size, and design and with their original materials and numbers of panes (glass lights).
2. Windows that are not original should not be added to primary facades or to secondary facades where readily visible.
3. Windows should be repaired rather than replaced, but if replacement is necessary, the recommended replacement should be in-kind to match the originals in material and design. Windows clad in aluminum or baked-on aluminum are acceptable as replacement windows for use throughout the structure.
4. Windows that are original of steel or aluminum should be repaired with materials to match the original. If repair is not feasible, replacement should be with new windows to match the original as closely as possible in materials and dimensions. Aluminum extruded windows are an acceptable replacement substitute for original steel sash windows, as long as their size, shape and profile match the original windows.
5. Vinyl extruded windows are not permitted for use in historic districts.
6. Windows that are new should not have snap-on or flush muntins. True divided muntins are preferred over these types of muntins which do not have the same appearance as historic windows. New muntins which are an integral part of the window sash and installed on both sides of the glass are preferable to snap-on simple grilles.
7. Window screens and/or storms should be wood or baked-on or anodized aluminum and fit within the window frames.
8. Windows that are approved for replacement may be fitted with new double-paned Low-E glass that will improve the energy conservation on the interior. Only low-e glass that does not contain a tint should be used.

Maintenance of windows, including painting sashes and replacing broken glazing, helps prevent the need to repair and replace window sashes. It is almost always advisable for aesthetic and financial reasons to attempt to repair historic windows before resorting to replacement. Replacement of windows must be approved by the HLC. If replacement is deemed necessary, the property owner must submit a request, along with the specifications of the replacement window, for consideration.

The HLC will not approve creation of new window openings and eliminating existing historical window openings. Property owners may not reduce, expand, or otherwise change the size or shape of historic window openings. Prohibited reduction of window openings includes use of brick, wood, or any other material to reduce opening size. Deteriorated sashes and glazing should be repaired when possible; replacement should be in kind, replicating materials and pane configuration.

PARTS OF A WINDOW AND TRIM



Vinyl windows are not permitted for use in historic districts since they do not possess the profile and other design characteristics of original wood windows. Additionally, they have a short expected life of the glazing. The lifetime guarantee furnished with many vinyl replacements is often, in effect, the lifetime of the sealed glazing units.

Current experience is that after about fifteen years the seals fail, allowing the entrance of water vapor and fog out the cavity. Due to a number of factors, mostly overall window quality and parts availability issues, it is frequently practical to replace the entire unit rather than the glazing only proving to be expensive. Additionally, deterioration is caused when moisture also gets trapped between the vinyl and the wood.

The HLC may approve installation of stained or leaded glass windows and iron security grills of a simple nature.

Exterior window shutters should only be installed where historical evidence such as photographs or remaining hardware - documents their previous use. Replacement exterior shutters must be operable. Exterior shutters constructed of aluminum and vinyl are inappropriate, as are those which do not match the size and shape of the openings they flank.

Cellar windows should be preserved; eliminating cellar windows and use of glass block are not recommended. Some property owners with concerns about building security have chosen to install interior horizontal iron bars behind original operable cellar windows, creating a barrier that is not visible from the street.

Exterior storm windows should not be applied to the front facades of buildings in the East Wheeling Historic District; interior use is acceptable. Installation of storm windows and screens constructed of a narrow frame, and the same color as the adjoining trim,

may be acceptable on the facade; providing, when installed, they will not alter the visual effect of the window openings

Lintels

Lintels are above windows and can be made from various materials. They can be brick, wood, or stone and set into/onto the façade material. They range in design of flat, horizontal bands, to very ornate arches that in some cases define the entire face of a building. Modern Lintels may be made of stone, treated wood, stucco, bent metal coping, or alternative materials such as fypon.

New Construction / Infill Development

The HLC must review proposals for any new construction in the East Wheeling Historic District to ensure compatibility with existing buildings in order to enhance or maintain the historic and architectural quality of the district. Criteria for review of proposed new construction will include proposed setback, height, scale, massing, materials, color and proportion of window openings.

Additions or Alterations

All proposed additions or alterations to structures in the East Wheeling Historic District must be reviewed and approved by the HLC.

New Commercial Construction-New Buildings

These guidelines encourage the visual compatibility of new construction with the character and quality of the nineteenth and early twentieth century buildings that give the historic district its historic architectural significance and visual character. To that end, the design of a new addition or structure should take into account the context of other buildings surrounding it, as well as the historic and architectural character of the district as a whole. New buildings in Wheeling's East Wheeling Historic District should be compatible with district buildings in height, scale, materials, orientation, shape, placement and rhythm and proportion of openings. Compatible means reinforcing typical features that buildings display along the block such as similar massing, proportion, roof forms, materials, window and door sizes and placement, traditional storefront designs, vertical divisions, and some type of termination or cornice at the roofline. Replications are buildings which are constructed to be exact copies of historic commercial building forms or architectural styles. Carved limestone blocks or other traditional means to indicate the year of construction are encouraged.

1. Should be compatible in height with adjacent buildings. In Wheeling's commercial areas, two-to four-story buildings are most acceptable.
2. Should have exterior wall construction of materials consistent with those in the area. Materials such as wood, metal or glass are less appropriate for exterior wall construction.
3. Should be aligned with adjacent buildings along the street and conform to existing setbacks. Most commercial buildings in this district are flush with the sidewalk and setbacks for open space in front of a new building are not advised.

4. Should be of similar width and scale and have similar proportions as adjacent buildings.
5. Should be oriented towards the primary street on which it is sited.
6. Should have roof forms consistent with adjacent buildings.
7. Should have window and storefronts of sizes and proportions consistent with adjacent buildings.
8. Should maintain the traditional separation between storefronts and upper facades. This separation should be in alignment with adjacent buildings.
9. Should have vertical divisions to maintain traditional building widths. This is especially important for large buildings which extend across several lots.
10. Should fill lot area to form a continuous street façade, if feasible.
11. Should have transparent surfaces covering a minimum of 60% of the storefront.
12. Should not incorporate historic styles which pre-date Wheeling such as “Colonial Williamsburg” designs.

New Commercial Construction-Additions

Additions to commercial buildings are acceptable so long as they are located at the rear of the building or along a side not readily visible from the street. Rooftop additions are less acceptable but may be constructed if they are set back from the front of the building and not readily visible from the street. Additions should also be compatible with the original building in scale, proportion, and rhythm of openings and size.

1. Should be at the rear or side of the building
2. Should be compatible with the original building in scale, proportion, and rhythm of openings and size
3. Should be built as to result in minimal removal of original walls and details from the rear of the building. Try to connect the addition with the original building through existing door or enlarged window openings.
4. Should be of exterior materials similar to the existing building.
5. Should not be vertical. Rooftop penthouses and additional stories should not be constructed unless the addition will not be readily visible from the street or other pedestrian viewpoints. Roof additions should be set back from the main façade

Signs and Graphic Designs

Wheeling’s commercial areas displayed a wide variety of signs and sign locations in the late 19th and early 20th century. This variety of design and placement remains appropriate for businesses in the commercial areas.

Approval from the HLC is required for installation of all signs. No HLC or staff approval is required for the removal of signs. No HLC or staff approval is required for temporary yard signs or banners

Important Considerations

1. A business sign is the single most important advertising tool for most small businesses.
2. Signs are most effective when they are kept simple and easy to read.

3. Signs are generally meant to advertise or identify a particular business, not upstage or overwhelm an entire building.

Purpose of Signs

The purpose of a sign is threefold:

- To identify a business*
- To promote merchandise or service*
- To attract customers inside*

The purpose for sign guidelines is to encourage, protect and preserve the historic, architectural and cultural amenities that prevail in the East Wheeling Historic District. It is the intent of these guidelines to protect property values, create a more attractive business climate and to enhance and protect the physical appearance of the area.

The design of signs within the Historic District must be approached with care. Great importance is placed on the relationship of a sign to the façade on which it is located. A sign must be designed for careful integration with the architectural features and its size and proportions must relate to the fenestration and detailing of the building.

The following signs are not recommended:

1. signs which incorporate any manner of flashing, moving, or intermittent lighting, excluding public service signs showing time and temperature;
2. any signs which no longer advertise a business or product previously sold, unless it is of cultural, aesthetic or historical significance to the Historic District area;
3. portable signs;
4. signs erected so as to obstruct any door, window, or fire escape on a building;
5. large wall signs painted on the side of buildings which are taller than the surrounding buildings, unless they are of aesthetic or historical significance.

Signs:

1. Should follow regulations subject to the provisions of 9.02 and on table 9-C of the city's zoning ordinance.
2. Should be preserved, maintained, and repaired, especially those from the pre-1945 era, such as painted wall signs or those of metal or neon.
3. Should be of traditional materials such as wood with ornamental copper or bronze letters, if new. Sandblasted wood signs are also appropriate. Plastic substrate signs or signs of unfinished wood are not recommended.
4. Should be sized in proportion to the building and not oversized.
5. Should have concealed lighting, if lit. Spot or up-lit lighting for signs is recommended. Internally lit and flashing signs are not appropriate for the commercial areas.
6. Should resemble logos or symbols for businesses.
7. Should have colors coordinated with overall building colors.
8. Should have traditional lettering such as serif, sans serif, or script lettering.

9. Should be placed at traditional sign locations including storefront belt courses, upper façade walls, hanging or mounted inside windows, or projecting from the face of the building.
10. Should be anchored into mortar, not masonry, if mounting brackets and hardware are used.
11. Should not exceed three different locations (for those that are physically on the building), not counting painted window signs.
12. V-shaped, sandwich signs or free standing sandwich signs may be used up to a maximum size of 2'6" wide and 3'6" tall. They must be removed at close of business day, secured against wind, and maintained in good condition.

Roofs

It is recommended that property owners make every attempt to maintain an existing slate roof, particularly on a mansard roof. If it is necessary for a property owner to replace an existing slate roof with materials other than slate, simulated materials should be used that match in color and character to the original material. The design of all structures in the East Wheeling Historic District should be considered when choosing roofing material. If any part of a roof is visible from the primary streets at all, all roofing materials and colors used requires approval by the HLC

Installation of skylights may be approved, providing they are not visible from the primary streets. Visible alteration of roof contours by the construction of dormers, other window openings, turrets, skylights, or vents is not permitted without HLC review. In the event that it is necessary to install mechanical equipment on a roof within the historic district, such equipment should be placed so that it is inconspicuous from the sidewalk and street. Placement that makes the equipment impossible to see from the sidewalk and street is always preferable. Any alteration of a roof requires approval by the HLC.

Wood cornices that conceal box gutters are important components of the facades of structures in the East Wheeling Historic District. Property owners are strongly encouraged to retain wood cornices and box gutters rather than replacing them with modern gutters

Conjectural use of wrought iron cresting and finials is not recommended. Property owners considering either of these options should review their restoration plans with the HLC.

Masonry

Retention of exterior wall surfaces is an important part of preservation of the East Wheeling Historic District. The HLC is unlikely to approve installation of any simulated materials on the front or public facade of any structure in the East Wheeling Historic District, including stucco, aluminum or vinyl siding, stone, brick veneer, or any other surface material that was unavailable or unlikely to be used at the time of construction. However, GFRC is generally acceptable in lieu of terra cotta as is precast concrete in lieu of stone products. The HLC may consider use of simulated materials on cornices and their returns when the work can be demonstrated to duplicate the original details and appearance.

Property owners in the East Wheeling Historic District must request HLC approval to remove historic masonry, or to make changes that alter or diminish the character of historic masonry. Any repairs to historic masonry should be made using material that matches the original masonry as closely as possible in color, size, and texture.

Painting of unpainted masonry facades is unacceptable. Repainting a facade that is already painted is permitted.

Removing paint from a masonry facade that has previously been painted may be considered if the structure was not historically painted, and if removal can be accomplished without damaging the masonry.

Wood Trim

Preservation and retention of ornamental wood is essential to the integrity of the East Wheeling Historic District. Protecting ornamental wood from water damage will eliminate the need for most repairs. It is important to keep ornamental wood painted and to take any other necessary measures to keep water from accumulating. These measures include maintenance and cleaning of gutters and downspouts, proper flashing, and removing or preventing growth of ivy.

Discretionary removal or alteration of any exterior wood trim should be avoided. If deterioration of exterior wood has progressed to the point that removal of a deteriorated section is the only feasible response, work should not include removal of other trim that is in better condition and can be retained. Any trim that must be removed should not be replaced with trim that is modern in appearance or otherwise does not match the historic ornamentation. Any new wood ornamentation should duplicate the old ornamentation as closely as possible.

Conjectural application of exterior wood, that is not documented, including "gingerbread" and colonial-era ornamentation, is not recommended. Property owners should take care to ensure that any wood trim to be installed matches the original trim in the same site as closely as possible. Property owners considering work of this type should review their restoration plans with the HLC.

Metal Trim

Metal exterior trim, also known as architectural metal, in the East Wheeling Historic District includes pressed tin cornices, friezes, and other metal ornamentation. It is important to ensure that water does not stand or accumulate in a way that will cause corrosion of architectural metals. Identifying the type of metal used in an architectural feature is also important in its preservation. The type of metal will determine whether cleaning is appropriate, the method of cleaning, if any, and whether painting is appropriate.

Discretionary removal or alteration of any architectural metal should be avoided. If deterioration of architectural metal progresses to the point that removal of a deteriorated section is the only feasible response, work should not include removal of any metal trim

that is in better condition and can be retained. Any architectural metal that must be removed should not be replaced with metal trim or other trim that is modern in appearance or otherwise does not match the historic ornamentation. Any new architectural metal should duplicate the old ornamentation as closely as possible.

Conjectural application which is not documented of exterior architectural metal is not recommended. Property owners considering work of this type should review their restoration plans with the HLC.

Curbing, Walks, Fences, Trees

District buildings include stone curbing, iron fences and gates. East Wheeling property owners are encouraged to retain these existing elements. Removal of these features requires HLC review and approval

No approval is required for simple landscaping such as flowers and shrubs; however HLC approval is necessary before planting trees between the street and the front facade. If approval should be given for tree planting the property owner is responsible for maintaining the tree for the life of the tree and must ensure the tree's size and scale are kept in perspective with the historic district and must also ensure that the tree does not obscure the view of the facade.

Visible decks, porches, storage bins, garages, playhouses, and satellite dishes require HLC approval.

Paint Colors

A wide range of historic colors will be available to be selected by the East Wheeling property owners. Before a property owner paints, color choices must be submitted to the HLC for review and approval.

Demolition

There shall be a presumption toward retaining all existing buildings within the East Wheeling Historic District, and every effort will be made to do so. Demolition shall only be permitted if and when all requirements listed below are satisfied.

1. True economic hardship to restore/improve existing conditions must be proven. (See Appendix for criteria that must be met)
2. If an applicant's request for permission to demolish a structure or part of a structure is based upon structural instability or advanced deterioration, a technical report prepared by an architect or professional engineer registered in West Virginia shall be submitted, detailing the nature and extent of the specific problems, and providing reasonably accurate cost estimates for their correction.
3. A Certificate of Appropriateness application for the demolition of existing structures shall be accompanied by complete plans for the new development proposed on the site, together with a timetable and a budget for the demolition and the reconstruction as well as satisfactory evidence that adequate financing is available.

The Secretary of the Interior's Standards for Rehabilitation follow:

1. A property shall be used for a historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX: Determination of Economic Hardship

All Certificate of Appropriateness applications for demolition shall contain a Statement of Economic Hardship. The HLC shall schedule a public hearing concerning the application and any person may testify at the hearing concerning economic hardship.

The HLC may solicit expert testimony or require that the applicant for a certificate for demolition make submissions concerning economic hardship.

The HLC may solicit expert testimony or require that the applicant make submissions concerning any or all of the following information before it makes a determination on the application.

1. Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of additional costs that would be incurred to comply with the standards of the HLC for changes necessary for the issuance of a Certificate of Appropriateness.
2. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
3. Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes required by the HLC; and, in the case of a proposed demolition, after renovation of the existing property for continued use.
4. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
5. Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer.
6. If the property is income producing, the annual gross income from the property for the previous two years; itemized operating and maintenance expenses for the previous two years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
7. Remaining balance of any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.
8. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
9. Any listing of the property for sale or rent, price asked, offers received, if any, within the previous two years.
10. Assessed value of the property according to two most recent assessments.
11. Real estate taxes for the previous two years.
12. Form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or other.