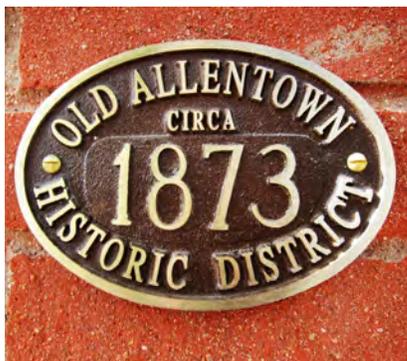


# GUIDELINES FOR HISTORIC DISTRICTS

RESTORING, MAINTAINING AND PRESERVING THE  
OLD ALLENTOWN, OLD FAIRGROUNDS AND WEST PARK  
HISTORIC DISTRICTS



HISTORICAL ARCHITECTURAL  
REVIEW BOARD

ADOPTED ON JUNE 25, 2012

CITY OF ALLENTOWN, PENNSYLVANIA



## ACKNOWLEDGEMENTS

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*The HARB thanks the residents of the Historic Districts for their valuable participation and contributions during the four public workshops.*

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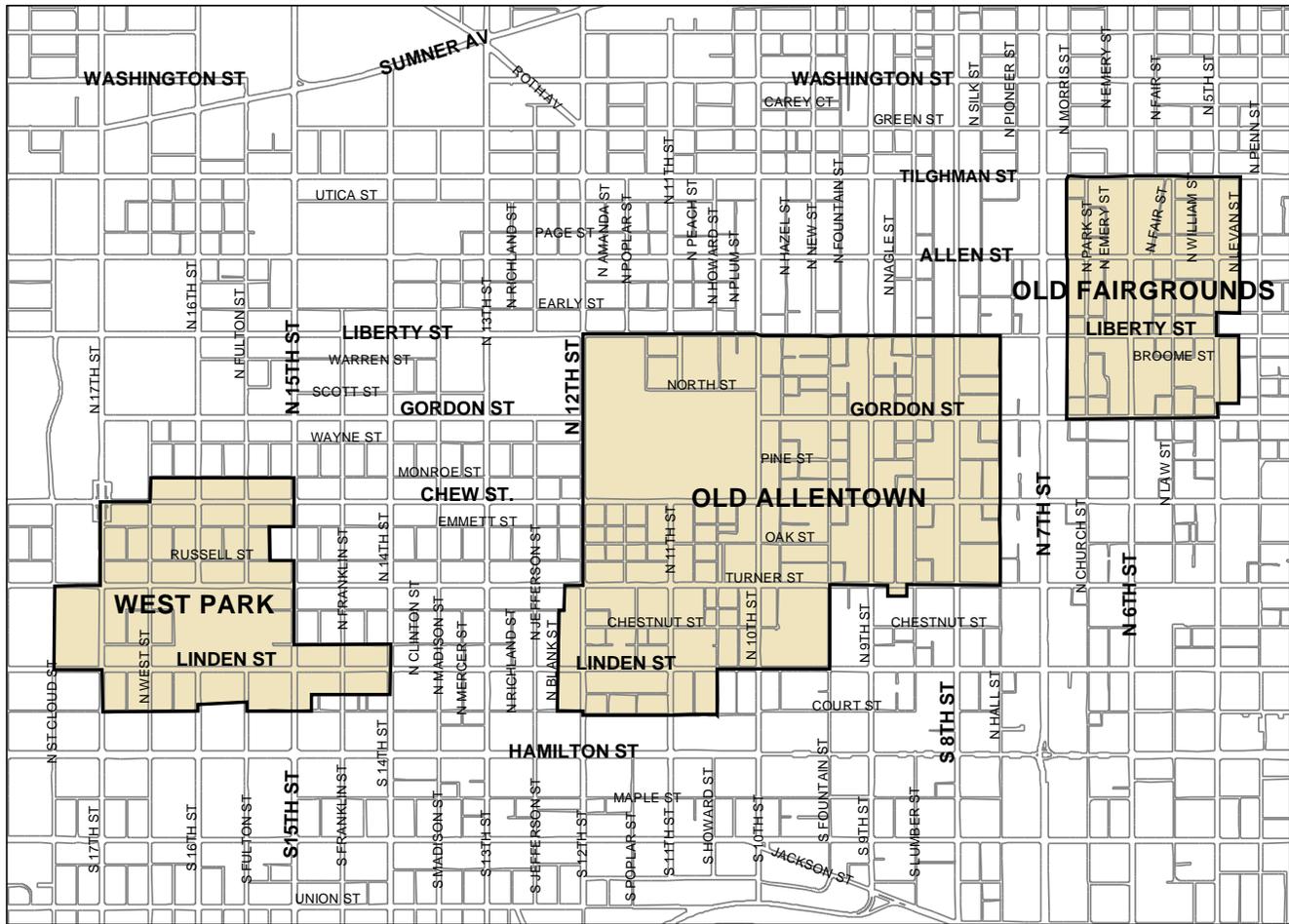
# THE CITY OF ALLENTOWN



The heritage of the City of Allentown is among its most valued and important educational, cultural and economic assets. It is the intent of the city to protect historically and architecturally significant buildings and structures by designating certain sections of the city as historic districts. The City's authority to create historic districts stems from the Pennsylvania state enabling legislation commonly referred to as Historic District Act No. 167, adopted in 1961.

Currently, three such historic districts have been designated by City Council and come under the jurisdiction of the Historic District Ordinance. City Council adopted Allentown's Historic District Ordinance in September 1978, when it designated Old Allentown as the first of the City's three current districts. Since then, the Old Fairgrounds and, most recently, the West Park Historic Districts have been created.

The Ordinance was adopted to preserve the historic and architectural character of the exterior facades of structures in the historic districts. The ordinance does not require the restoration of homes to their original appearance, although many owners have chosen to do so. Rather, the ordinance requires that any exterior changes made to properties within the districts that can be seen from any public right-of-way be done in a manner that is in keeping with the architectural and historic character of the building and the district. This publication provides instruction and guidance to help property owners understand their responsibilities and the Historical Architectural Review Board (HARB) process as well as guidance to City staff and members of the HARB.



City of Allentown  
Local Historic Districts

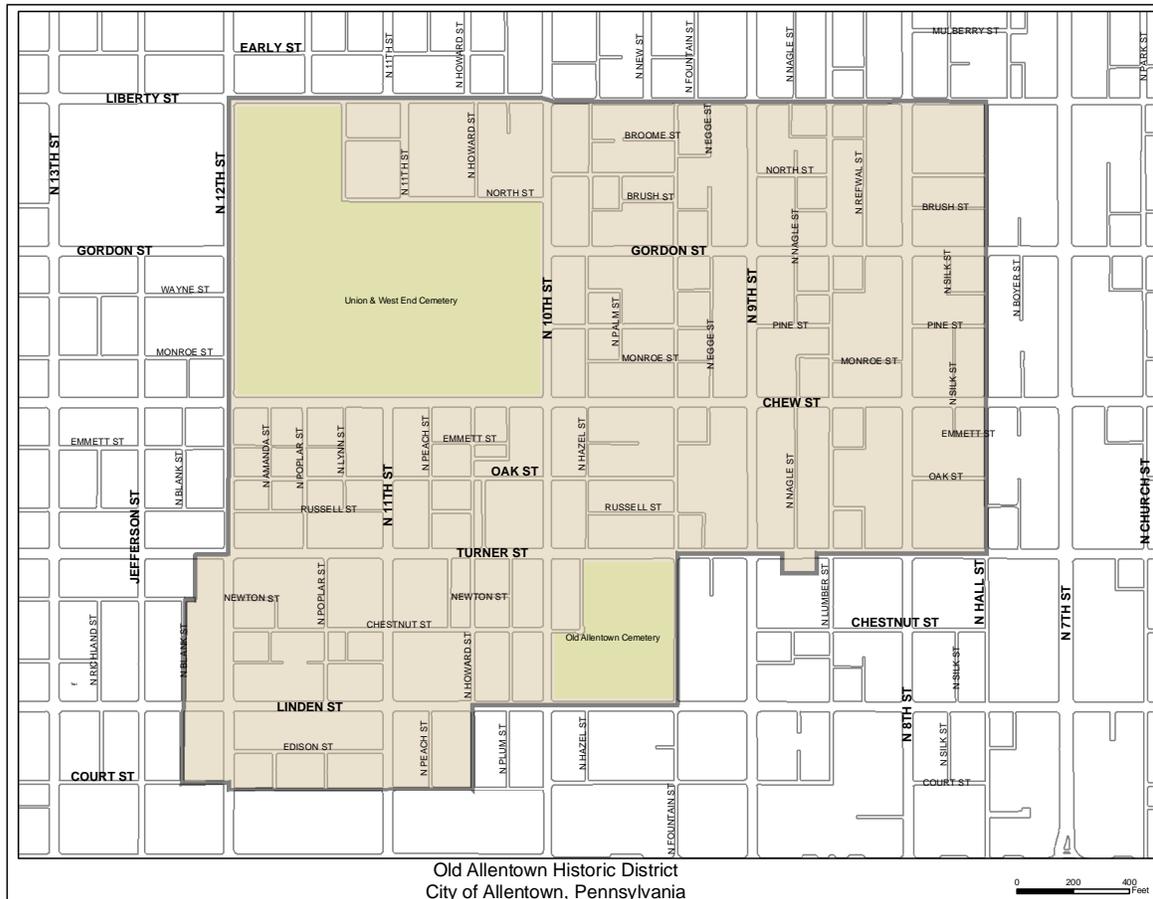
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As stated in the City of Allentown Ordinance 1391, the Historic District Ordinance, the designation of certain areas of the city as historic districts acts to:

1. Protect and improve the quality of its environment through the identification, recognition, conservation, maintenance and enhancement of buildings, sites and structures, which constitute or reflect distinctive features of the political, economic, social, cultural or architectural history of the city.
2. Foster appropriate use and wider public knowledge and appreciation of such features, sites and structures.
3. Encourage public and private efforts in support of such purposes, and to further such purposes, promote the public welfare and strengthen the cultural, educational and economic life of the city.
4. Encourage new and/or compatible contemporary design which is visually compatible and sensitive to adjacent sites, structures and the immediate environment.

# OLD ALLENTOWN

The Old Allentown Historic District was established on September 6, 1978 by City Ordinance #12314 and was certified by the Pennsylvania State Historical and Museum Commission (P.H.M.C.) on December 13, 1978. The neighborhood was laid out according to the original plan for Allentown, drawn up by its founder, William Allen in 1762. There were very few buildings in this area prior to 1850. The 1838 completion of Lehigh Canal and 1855 completion of Lehigh Valley railroad spurred the growth of the iron industry in Allentown. Population growth from this industry began to occupy Allentown beyond Liberty Street. The development of this district was distinctly residential in character and included local stores and shops to support the neighborhood. Its expansion grew northward and westward and today this district contains a mixture of housing styles including Federal, Italianate, Eastlake and Victorian.





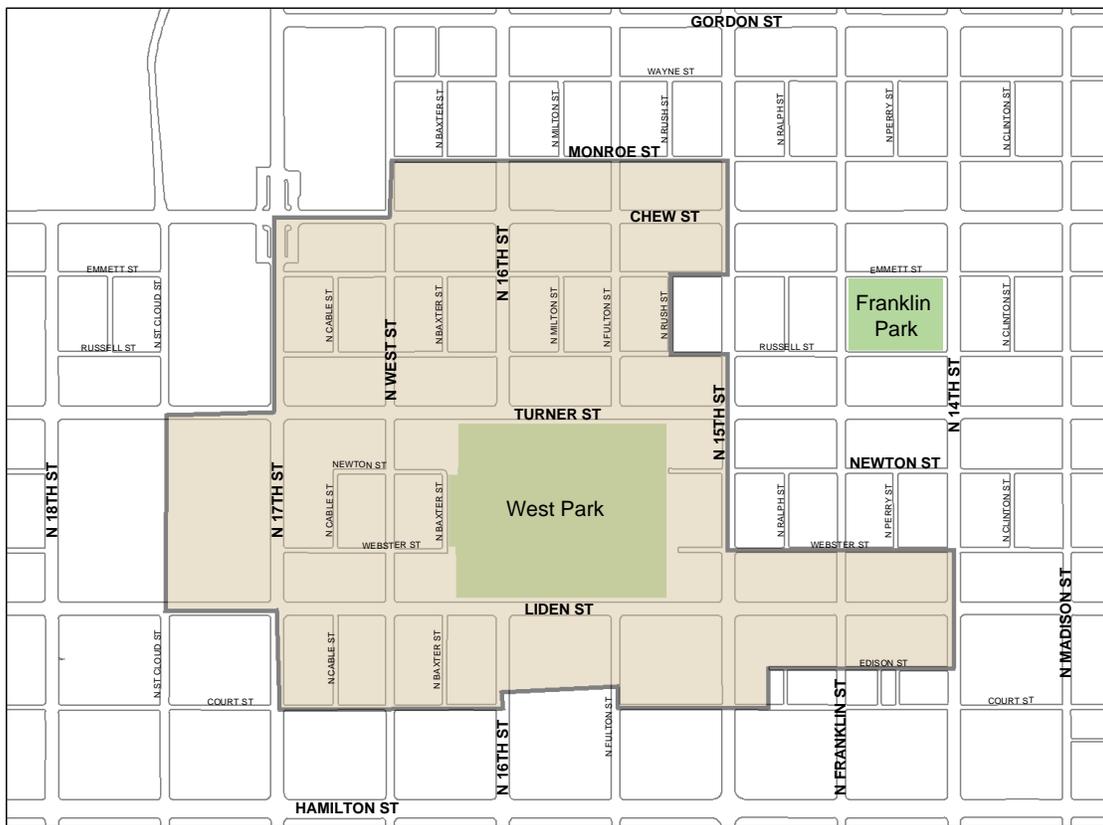
## OLD FAIRGROUNDS

The Old Fairgrounds Historic District was established on June 17, 1981 by City Ordinance #12467 and was certified by the Pennsylvania State Historical and Museum Commission (P.H.M.C.) on September 9, 1981. The district takes its name from the use of the area as the Lehigh County Agricultural Society's fairgrounds from 1852-1888. After the Society moved the fairgrounds to its current location at 17th and Chew Streets, the land was auctioned off to developers. The area was developed with a mixture of Victorian style homes which are now protected by the Historic District Ordinance.



# WEST PARK

The West Park Historic District was established on December 21, 2000 by City Ordinance #13881 and was certified by the P.H.M.C. on February 21, 2001. This area is the newest district in the City and the first to be outside of the center city area. The district itself is centered around and named after the City's first park, West Park. The homes in the district are good examples of Colonial Revival and Queen Anne styles. The City of Allentown began creating the park in 1906. Construction of homes in this district took place between the late 1890's and the mid 1920's. Many of the homes built around the park are row homes, a typical type of home prior to twentieth century. There is a consistent setback from the right-of-way seen in the homes surrounding West Park through a mixture of front yards and porches. A transition in architectural style is also captured in the West Park District. The row home adaptation of the Victorian Queen Anne style had fallen out of favor and the Colonial Revival style had come to replace it. Additional styles present in the West Park District include Arts and Crafts, Prairie and Shingle style.



# PRINCIPLES OF HISTORIC PRESERVATION

Historic buildings are defined by their architectural style and character-defining features. These guidelines, based on the Secretary of the Interior's Standards for Historic Preservation, explain the concepts of historic preservation, how these concepts may be applied and the importance of restoring and maintaining our historic architecture. The sections below explain important concepts of historic preservation that will be referred to frequently throughout this publication. A strong understanding of the hierarchy of facades and the differences between repairs, alterations and replacement will allow for the most effective use of these guidelines.

## HIERARCHY OF FACADES

The Historical Architectural Review Board (HARB) regulates any facade which is visible from a public right-of-way in a designated Historic District. Facades are categorized as primary and secondary. Facades that are visible from a public street or sidewalk and include the front entrance or historically significant architectural features are considered primary facades. Corner properties have two primary facades. Facades that are considered the rear of a building and are not visible from a primary or major street are secondary facades. Primary facades are required to adhere more strictly to the Historic District Guidelines and will be reviewed more closely by the HARB than secondary facades.



*Corner property showing two primary facades*

## REPAIRS, ALTERATIONS AND REPLACEMENT

Historic preservation encourages retaining the existing historic features and materials through repair or restoration. The replacement of materials or features is less appropriate, but sometimes necessary. When a feature or material must be replaced, the new feature or material should match the old in size, arrangement, appearance, design, material and texture. It is encouraged that any proposed change or alteration be performed in such a manner that it may be reversible. Deteriorated or missing architectural components should be replaced whenever possible or recreated in such a way that the historic component is replicated as closely as possible in design, color, texture, etc.



*Secondary facade*

# THE PROCESS FOR HARB REVIEW

The Historical Architectural Review Board (HARB) regulates all changes to the exterior of buildings visible from any Public-Right-of-Way (streets and alleys). The complete process of HARB review includes pre-application review, application submission, review of application by the HARB, recommendation by the HARB to City Council, approval of application by City Council and the issuance of a Certificate of Appropriateness (COA) for proposed work as described in the application. City Council will typically act upon HARB's recommendation within 2 weeks. All work that is approved for a COA still must also comply with all current Planning, Zoning, and Building Code regulations.

## Step 1: Pre-application Review

This step is optional but encouraged for major construction or alterations in historic districts. This is an opportunity for an informal review of a project, to receive feedback from the review board and gain familiarity with the design guidelines. Contact the HARB Secretary if you are interested in having a pre-application review (610-437-7613 or HARB@allentown.gov).

## Step 2: Application Submission

HARB applications are available online or at the Bureau of Planning. Applications must be submitted 10 business days prior to the monthly Allentown HARB meeting. The Allentown HARB typically meets on the first Monday of every month. A complete HARB application must include the following:

1. A completed application form.
2. Photographs relevant to proposed work to be reviewed and images of the surrounding area and neighboring structures. It is also important to include a photograph of the entire front facade of the building from street level to the roof ridge so that the style of the building can be determined.
3. Any necessary architectural drawings relevant to the proposed work to be reviewed. Architectural drawings are required for major alterations, new additions, and new construction.

## Step 3: HARB Review

The HARB will review applications for proposed work in historic districts based on the contents of this publication and the Secretary of the Interior's Standards (see appendix). The approval of an application by the HARB results in a recommendation to City Council to issue a Certificate of Appropriateness for proposed work as described in the application.

## Step 4: City Council Review

The application and the HARB's recommendation for a COA will be reviewed by City Council under the same criteria used by the HARB. City Council will typically act on the HARB's recommendation for a COA within 2 weeks. Upon City Council's approval or denial of an application, a letter will be sent to the applicants informing them of the decision. Once a COA is received, the applicant may proceed with acquiring a building permit.

# THE THREE TIERS OF HISTORIC REVIEW

The content of this publication includes provisions for the addition, alteration, repair or restoration to existing historic structures along with provisions for emergency repairs, demolition and new construction in designated historic districts. The ordinance governing historic districts addresses alterations associated with properties located in designated historic districts and visible from the public Right-of-Way. There are three levels of review for proposed work in historic districts. The following descriptions categorize which level of review is required for specific types of work. *Work described in the “work not requiring review” and “work eligible for staff level approval” describe the only exceptions to the full HARB process. Please contact the HARB Secretary if you have any questions at 610-437-7613 or HARB@allentown.gov.*

## 1 Work not requiring review:

- Like-for-like repair/partial replacement/maintenance that is an exact match to the existing/historic. (Matches exactly in design, material, style, texture, shape, etc.) Any feature needing full replacement needs staff or HARB approval.
- Repair of historic windows.
- Repairs or alterations not visible from a public right-of-way.
- Interior repairs or alterations.
- Brick pointing and repairs. Must use high lime content mortar and perform work in accordance with the National Park Service Preservation Brief #2. (See appendix for more information on obtaining NPS Briefs)
- Repair of items using wood epoxy, Dutch splices, caulk, putty, etc.
- Installation of utility meters (e.g., gas, water, electric). It is strongly recommended that utility meters be located in the most unobtrusive location possible such as a non-primary facade or in an area not visible from the public right-of-way.
- Selection of paint colors for existing painted surfaces.
- Window unit air conditioners installed through window opening only. (through wall installation of air conditioner units require HARB review.)

## 2 Work eligible for staff level approval:

In order to expedite the review process for certain common alterations and repairs, the following work may be approved by qualified City Staff (HARB Secretary or Staff/consultants requested by HARB Secretary). City staff should be contacted to review and may approve the following types of proposed work:

### Installation of:

- Aluminum or wood storm windows. (see section 5.1.5)
- Wood shadow box privacy fencing or picket fencing around the perimeter of the rear yard. (see section 5.1.9; refer to City Zoning Ordinance for height restrictions)

- Historic shutters. (see section 5.1.5; new shutters require HARB review)
- Half-round gutters and smooth round downspouts.
- Flat or paneled overhead garage doors. (see section 5.1.6; carriage house doors and barn doors require HARB review; garage doors on primary facades require HARB review)
- Planters and flower boxes. (see section 5.1.9)
- Satellite dishes at rear of building or on top of flat roof.
- Solar panel installations
- Illuminated "OPEN" signs, approximately 1' x 2'.

### Replacement of:

- Any feature needing full replacement.
- Historic wood windows on a primary facade with a new wood, aluminum clad wood, smooth fiberglass, or wood composite windows. In all cases, the appearance of a historic window of true divided lights should be retained through the use of simulated divided lights (SDL) in the new window. Specifications of new window must be provided to staff for approval.(see section 5.1.5 for additional requirements)
- Historic windows on secondary facades with alternate materials.
- Slate roofing with asphalt or fiberglass shingle that matches the existing slate in color. A proposed match for existing tab shape must be presented at time of staff approval. (e.g., scalloped fiberglass shingle for scalloped slate shingle, square fiberglass shingle for square slate shingle) Architectural shingles are subject to HARB review. (see section 5.1.3 for additional information)
- Historic wood doors on primary facades with exact in-kind replacements. Specifications must be provided to staff for approval. (see section 5.1.6 for additional requirements)
- Historic wood doors on secondary facades. Specifications must be provided to staff for approval. (see section 5.1.6 for additional requirements)
- Flat seamed metal roof with a thermoplastic roof (such as Duro-Last or Sarnafil) in red or green

### Removal of:

- Awnings

## **3** Work requiring HARB review

Alterations to any building or structure that is visible from a public right-of-way and located in a designated Allentown Historic District must be reviewed and approved by the HARB.

- Questions? Contact the HARB Secretary at [HARB@allentown.gov](mailto:HARB@allentown.gov) or 610-437-7613



# GUIDELINES FOR EXISTING BUILDINGS AND STRUCTURES IN HISTORIC DISTRICTS



*Old Allentown Streetscape*

## **REPAIR, REPLACEMENT AND ALTERNATE MATERIALS**

There are three standard methods considered by the HARB to review work in historic districts. These methods are based on the Secretary of the Interior's Standards for Historic Preservation included in the appendix of this document. The standards state that repair should be the first choice for preserving historic architectural features. Repair allows for the most genuine representation of a buildings architectural character. If repair is not possible, in-kind replacement should be considered as an alternative. In-kind replacement should only be considered for severely deteriorated or missing features. In-kind replacement requires that the feature to be replaced be replicated as closely as possible to maintain the buildings architectural character. The use of an alternate material is the third option if repair and in-kind replacement are found to be infeasible. Alternate materials should be selected to replicate the appearance of the feature to be replaced as closely as possible.

## Key

- ✔ Typically appropriate
- ⚠ Possibly appropriate
- ⊘ Usually not appropriate



*A traditional brick facade*

## 1. CLEANING HISTORIC STRUCTURES

Cleaning an historic structure is often overlooked as a possibility for improving a building's appearance. Cleaning may also be a necessary step in the preparation of facades for certain types of work.

- ✔ *Cleaning of a building's exterior should be done in the gentlest way possible.*
- ✔ *Recommended techniques for cleaning a building's woodwork and masonry include scrubbing with low pressure wash (maximum 400psi) with detergents and brushes.*
- ⊘ *Sandblasting and harsh chemical cleaners can be destructive and are not permitted.*



*Stone and brick construction commonly seen in Allentown's Historic Districts*

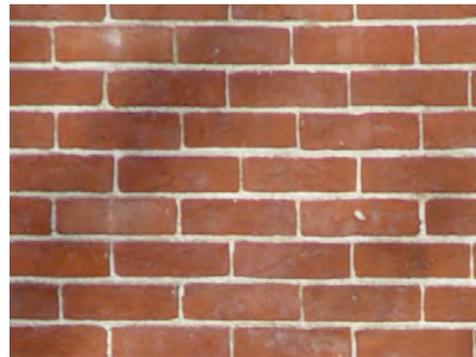
## 2. MASONRY

Historic masonry materials, including brick and stone, have centuries long life spans if maintained properly. Regular maintenance of mortar joints in masonry structures will yield the longest life span from historic masonry.

### Repointing

The process of repairing deteriorated mortar joints is known as repointing. Over time, mortar joints will naturally deteriorate and must be repointed.

- ✔ *Mortar used for repointing historic masonry must be of the proper mortar type, hardness and mixture.*
- ✔ *New mortar joints must match the old in style, color, and texture.*
- ⊘ *Mortar mixtures which contain a high Portland Cement content are too hard and can cause significant damage to historic masonry.*
- ⊘ *The new mortar joint must match the width of the old joint and not cover any of the existing brick faces.*



*Historic brick and pointing commonly seen in all of Allentown's Historic Districts*

Additional information on repointing can be found in Preservation Brief #2 prepared by the National Park Service. Information on where to find Preservation Briefs is located in the Appendix.

## Painting

The painting of historically unpainted brick or stone is not appropriate. Painting can trap moisture in a masonry wall, which can cause failure of the paint and spalling, popping, peeling and flaking of the masonry. The painting of wood windows, doors, trim, shutters, and other decorative wood details is recommended and important to prevent rotting and deterioration.

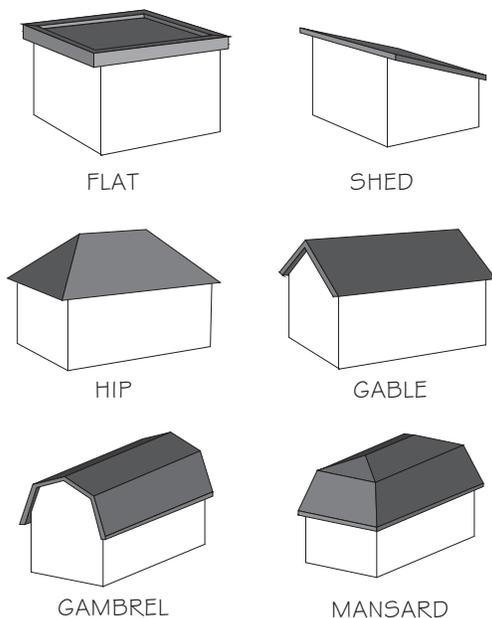
✔ *The use of historic paint colors typical for the age and style of a building is recommended.*

## Masonry Sealants

Sealing historic masonry including brick and stone walls with clear sealants and water repellents is not recommended. Sealing historic masonry can trap moisture and lead to deterioration of the masonry.

## 3. ROOFING

Historically, non-combustible materials such as slate, terra-cotta and metal were the preferred materials for roofing. Historic roofing materials significant to a building's architectural character and visible from the public Right-of-Way should be preserved.



Roof types (Courtesy of Artefact Inc.)

Retaining a building's historic roof through repair is encouraged. Roofing that cannot be repaired and requires replacement should replicate the historic roofing in the shape of the shingle, color and material. Flat roofs do not require approval or HARB review.

## Slate Shingle

The most cost effective and appropriate way to preserve a slate roof is through regular maintenance. After each winter season a slate roof should be inspected and cracked, broken, or missing slates be replaced. This is generally a relatively inexpensive project to undertake if done on a yearly basis.



A gambrel roof with octagonal shaped slate shingles. Note rolled ridge caps on hipped dormer roof.

✔ Replacement of deteriorated slate shingles with new slate shingles through regular maintenance is recommended.

✔ Preservation, reuse or in kind replacement of rolled ridge caps and finish is strongly recommended (see features in images below.)

⚠ Replacing slate shingles with asphalt shingles on a gable or hipped roof is not recommended, but may be acceptable on a case by case basis when the slate or fasteners have reached the end of their serviceable life. A pre-application review is recommended when considering replacing slate roofing with alternate materials (See alternate material section on pg 14).

⚠ Replacement of slate shingles with asphalt shingles on a mansard roof is typically not necessary. The steep slope of a Mansard roof helps to preserve the roofing material and prolong the life span of the slate.



Red slate roof with rolled ridge caps, finials and snow catchers commonly found in the West Park Historic District



Unique tower roof with slate shingles, rolled ridge caps and finials



Spanish style terra-cotta roof found in West Park Historic District

## Terra-cotta Roofing Tile

*(a unique feature of West Park Historic District)*

The most cost effective and appropriate way to preserve a terra-cotta roof is through regular maintenance.

- ✓ Replacement of deteriorated terra-cotta roofing with new terra-cotta roofing is appropriate.
- ⚠ Use of alternate materials for replacing a terra-cotta roof will be evaluated on a case by case basis. A pre-application review is recommended when considering replacing terra-cotta roofing with alternate materials.



Red metal porch roof

## Metal Roofing

Although slate and terracotta are the most common historic roofing materials in Allentown, there are some features that are roofed with metal. Metal roofing was typically installed as flat sheets with either flat seams (most common) or standing seams. Porch roofs are generally the most visible locations where metal roofs are found. The most cost effective and appropriate way to preserve a metal roof is through regular maintenance. Early metal roofs were often made of terne (sheet steel with an alloy coating of lead and tin) which requires regular painting. The most common colors used for metal roofs were red and green.

- ✓ Replacement of a deteriorated metal roof with new metal roofing is generally historically appropriate. Terne is still available, but the alloy coating is now mostly zinc instead of lead. Historically terne was painted with Tinnners' red or Tinnners' green.

- ✔ Traditional flat seamed metal roofs should be replaced with new flat seamed metal in historic colors wherever possible.
- ✔ Traditional standing seam metal roofing profiles in historic colors are recommended if replacing a standing seam metal roof.
- ⚠ Replacing a flat seamed metal roof with a thermoplastic roof (such as Duro-Last or Sarnafil) in red or green may be historically acceptable, but requires staff review. Because EPDM (ethylene propylene diene monomer, a synthetic rubber) roofing or rubber roofing does not come in the historic colors it is generally not recommended.
- ⚠ Use of modern pre-formed standing seam metal roofing may be acceptable but requires review.



Red and silver metal porch roofs

### Alternate Roofing Materials

There are instances where historic materials may become deteriorated beyond repair and in-kind replacement may be infeasible or not possible. The lack of availability or the excessive cost associated with in-kind replacement may make the use of alternate materials acceptable.

- ✔ Alternate materials should closely replicate the historic roofing.
- ✔ Fiber reinforced cement shingles and rubber simulated slate shingles are generally acceptable substitutions for replacing natural slate shingles.
- ✔ Replacement of existing asphalt or fiberglass shingles with shingles that resemble the existing roofing material is acceptable.
- ⚠ Replacement of natural slate shingles with asphalt/fiberglass 3-tab shingles that match existing/historic shingle size, shape and color is also typically acceptable and requires staff level approval.
- ⊘ Architectural shingles that recall the appearance of wood or cedar shake roofing typically are not appropriate.

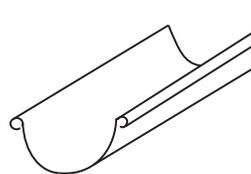


Built in box gutter and downspout hidden by ornate wood work and brackets

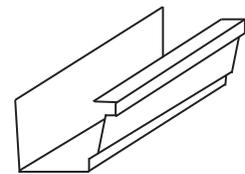
### Gutters and Downspouts

The use of half round metal gutters and smooth or corrugated round metal downspouts is appropriate. New copper, lead coated copper and terne coated stainless steel (TCS) gutters, downspouts, scuppers and leader boxes should weather naturally. Aluminum and galvanized steel gutters, downspouts, scuppers and leader boxes should be painted to blend with the color of the building.

- ✔ Built-in box gutters must be preserved. Box gutters should be relined with new metal or an appropriate roofing membrane to eliminate leaks that will damage historic wood cornice materials.
- ⊘ K-style gutters are not historically appropriate and typically are not permitted.
- ⊘ PVC or vinyl gutters or downspouts are not appropriate and typically not permitted.



YES  
Half-round gutter



NO  
K-style gutter

(Courtesy of Artefact Inc.)



Brick chimney with historic corbeling and drip courses

## Chimneys

The location, size and appearance of chimneys contribute to a building's architectural character. The exterior appearance of a chimney should be maintained visually regardless of any interior alterations.

- ✔ Replacing a chimney should be a historically accurate reproduction of the original chimney and include all drip courses and corbels.
- ✘ Chimneys should not be removed or obscured in any way.
- ✘ Stucco and tar are not acceptable materials for chimney repair.

## Dormers



Gable roofed dormers typical of Allentown's Historic Districts

Dormers can act as both functional additions and decorative features. They can help to increase usable floor space in attics or just improve the visual interest of a façade. When considering use and placement of dormers in the context of historic districts however, we must consider additional factors. The new construction of dormers should be compatible and appropriate for the building's designated historic district.

- ✔ Reconstructing a dormer that existed historically on a primary or secondary façade is appropriate.
- ✔ Gable dormers with 1 or 2 windows are generally appropriate.
- ✔ New construction of a historically non-existent dormer on a secondary façade is acceptable. Gable or shed roofs are usually appropriate.
- ✘ New construction of a historically non-existent dormer on a primary façade is not appropriate.



Shed roofed dormer on the left and a gable roofed dormer on the right

## Skylights

Skylights should be placed on secondary façades. The installation of skylights require HARB approval.

- ✘ Skylights on primary façades visible from the public right of way are not appropriate and typically not permitted.

## 4. WALLS, SIDING AND TRIM



Streetscape showing brick, brickote, and copper clad bay windows

## Stucco

It is acceptable to remove stucco finishes to expose historic masonry. The removal of stucco finishes can be difficult and may damage original masonry. The removal of stucco will be reviewed on a case by case basis. In the instance where the installation of a stucco finish is approved for use on a building by the HARB, a smooth sand finish will generally be required.

- ⊘ A stucco finish on a primary facade is not historically appropriate.
- ⊘ A stucco finish should not be applied over historic materials.

## Simulated Brick and Stone Facings (Brickote/Formstone/Stonecote)



*Stonecote, brickote, and stucco facades*

Simulated brick and stone facings were installed frequently in the mid-20th century as an inexpensive alternative to repointing and maintaining masonry walls. The removal of existing facings may be difficult and can cause further damage to the original masonry. If the existing simulated brick or stone facing is tightly adhered to the historic masonry, the facing should be maintained.

- ✔ Painting an existing simulated brick or stone facing is acceptable.
- ⚠ Removal of deteriorated simulated brick or stone facing requires HARB review of the feasibility and appropriateness of removal.
- ⊘ Simulated brick and stone facings should not be installed over historic materials.



*Historic wood sided houses in Old Allentown Historic District*

## Siding

Although the majority of the buildings found in Allentown's Historic districts are masonry, wood siding is found on some buildings. It is also very common on additions constructed at the rear of all styles of buildings.

- ✔ In-kind replacement of deteriorated wood siding is acceptable and is the preferred treatment. The material selected for in-kind replacement of wood siding should be of a similar dimension, profile and appearance as the historic wood siding. Whenever possible the same species of wood should be used.
- ✔ Removal of aluminum or vinyl siding to expose historic brick or wood siding is acceptable and only requires staff approval.
- ⚠ Fiber cement siding (smooth, with no grain texture) as a substitute material in the replacement of wood siding requires staff approval.
- ⚠ Replacement of existing aluminum siding with fiber cement siding is acceptable and requires staff approval.
- ⚠ Replacement of existing aluminum siding with vinyl siding on primary facades must be reviewed by the HARB.
- ⚠ Vinyl or aluminum siding as a substitute material on a secondary facade is not recommended, but may be acceptable.
- ⊘ Vinyl or aluminum siding as a substitute material on a primary facade is not typically approved.
- ⊘ Covering bay windows with vinyl or aluminum siding is historically inappropriate.



*Eastlake detailing*

## Trim and Detailing

The terms trim and detailing refer to corner boards, window and door surrounds, brackets, moldings and other decorative features. Wood trim and detailing should be repaired or replaced to match the historic appearance.

- ✔ *It is highly encouraged to remove existing vinyl or aluminum capping or pieces covering historic trim and to repair or recreate historic trim and detailing.*
- ✘ *Capping or covering trim and detailing with vinyl or aluminum is not acceptable. Capping can trap moisture and lead to deterioration and decay of historic features.*



*Ornate, classical style cornices on house and dormer*

## New Openings

Maintaining reversibility of alterations is important in historic preservation. The creation of a new opening in a historic façade is destructive and not easily reversible. This means a new opening in a primary façade is generally not appropriate. It is understood that over the years, a buildings use may need to change or evolve. While new openings in secondary facades are still discouraged, they may be acceptable upon review by the HARB.

All new openings should be compatible with the building's historic character and match the proportion of other historic openings found on the structure.

- ✔ *The restoration of a historic window or door opening to its historic appearance is appropriate.*
- ⚠ *The conversion of a door to a window opening or a window to a door opening is acceptable only on a secondary facade.*
- ✘ *Conversely, windows on primary facades should never be blocked in or changed in size.*

## Unique Features



*House with unique brick corbeling and tower roofs on wall dormers*

There are instances where historic buildings may contain features that are original to the structure but unique to the designated historic district. It is highly encouraged to retain these unique historic features. The replication of features through historical evidence or photographs and replacement of missing unique features is encouraged and only requires staff approval.

## 5. WINDOWS



*An historic 2 over 2 double-hung window*

### Repair

The repair of historic windows is recommended over replacement. Repairing historic windows and installing interior or exterior storm windows can frequently satisfy many of the requests for window replacement because of energy efficiency. Repairing historic windows and installing interior or exterior storm windows only requires staff approval. The number, location, size and muntin patterns of windows are all important details that should be preserved whether the proposed work involves repair or replacement. Windows with unique features such as stained glass, leaded glass, fanlights, or sidelights should be repaired or restored. The replacement of these unique details can be costly and it can be difficult to replicate these unique features.



*Double hung arched top window*

### Replacement

The Replacement of a window refers to the installation of a new custom sized wood window sash into the existing window frame. Window replacement is recommended only for windows with irreparable deterioration. If the repair of a window is not possible and replacement is required, the replacement window unit should match the historic window unit in design, dimension and pane configuration. The replacement of an historic wood window with a new wood, aluminum clad wood, smooth fiberglass, or wood composite window requires staff approval. In all cases, the appearance of true divided lights on an historic window must be retained through the use of simulated divided lights (SDL) on the new window. All other requests for window replacement require HARB approval.

⚠ *Replacement of historic wood windows on a primary facade with a new wood, aluminum clad wood, smooth fiberglass, or wood composite windows may be acceptable depending on the condition of the existing historic wood windows.*

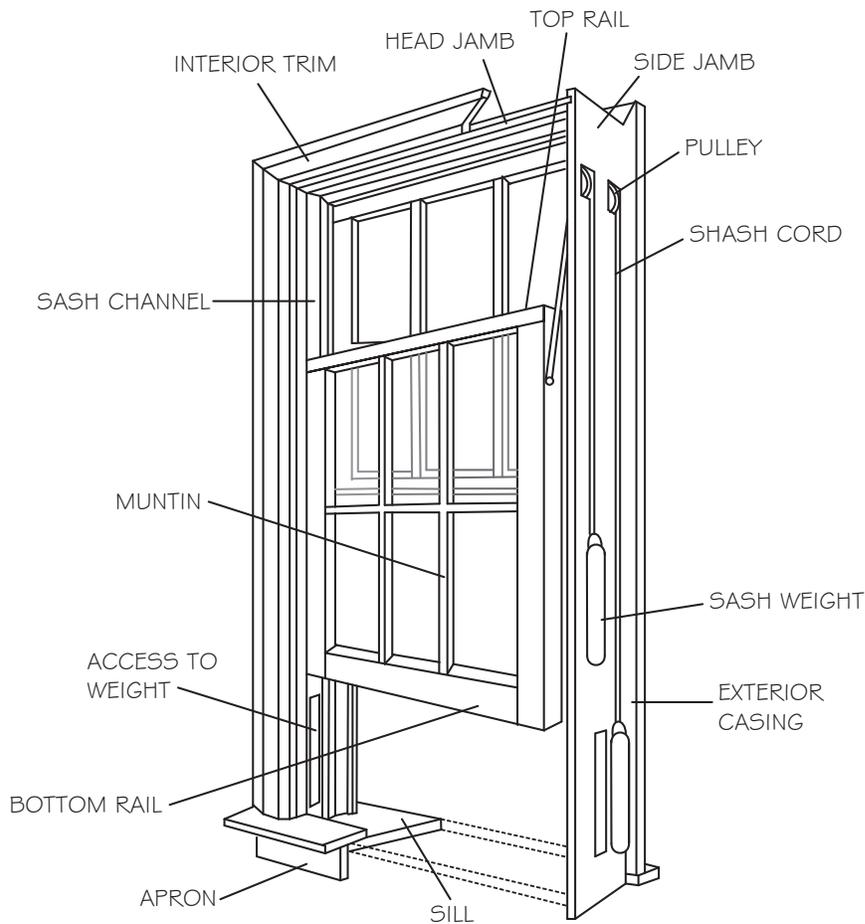
⚠ *Replacement of historic windows on secondary facades with alternate materials requires staff approval. Specifications of new window must be provided to staff for approval.*

⊘ *Replacement windows must match the size of the existing historic windows. Reducing the size of the window opening is not typically permitted.*

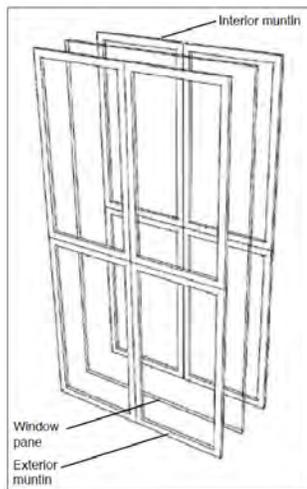
⊘ *Improvements in thermal performance can be achieved through repairing historic windows and installing interior or exterior storm windows. The replacement of historic window units with new window units to improve thermal performance is not recommended. (See energy efficiency)*



*Historic window openings inappropriately blocked in*



Typical parts of an historic wood double hung window (Courtesy of Artefact Inc.)



Simulated-divided light windows have a single window pane "sandwiched" between muntins.

### Exterior Storm Windows

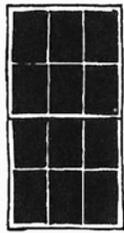
When installed correctly, storm windows are an unobtrusive and effective way of improving

thermal efficiency. The installation of wood or aluminum storm windows in double hung window configurations is appropriate but requires Staff review. Aluminum storm windows should be simple and unobtrusive in appearance and should not have a mill finish. Storm windows should be custom sized to fit each window frame properly. The horizontal rails of the storm window must align with the meeting rails of historic window. Aluminum storm window frames should have a factory color coat finish that matches the window trim or blends with the color scheme of the building.

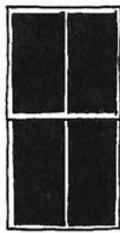
### Interior Storm Windows

The installation of interior storm windows is recommended on buildings that are fully air conditioned and when windows are not required to be opened for ventilation or means

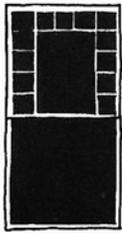
of egress. Interior storm windows are also recommended for irregularly shaped windows or windows with multiple pane sashes. In these instances, interior storm windows provide gains in thermal efficiency without detracting from the exterior appearance. Interior storm windows are typically constructed of a narrow aluminum frame and clear acrylic (plastic) glazing and can be mounted with screws or magnets.



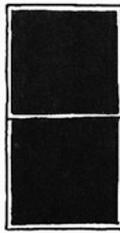
1770-1870



1855-1910



1885-1900

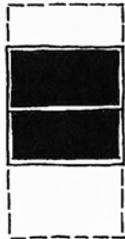


1885-1930

Historic windows and their time periods



NO



NO

Inappropriate windows (Courtesy of O.A.P.A Inc.)

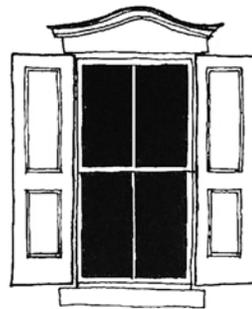
## Shutters

The historically appropriate treatment for shutters requires paneled wood shutters on the first story and louvered wood shutters on the second story. Existing historic shutters (paneled or louvered) should be preserved and repaired. The installation of new shutters is only appropriate where shutters

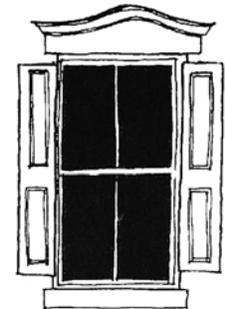
existed previously. The historic precedent for shutters on a building should be physically evident through surviving shutter hardware or window features or documented in historic photographs.



Historic window with aluminum storm window and wood louvered shutters (blinds)



YES



NO

Appropriate sized shutters are one-half the size of the sashes (Courtesy of O.A.P.A Inc.)

✔ New and replacement shutters should be painted wood which has been properly sized for the window opening, appear operable and mounted using historically appropriate hardware including hinges, shutter dogs and slide bolts.

⚠ Painted composite wood shutters may be an acceptable substitute for painted wood shutters if the style and dimensions match.

⊘ If there is no precedent for shutters on a building, the addition of shutters is inappropriate.

⊘ Vinyl or aluminum shutters are inappropriate for use in an historic district and typically are not acceptable.

## 6. DOORS



Historic door with transom above

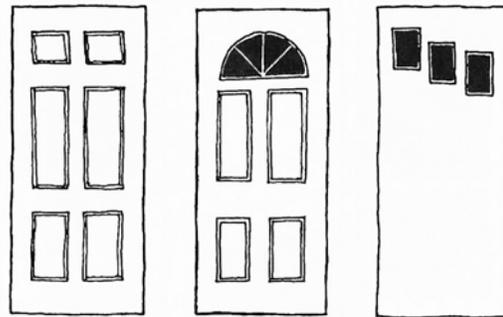
### Repairs

The repair of an historic door is recommended over replacement. The material, size, panel configuration and glazing pattern of a door should be preserved and repaired. Unique features of doors such as transoms, stained glass, leaded glass, or cut glass should be preserved and repaired.

### Replacement

A replacement door refers to the installation of a custom sized new wood door utilizing the existing door frame. The replacement of a door is only appropriate for doors with irreparable damage or deterioration. If a door requires replacement, the new door should match the historic unit in design, dimension, and glazing configuration. A replacement door must match the existing opening exactly and must match or be of an appropriate style and panel or light configuration for the door to be replaced. Typical configurations appropriate in designated historic districts include 6 panel doors, 4 panel doors, 3/4 light doors and 1/2 light doors depending on the architectural style of the building.

✓ Restoring a door opening to the historic door opening dimensions is encouraged.

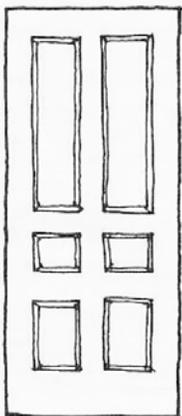


MAYBE

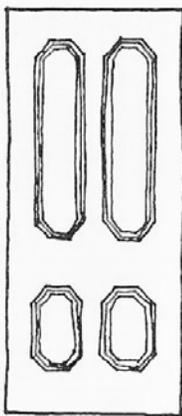
NO

NO

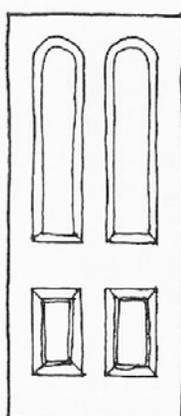
(Courtesy of O.A.P.A Inc.)



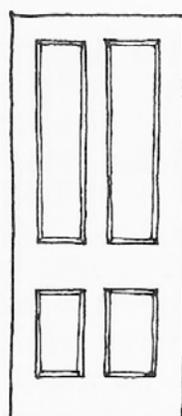
1860-1885



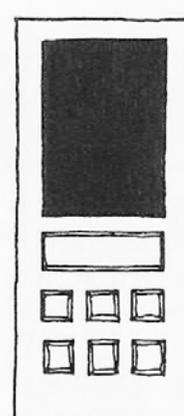
1860-1885



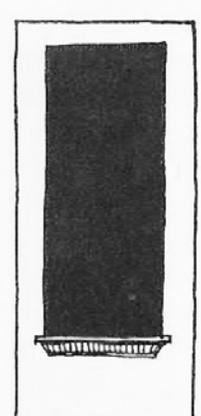
1860-1885



1860 1910



1890-1910



1910-1920

Historic doors and their time periods (Courtesy of O.A.P.A Inc.)

✔ The replacement of an existing prehung door with a new prehung door is permitted, but replacement with an historic wood door hung in the historic wood door jamb is encouraged.

⚠ Fiberglass doors may be acceptable as a substitute material for the replacement of a non-historic wood door. Specifications of the proposed door must be provided for staff approval.

⊘ Removing, covering or concealing an existing transom is not appropriate.

⊘ New installation of prehung doors are typically not acceptable on primary facades because dimensions of prehung doors are not exact matches for historic openings.

⊘ The replacement of a door for the purpose of improving thermal performance is not recommended. The thermal performance of an existing historic wood door can be improved with proper weather stripping and caulking. (See energy efficiency section.)

## Hardware

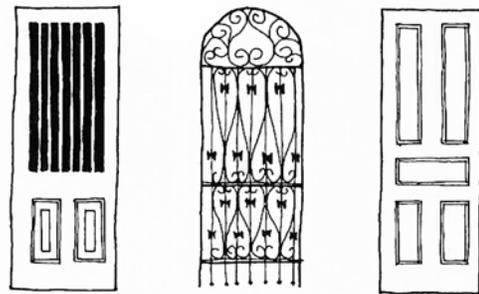
Replace in kind when possible. Otherwise period hardware should be used as appropriate. Combination locks type hardware are not appropriate and should be reviewed by HARB.

## Grocers Alley Doors



Grocer alley door and gate

Exterior access to the rear of row homes was historically provided by means of a narrow covered walkway, or grocer's alley at street level or, in later houses, at the basement level down a short flight of steps. Grocers used these alleys for the delivery of food and milk which was left at rear kitchen doorways. Two types of alley doors were popular when these houses were built: wooden doors (either solid or with grills for air circulation) and iron gates. As with other doors, repair of historic grocer's alley doors is strongly recommended.



(Courtesy of O.A.P.A Inc.)

✔ The repair or restoration of an historic grocer alley doors is recommended and needs no HARB review.

⚠ Replacement of a missing or inappropriate style grocer alley door with a wood door that is similar in design to the historic door.

⚠ A smooth fiberglass door may be acceptable for paneled style grocer alley doors.

⊘ Replacement of an historic grocer alley door with a steel door is not recommended.

## Garage Doors

The repair of an historic garage door is recommended over replacement. If an existing garage door requires replacement, a paneled wood, Masonite, smooth steel, or smooth aluminum garage door is recommended.

✔ Replacement of a garage door on a secondary façade requires only staff approval.

⚠ Replacement of carriage house doors and barn doors require HARB review.

⚠ Replacement garage doors on primary facades require HARB review.

⚠ A paneled garage door is recommended, a flat garage door may be acceptable.

## 7. PORCHES, STOOPS AND STEPS

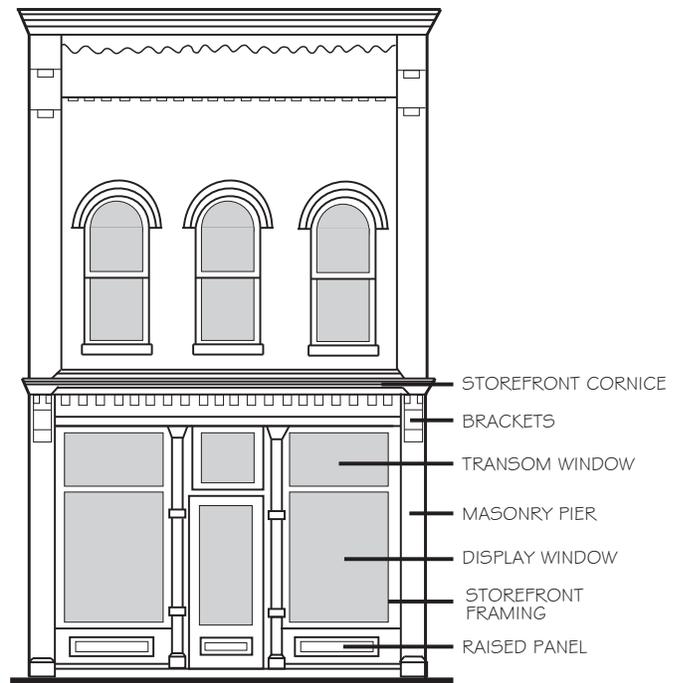


*Allentown porch roof and concrete stoop*

The character defining features, materials, configurations, details and dimensions of porches and stoops should be preserved and repaired. “Allentown” porch roofs, such as the one shown above, should be preserved and repaired. The removal of an “Allentown” porch roof in some circumstances may be acceptable and will be reviewed on a case by

case basis. If features of porches and stoops require replacement, the component used for replacement should replicate the historic material, configuration, dimension, detail and design. Deteriorated tongue and groove or bead board decking should be replaced in-kind. New construction of porches and stoops should be of an appropriate style and configuration consistent with the building’s character and designated historic district.

- ⊘ Use of vinyl railing systems and unpainted pressure treated lumber is typically not appropriate.
- ⊘ Covering wood porch floor decking with ceramic tile is not historically appropriate.
- ⊘ Covering wood porch floor decking with carpet is not historically appropriate and will lead to further damage and rotting of wood.
- ⊘ Installing ceiling fans on porch ceilings is inappropriate and not recommended.



*Historic storefront (Courtesy of Artefact Inc.)*

## 8. STOREFRONTS

Existing historic storefronts should be preserved and repaired. Historic storefronts are typically made of wood and glass or metal and glass. Alterations to historic storefronts should be based on historic research and should be compatible with existing historic

storefronts in the designated historic district. In historic districts where there are no historic precedents for storefronts, the design of the new storefront should be appropriate for the building's architectural character and compatible with the architectural style of the designated historic district.

## 9. COLOR

Paint colors are not regulated in Allentown's Historic Districts. Property owners are encouraged to consider painting their homes in colors that are appropriate for the age and style of their home, but this is not regulated or required.

Color that is integral to a product, however, is regulated when the product is reviewed by HARB or the HARB Secretary. The most common of those materials include fiberglass or asphalt shingles, replacement windows with aluminum cladding, vinyl, fiberglass, or composite windows, fiberglass doors, and vinyl siding. It is recommended that the colors for these products be chosen to be compatible with common historic colors found in the historic districts. The HARB Secretary or Historic Consultant can provide guidance on color for these products prior to a HARB review.

## 10. STREETSAPES AND OUTDOOR FEATURES

### Decks and patios

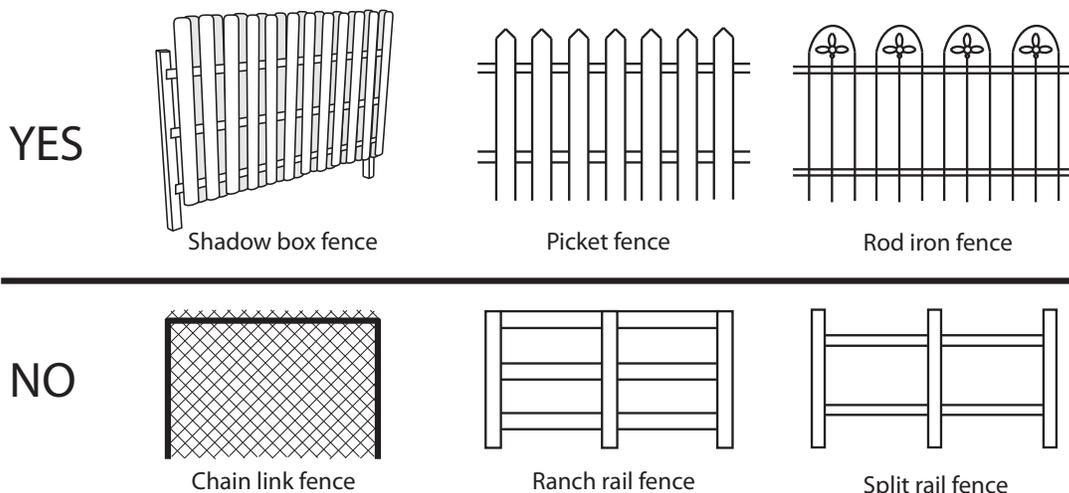
The construction of decks and patios on secondary facades is acceptable. Traditional materials such as wood or brick are appropriate for the construction of decks and patios.

- ⊘ Decks and patios should not be installed on primary facades.
- ⊘ Unpainted and unstained pressure treated lumber or vinyl are not appropriate.

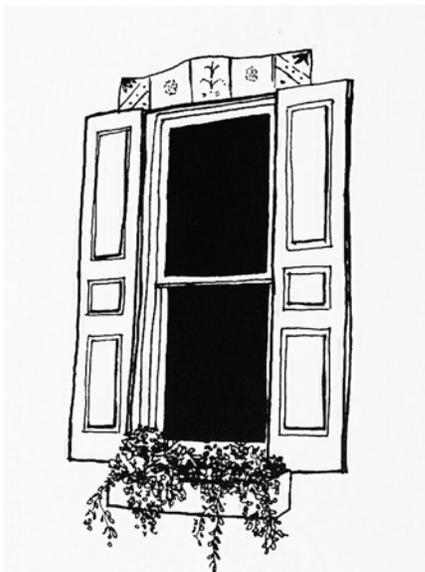
### Fences and Gates

Fences along front yards, streets and sidewalks should not obscure the view of the front yard or building. Ornamental iron fences often are recommended as they provide the best balance of transparency and separation. Existing ornamental iron fences should be preserved and repaired. Wood picket and vertical board fences are also acceptable fence styles. Gates should not swing onto the public sidewalk. Fences that provide more privacy such as vertical board styles are acceptable for rear or side yards. If additional privacy is desired in a rear or side yard and an ornamental iron fence already exists, a wood fence may be installed behind the ornamental iron fence.

- ⊘ Split rail, chain-link and plastic or vinyl fences are not compatible with the intent of historic districts and are generally not acceptable.



*(Courtesy of Artefact Inc.)*  
EXISTING BUILDINGS AND STRUCTURES



*(Courtesy of O.A.P.A Inc.)*

### Planters and window boxes

Planters and window boxes, although not always original historic features, can greatly enhance the visual character of a building when considered properly. Moveable landscape planters made of red clay, wood or tinted concrete are recommended. Moveable planters should relate in size and scale to their location. Window boxes should be simple in design and should match the color of a building's trim or shutters. Window box sizes should match the width of the window opening. Window boxes should be mounted in a way that does not damage historic masonry.



*Facade with window boxes*



*Stone retaining wall*

### Retaining Walls

The need for a retaining wall often arises out of necessity, but retaining walls must still be compatible with and contribute visually to the historic district. Historic masonry retaining walls should be preserved and repaired. And the new construction or replacement of a retaining wall visible from the public Right-of-Way should be constructed of traditional masonry materials.

### Landscaping

Although HARB does not review landscaping, the following recommendations are provided as guidance to homeowners who have yards that front on primary streets. Many of the buildings in Allentown's historic districts are built up to the sidewalk, but there is a tradition in some areas, especially in West Park Historic District, of building back from the sidewalk and creating small front yards. These yards are sometimes, but not always, higher than the sidewalk and defined and supported with retaining walls with steps and railings to access the building or home. Most front yards in the historic districts were traditionally planted with grass and ornamented with flower beds. It is recommended to maintain yards with grass or low ground covers and planting beds. It is not historically appropriate to remove lawn or low vegetation and install stone or gravel. In addition to being historically inappropriate the stone can wash out onto sidewalks causing problems for pedestrians.

## 11. SIGNS



*Appropriate historic sign and bracket*

Signs located in designated historic districts must be compatible with and appropriate for the style and character of the historic buildings. The material and style used for a sign should be compatible with the building's historic character. When mounting signs on masonry walls, anchors should be placed in mortar joints instead of in brick, stone or other historic masonry.

- ✔ *Window lettering, wall signs, hanging or projecting signs, window awnings and portable signs are acceptable options for signage.*
- ✔ *Commercial storefronts with long horizontally proportioned signs above are appropriate.*
- ✔ *Residential structures should use smaller signs placed beside entry doors.*
- ✔ *Lighting for signs should be external white light from projecting lamps at the top of the sign and all wiring should be discrete and concealed. Gooseneck style lights are historically appropriate.*
- ⚠ *Internally illuminated LED or neon "OPEN" signs are appropriate if there are no illuminated borders (straight or arched), they do not blink or flash and they have a black or clear background. "OPEN" signs require staff approval.*
- ⊘ *Signs should not cover or conceal architectural features or ornament and signs should be mounted in a way that does not damage historic materials.*
- ⊘ *All signs must also comply with the City's zoning ordinance, which regulates, among other things, the size of the sign.*

## 12. LIGHTING

If historic lighting fixtures remain, they should be preserved. Fixtures selected for replacement or addition of lighting fixtures to a historic structure should be simple in style, appropriate in scale and compatible with the character of the building. Conduit should be concealed or painted to minimize visual impact.

- ⊘ *Floodlights and spotlights on primary facades are not appropriate.*

## 13. ACCESSIBILITY

Accessibility updates and alterations often become necessary as a building's use, function or program evolves. Although accessibility updates are often required by today's building code, they should still be designed with sensitivity to a building's architectural character and should not compromise historic materials and features. The construction of ramps and installation of lifts should be located on secondary facades whenever possible. If ramps or lifts are required to be located on a primary façade, they should be configured to minimize their visual impact on the buildings architectural character. Provisions for reversibility should also be considered in the design of accessibility updates and alterations.

## 14. SOLAR INSTALLATIONS AND ENERGY EFFICIENCY

This section addresses what can be done to increase the energy efficiency of historic houses and buildings. Professionals rarely promote the replacement of historic wood windows and doors because the cost doesn't justify the payback, and there are good tools to prove this. The following list itemizes energy upgrades that should be considered before replacing historic windows and doors:

- 1) *Operational and behavioral changes such as programmable thermostats is the highest priority.*

- 2) *Weather stripping and caulking of windows and doors is also a high priority and cost effective.*
- 3) *Attic insulation is the first priority for insulation.*
- 4) *Equipment changes such as new heating and cooling equipment are next in order of priority. New furnaces with combustion air intakes that eliminate the need for a chimney reduce air infiltration.*
- 5) *Wall insulation is a much lower priority.*
- 6) *Window replacement is near the bottom of the list in terms of cost payback.*

For a more in depth discussion of improving energy efficiency in historic buildings please refer to Preservation Brief #3 published by the National Park Service. (See Appendix 6)

### Windows and Doors

Although the list of priorities above recommends window replacements be one of the last upgrades considered, it is often one of the first items on many home owners' list to improve energy efficiency of their homes. Historic wood windows with weights and ropes (or chains) can often be easily repaired, properly weather stripped and caulked, and made more energy efficient with the installation of an interior or exterior storm window. The resultant window system retains the character of the historic windows, retains the higher quality historic wood that is more resistant to rot than new, and comes very close to equaling the energy performance of a new, insulated glass window.

Insulated glass is a modern material that began to be used in windows during the 1970s and 80s. It is now the normal glass supplied in new windows and contributes to the energy efficiency of a new window. Insulated glass, which is composed of two layers of glass with a vacuum filled with argon gas, has a limited life due to potential seal failure. When the seal fails the space between the two layers of glass will fill with air and condensation will occur obscuring the view through the glass. When this occurs the glass, and sometimes the entire window, must be replaced. One of the advantages of maintaining historic windows and installing storm windows is a longer life than new windows with insulated glass.

Historic wood doors should be treated in the same manner as historic windows. Solid wood doors are good insulators. To improve a door's energy efficiency it should be weather stripped and caulked. If the home has an interior vestibule with a door, the installation of a storm door is usually not necessary and adds little to the energy efficiency of a house. Where interior vestibules do not exist, exterior storm doors will help create a more efficient system, but it is recommended that a full light storm door be used to permit the beauty of a historic wood door to be visible.

### Roof or Attic Insulation

One of the most important energy saving upgrades for an historic home is the insulation of the roof or attic floor system. This will usually result in a better pay back for money invested than the replacement of windows or doors. The use of highly insulative rigid polyurethane insulation can often be a better choice than fiberglass batt insulation and result in higher insulative values and greatly reduced air infiltration. The rigid foam insulation can accommodate unusual or irregular spacing of rafters which is often found in historic homes. Care must be taken when insulating slate roof systems. Adequate ventilation must be provided for slate to breathe or it will quickly deteriorate. Insulation must be positioned to allow an air space between the insulation and roof deck or battens. If the attic is unfinished and not used as a living space, it is recommended to insulate the attic floor space and allow the open roof system to remain unaltered. This will result in longer lasting roof shingles.

✔ *The use of appropriate insulation in the cavities between rafters will greatly improve the energy efficiency of a home and is recommended.*

⚠ *The use of exterior rigid insulation boards on a flat roof may be historically acceptable if the roof thickness is hidden from view by parapet walls.*

⊘ *Exterior insulation of gable or sloped roofs is not historically appropriate because it will alter the dimension of the roof at the cornice and side rake boards.*

## Wall Insulation

The insulation of the walls of historic homes is often difficult to achieve without damaging historic character. Since more heat is lost through a roof system than the side walls, it is usually better to leave the walls of historic homes uninsulated. If the walls are frame it may be possible to blow insulation into the wall cavities, however this can contribute to moisture problems within the wall system. The insulation of brick or stone homes is even more difficult to achieve than frame construction. The uses of exterior insulation systems (EIFS) are not historically appropriate for frame or masonry houses and should never be used. Interior insulation of a masonry wall is sometimes possible, but usually involves enormous labor to rework historic window and door returns and wood casings in order to maintain the historic character of the home.

⚠ *The use of blown-in insulation in frame houses may be historically appropriate. It is generally recommended to add the insulation from the inside of the house. This can be done by making discreet holes in the existing plaster walls and patching the plaster after blowing in the insulation.*

⊘ *The use of exterior insulation systems (EIFS) on the walls of masonry or frame buildings is typically not appropriate.*

## Solar Panels

The use of most alternative energy strategies should be pursued only after all other upgrades have been implemented to make the building more energy efficient because their initial installation cost is usually high. Photovoltaic panels and solar hot water heating panels are new, “green” energy saving technologies that can be installed in a home or building in a historic district if placed correctly. Adding this technology to historic buildings, however, must be done in a manner that has minimal impact on historic roofing materials and preserves the building’s character by placing them in locations with limited or no visibility. These panels cannot be installed on roofs that are part of primary facades, but can be considered on roofs that



*Ground mounted solar panel*

are part of secondary facades or on flat roofs. The following guidance addresses different mounting conditions.

- **Flat roof** - *On flat roof structures, solar devices should be mounted with adequate set back so as to not be visible from either sidewalk of a primary street. Placement must be reviewed by staff.*
- **Sloped roof** - *On sloped roof structures, solar devices should be mounted on rear roofs that are part of secondary facades. The solar panels should be flush mounted on sloped roofs if possible.*
- **Ground mounting** – *If solar devices are located on the ground they must not be visible from primary streets.*
- **Architecturally integrated solar systems** – *Certain types of solar installations can be invisibly integrated onto standing seam metal roofing systems. These systems may be acceptable on sloped roofs on primary facades if a standing seam metal roof is historically appropriate for the style of the building or house.*

## Wind installations

The installation of wind turbines or wind mills in the historic district is generally not historically appropriate. Wind mills and turbines are incongruous with the size and scale of most historic downtown residential and commercial buildings and districts.

## Geothermal heating systems

Geothermal heat pumps take advantage of the relatively constant below grade temperature of the earth (approximately 54 degrees F). Wells must be drilled to access and utilize this

heat. There are many reasons that geothermal heat pumps are well suited for use in historic buildings. They are very energy efficient, provide heating and cooling, and require no external air compressors like traditional air-to-air heat pumps and air conditioners. Despite higher installation costs, geothermal systems offer long-term operational savings and adaptability that may make them a worthwhile investment in some historic buildings. The main problem in using geothermal heating systems in the historic district is the ability to drill the necessary wells. These wells must be located in rear yards or other locations not visible from the primary street.

### Vegetated “green roofs”



Vegetated “green roofs” help to reduce the heat gain from the roof, thereby cooling the building and its environment. A green roof consists of a thin layer of vegetation planted in approximately 4” of soil over a waterproofing system or in trays installed on top of an existing flat or slightly sloped roof. A green roof can reduce the cooling load of the building and helps cool the surrounding urban environment, filters air, collects and filters storm water, and can provide urban amenities, including vegetable gardens, for building occupants. The impact of increased structural loads, added moisture, and potential for leaks must be considered before installing a green roof. A green roof is compatible on a historic building only if the plantings are not visible above the roof-line as seen from the ground or primary street below.

## 15. MECHANICAL, ELECTRICAL, AND COMMUNICATIONS

Mechanical, electrical, and communications equipment and devices such as ventilation louvers, fans, alarms, cable boxes, utility meters, intercoms, satellite dishes and security cameras should be mounted on secondary facades. Equipment and devices should be mounted in an unobtrusive location or painted to minimize their visual impact.

⊘ *Mounting mechanical, electrical, and communications equipment and devices on a primary façade is not appropriate.*

⊘ *Equipment such as a satellite dishes should not be mounted on sloped roofs visible from the public Right-of-Way on which the building fronts.*



*Inappropriate placement of a satellite dish on front porch*

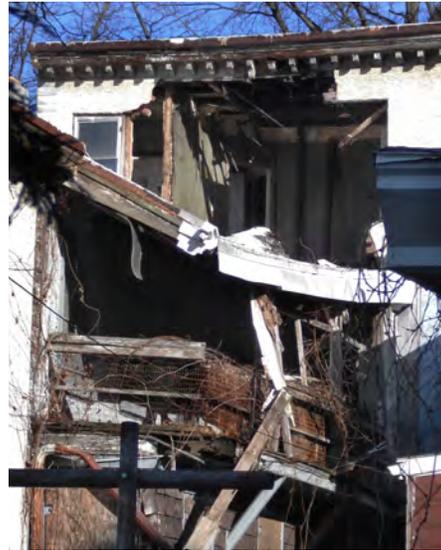
## 16. PARKING LOTS AND LIGHTING

Parking should be located at the rear of historic buildings. Existing parking lots should be appropriately landscaped. Lighting for parking lots should be positioned discreetly. Parking lot illumination should use cut-off light fixtures to concentrate light on the intended area of illumination and keep light from shining unintentionally on neighboring properties. If a parking lot is located on a heavily traveled street, the parking lot lighting should be obscured from view.

⊘ *The demolition of an historic building for use as a parking lot is generally not acceptable.*

## EMERGENCY REPAIRS

Emergency repairs are considered to be repairs that are time sensitive for the continued habitation of a structure or for the health and safety of its occupants and others. If emergency repairs are needed, contact the HARB Secretary. Prior to emergency repairs being performed, work must first be approved through an emergency on-site review by the City Building Inspector, the HARB Secretary, and/or appropriate City Staff requested by the HARB Secretary, Chair of HARB and/or HARB Member(s) designated by the Chair. The conclusion of this meeting will result in a prescribed approach for which the building inspector may issue a building permit without first obtaining a Certificate of Appropriateness for work strictly limited to correcting the emergency conditions. An application for HARB review must still be completed as documentation of the emergency repairs.



*Collapse of historic rear addition*

## DEMOLITION

The demolition of a building or structure in an Allentown Historic District requires a demolition permit and a COA. The Demolition of a historic building is a significant matter. The following criteria has been created to ensure a consistent review of proposed demolition and to prevent the needless demolition of historic buildings and structures. Applications for review of a demolition project must include relevant information regarding the existing structure and a description and details about the future use of the site. The review of applications involving demolition will be evaluated based on the following five criteria:

### 1. CLEAR AND PRESENT DANGER

The City Building Inspector may declare clear and present danger when a building is in a state of collapse or has deteriorated beyond a point of being sound and safe. All cases claiming clear and present danger must be accompanied by official documentation.

### 2. FEASIBILITY OF REHABILITATION

The feasibility of rehabilitation must be investigated as part of an application for demolition. Written documentation must

demonstrate that alternatives to demolition have been evaluated (including but not limited to rehabilitation, sale, adaptive reuse). Both architectural and financial data must be provided to support a conclusion that demolition is the only feasible option. This evidence should show that the property was offered for sale, the price asked, the period of time during which the property was offered for sale, and how the property was advertised for sale. Demolition is not appropriate if there is any economically viable use; this use does not necessarily have to be the highest or best use.

### **3. ARCHITECTURAL SIGNIFICANCE**

A structure's listing in the National Register of Historic Places and a structure's significance to its designated Historic District will be considered during the review process.

### **4. COMPATIBILITY AND RELEVANCE**

Structures intrusive to the historic patterns of materials, scale and compatibility in a historic district will be reviewed accordingly. A structure's location in relation to a primary street, secondary street or alleyway will carry weight in its review. The hierarchy and relationship of primary structures to accessory structures will be considered.

### **5. PROPOSED FUTURE DEVELOPMENT**

Future development must follow the Guidelines for New Construction in Historic Districts. The contribution of the future development to the designated Historic District will be important to the review process.

# GUIDELINES FOR ADDITIONS TO BUILDINGS AND STRUCTURES IN HISTORIC DISTRICTS



1980s frame addition to rear of historic row house

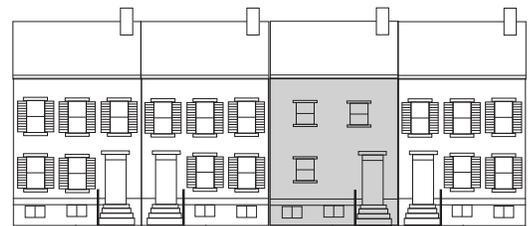


Two additions from different periods to a second empire style building

The design of additions to historic buildings should be carefully considered. Additions should be compatible with the historic building and with the designated historic district. The following categories outline the major points to consider in the design of an addition. The review of additions to buildings requires the submission of scaled architectural drawings.

## Relationships

The relationship of the design for an addition to the existing structure must be considered. Designs that are compatible interpretations of an historic building and traditional in form and detailing are generally appropriate. Compatibility is an appropriate approach for additions to buildings in historic districts, but a distinction between the new and the old should be evident so that it is clear that the addition is not part of the historic building. The pure replication of an historic building is generally not a recommended approach. A contemporary or modern design for an addition may also be an appropriate approach if the massing, size, and relationship between windows and wall areas are compatible with the historic building and other, similar buildings in the designated historic district. Additions should be designed to appear secondary to the primary façade. The secondary appearance of an addition can be achieved through setbacks, massing, width and detailing. The placement and setbacks of an addition should be consistent with the patterns that exist on neighboring properties and on the property's respective street.



NO

*The proportions of the windows are not compatible with the surrounding historic buildings and this design would not be appropriate.*



YES

*Although the details have been simplified, this modern design is appropriate because the rhythm and pattern of the new window openings, the massing, and the size are similar to the existing buildings.*

## Height, Width and Rhythm

The compatibility of height, width and rhythm are important in both historically inspired designs and contemporary designs. The cornice line of additions should be equal to or lower than the cornice line of the primary façade of the existing historical building to ensure the addition remains secondary to the primary facade. The ridge line of an addition should also be equal with or lower than the ridge line of the existing historic building. The frontages of an addition should maintain the rhythm existing along the street of the respective property.



*When several adjoining buildings are similar in size, variation can disrupt the rhythm of the streetscape. The new building's overall height is inappropriate for this streetscape.*

## **ACCESSIBILITY**

The design of an addition provides an opportunity to resolve deficiencies in accessibility that may be present in the historic building. The design of an addition for the sole purpose of satisfying accessibility requirements is not recommended and may be better resolved through less extensive alterations

## **MATERIALS AND FEATURES**

### Exterior Walls

Wall materials should either replicate the existing exterior wall material in type, color and texture or be constructed of a compatible material used for exterior walls in the designated historic district.

### Roofs

The extension of an existing historic building's roof for an addition is appropriate. It is also appropriate to use a historically compatible roof form seen on similar buildings or additions in the designated historic district. The material used for the roof of an addition that is similar to the roof form of the historic building should match or be visually similar to the historic roofing material.

Roof forms differing from the historic building's roof form should use a historically appropriate roofing material that is compatible with the designated historic district. Roof features such as dormers should be of similar size, scale, proportion, placement and detail to historic dormers found in the designated historic district. A skylight on the primary facade of an addition is not appropriate.

### Windows, Doors and Shutters

The materials used for windows and doors should match the materials of windows and doors in the historic structure. The proportions of windows and doors should match or be compatible with the proportions of windows and doors in the historic structure. The replication of a specific type of window sashes and window pane configurations is appropriate. The installation of shutters is generally not appropriate on an addition. If shutters are proposed, shutters should be correctly sized, should be mounted on historically appropriate hardware and should be compatible with the historical precedent of shutters for similar building types in the designated historic district.

### Porches and Stoops

The design of porches and stoops as part of an addition is appropriate on streets and in districts where porches and stoops are common. The design of new porches and stoops should still be compatible with and visually relate to the historic building.

### Mechanical, Electrical and Communications

Mechanical, electrical, and communications equipment and devices such as ventilation louvers, registers, fans, alarms, cable boxes, utility meters, satellite dishes and security cameras should be mounted on secondary facades. Mounting mechanical, electrical, and communications equipment and devices on a primary façade is not appropriate. Equipment and devices should be mounted in an unobtrusive location or painted to minimize their visual impact. Equipment such as a satellite dishes should not be mounted on sloped roofs visible from the public Right of Way.

### Lighting

Lighting fixtures should be simple in style, appropriate in scale and compatible with the character of the addition and the historic building. The installation of floodlights and spotlights on primary facades is not appropriate.



# GUIDELINES FOR NEW CONSTRUCTION IN HISTORIC DISTRICTS

The compatibility of new construction within its designated historic district must be considered. Designs that are inspired by other historic buildings and traditional in form and detailing are appropriate. Compatibility is an appropriate approach for new construction. The replication of historic buildings is not appropriate. The design should not create a false historical appearance. A contemporary design for new construction may be appropriate if the massing, size and scale are compatible with the designated historic district



*New building in historic context*

## **LARGE BUILDINGS**

Designs for the new construction of large buildings should be broken into a series of masses compatible with the adjacent buildings and streetscapes. The use of massing is important in controlling the scale of large buildings in the context of the historic district and allows for appropriate use of architectural features and detailing.

## **PLACEMENT AND SETBACKS**

The placement and setbacks of new construction should be consistent with the patterns that exist in neighboring properties and on the properties' respective street.

## **HEIGHT AND FORM**

The compatibility of height and form are important in both historically inspired designs and contemporary designs. Eave lines and ridge lines of new construction should not exceed heights of buildings on neighboring properties. Secondary structures should not exceed the height or overall size of the primary historic structure.

## ACCESSIBILITY

A proposed design for new construction must satisfy all accessibility requirements in accordance with current building code. Accessibility requirements should be designed as integral components of the building's design. Accessibility components related to changes in floor elevation such as ramps and lifts should be resolved internally within the buildings program and should not be visible on the building's exterior.

## MATERIALS AND APPEARANCE

### Exterior Walls

The size and type of exterior wall materials should be compatible with the existing materials found in the historic district. Historic exterior wall materials such as brick, cut stone and wood siding are appropriate. Historic exterior wall materials should be accompanied by historically appropriate detailing. The use of smooth finish painted fiber cement clapboard siding is appropriate as an alternate to wood siding. Vinyl and aluminum siding are not appropriate on a primary façade.

### Roofing

Historic roof forms found in historic district are appropriate for use on new construction. The use of traditional historic roofing materials such as slate or metal standing seam is appropriate on new construction. Roofing materials that closely resemble natural slate shingles or historic metal standing seam roofing are appropriate as alternates to traditional historic roofing materials. Roof features such as dormers should be appropriate for the design of the new construction and compatible in size, scale, proportion, placement and detail with historic dormers found in the designated historic district. A skylight on a primary facade is not appropriate.

### Windows and Doors

The placement and proportion of windows and doors should relate to placement and proportion of openings on other historic buildings in the designated historic district. Window openings should be vertically proportioned, which means the openings should be taller than they are wide. The installation of shutters is generally not appropriate on new construction. If shutters are proposed, shutters should be correctly sized, should be mounted on historically appropriate hardware and should be compatible with the historical precedent of shutters for similar building types in the designated historic district.

### Porches and Stoops

Including porches and stoops as part of the design for new construction is appropriate on streets and in districts where porches and stoops are common. The design of porches and stoops should be compatible with and visually relate to existing porches and stoops in the designated historic district.

### Mechanical, Electrical and Communications

Mechanical, electrical, and communications equipment and devices such as ventilation louvers, registers, fans, alarms, cable boxes, utility meters, satellite dishes and security cameras should be mounted on secondary facades. Mounting mechanical, electrical, and communications equipment and devices on a primary façade is not appropriate. Equipment and devices should be mounted in an unobtrusive location or painted to minimize their visual impact. Equipment such as a satellite dishes should not be mounted on sloped roofs visible from the public Right of Way.

### Lighting

Lighting fixtures should be simple in style, appropriate in scale and compatible with the character of the addition and the historic building. The installation of floodlights and spotlights on primary facades is not appropriate.



# GLOSSARY OF TERMS

## Accessibility

provisions for compliance with the Americans with Disabilities Act (ADA). Accessibility features often reviewed include, but are not limited to, ramps, elevators, lifts and sizes of openings.

## Awning

a roof like structure installed over windows or doors that provides protection from the elements.

## Bracket

a component that projects from the face of a wall used to support cornices, roofs and other projecting features.

## Bay Window

a window or series of windows forming an alcove in a room and projecting outwards from the wall.

## Caulk

to fill or close seams or crevices of (a door, window, etc.) in order to make watertight, airtight, etc.

## Certificate of Appropriateness (COA)

a certificate issued by the HARB and City Council indicating the review and approval of an application for work proposed in a Historic District.

## Compatibility

a design which is complimentary to or at least not in conflict with the architecture of the historic district.

## Corbel

an architectural bracket or block projecting from a wall and supporting (or appearing to support) a ceiling, beam, or shelf.

## Cornice

any horizontal decorative molding that crowns any building or furniture element.

## Dormer

a structural projection from a sloping roof. Dormers typically incorporate a vertical window or louver and a small gable or shed roof.

## Double-hung Window

a common operable window type comprised of one upper and one lower sash.

## Eave line

the horizontal line created by the projecting overhang at the lower edge of a roof.

## Egress

see *means of egress*

## Façade

view of the front sides or rear of a building representing true dimensions and omitting the use of perspective.

## Glazing

the glass that is used in a window.

## HARB

an acronym for Historic Architectural Review Board.

## Hip Roof

A four-sided roof having sloping ends and sides

## In-kind

the replacement of a building component through matching of the original component's material, size, profile, texture, and color.

### Mansard Roof

a roof having on all sides two slopes, the lower one being steeper than the upper one.

### Massing

the use of multiple masses to create a building's overall volume.

### Means of Egress

an continuous and unobstructed path of travel from an occupied portion of a building or structure to a public way.

### Muntin

a strip of wood or metal separating and holding panes of glass in a window.

### Pane

a flat sheet of glass used as glazing in a window.

### Repointing

the process of repairing or replacing the external portion of mortar joints in masonry construction.

### Portland Cement

a common type of cement used in concrete, mortars and stucco.

### Primary Facade

facade that is visible from a public street and includes the front entrance or significant architectural features. A corner building will have two primary facades.

### Proportion

the visual relationship between building components and their sizes and dimensions.

### Ridge line

the upper most line or peak created by the meeting of two sloped roof planes.

### Right-of-Way

a type of easement that allows for use of property owned by another person as a public

thoroughfare, such as a public street, alleyway or sidewalk .

### Sash

the operable or fixed portion of a window into which panes of glass are set.

### Secondary Facade

facade that is considered the rear of a building and is not visible from a primary or major street.

### Setback

the distance between the property line and the exterior wall of a building. There may be differences in setbacks of existing buildings and setbacks required by the city's Zoning Ordinance

### Shed roof

a roof which has only one sloping plane

### Sill

the horizontal lower member of a window, door or other frame.

### Site plan

a scaled drawing of a property as seen from above. Site plans should show property boundaries, orientation, building locations, paving, walkways and other site features.

### Spalling

the peeling, popping or flaking of masonry materials, such as brick, concrete or natural stone, due to trapped water or moisture.

### Terne

a metal used to coat sheet steel to inhibit corrosion.

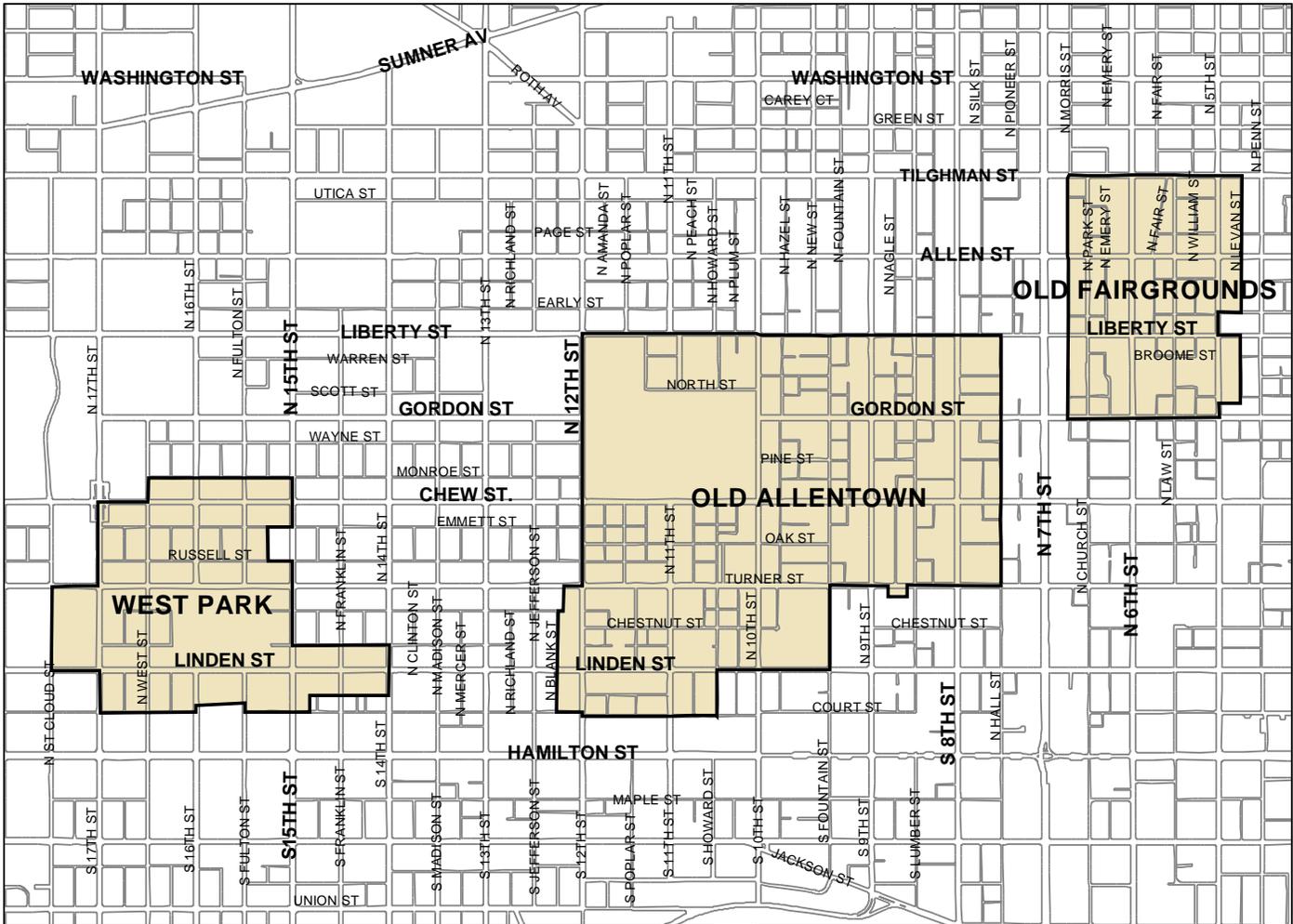
### Transom Window

rectangular or arched panes of glass over a door.

## APPENDICES

- A. City of Allentown Historic Districts Map
- B. Old Allentown Historic District Map
- C. Old Fairgrounds Historic District Map
- D. West Park Historic District Map
- E. Secretary of the Interior's Standards for Rehabilitation
- F. Preservation Briefs
- G. Illustrated Guide to Architectural Vocabulary
- H. Reference Material

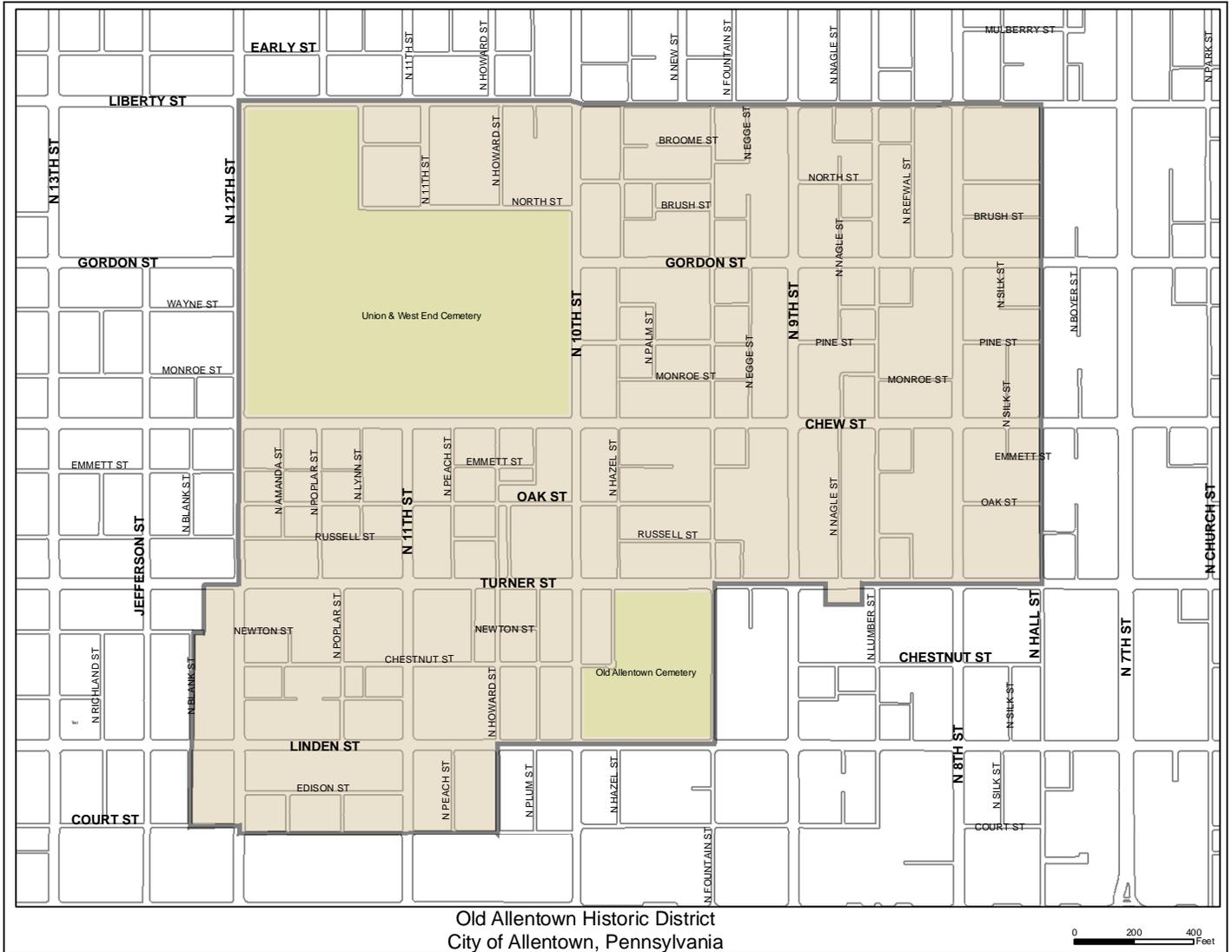
# A. CITY OF ALLENTOWN HISTORIC DISTRICTS MAP



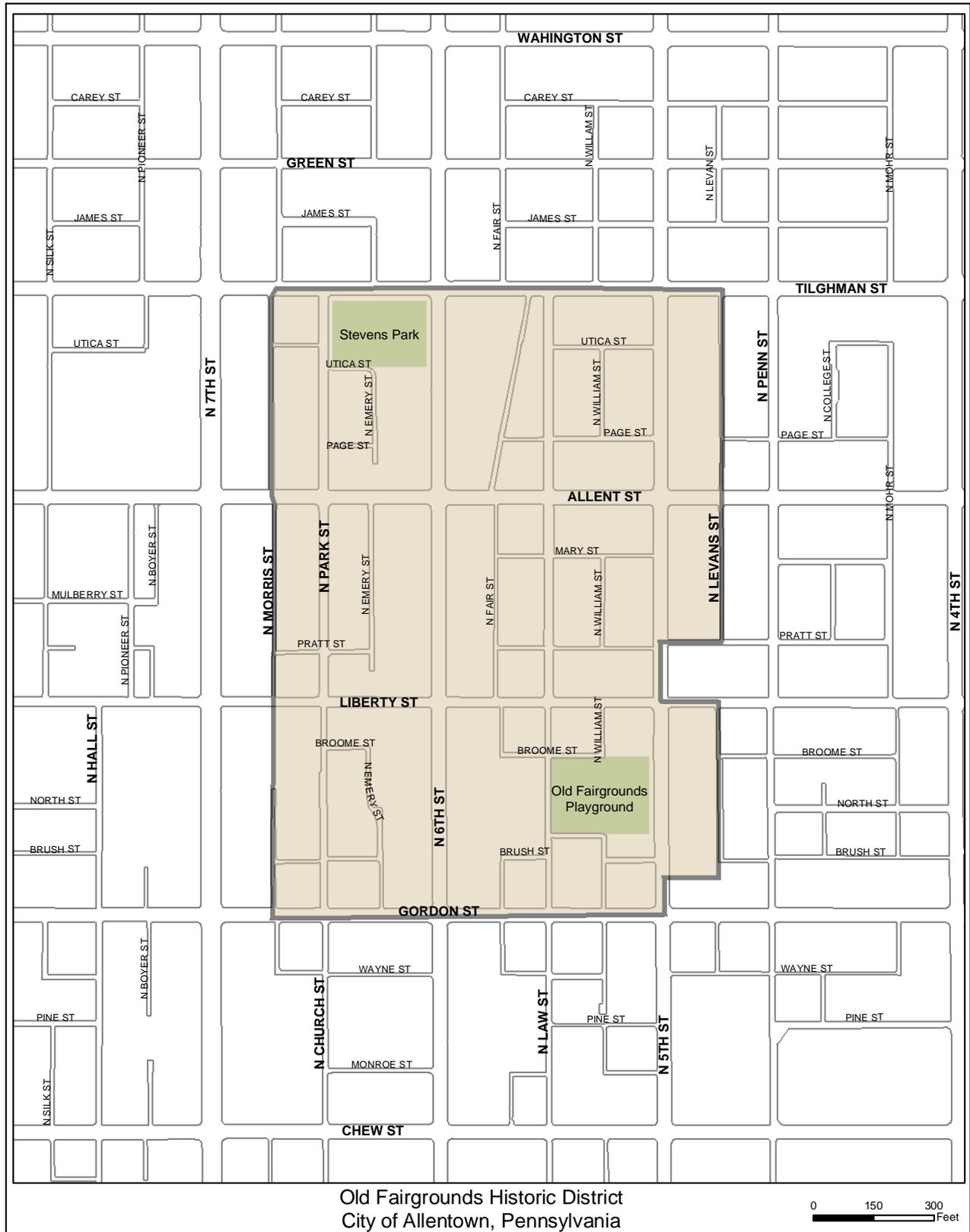

City of Allentown  
Local Historic Districts



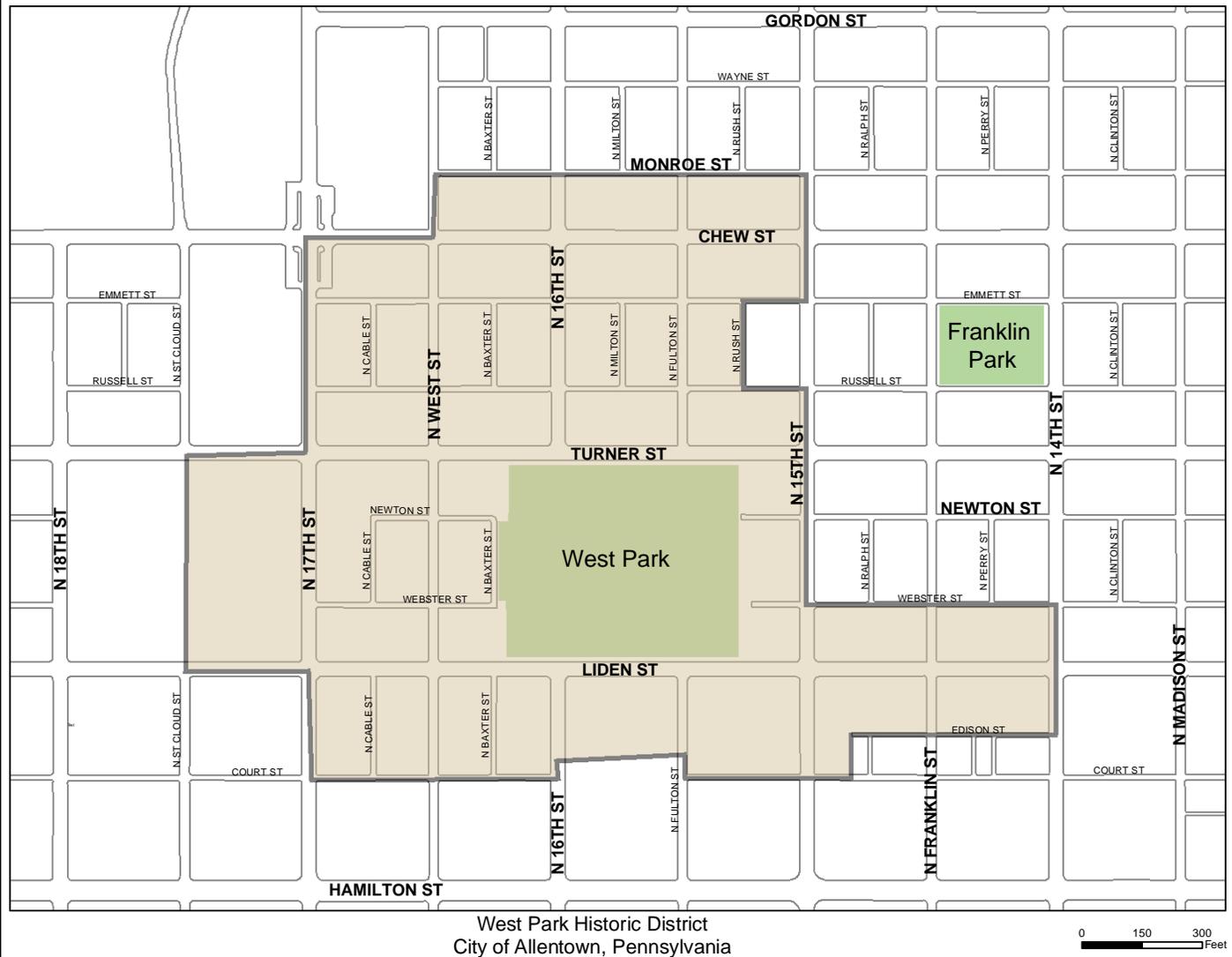
## B. OLD ALLENTOWN HISTORIC DISTRICT MAP



# C. OLD FAIRGROUNDS HISTORIC DISTRICT MAP



# D. WEST PARK HISTORIC DISTRICT MAP



## E. SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

These standards are used by HARB to guide their decisions and it is recommended that property owners consult them when planning work on their buildings.

SIS 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the character defining characteristics of the building and its site and environment.

SIS 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterized a property shall be avoided.

SIS 3. Each property shall be recognized as a physical record of its times, 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.

SIS 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

SIS 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

SIS 6. Deteriorated 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.

SIS 7. Chemical or physical treatments, such as sandblasting, that cause damage to historical materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

SIS 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

SIS 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.

SIS 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.

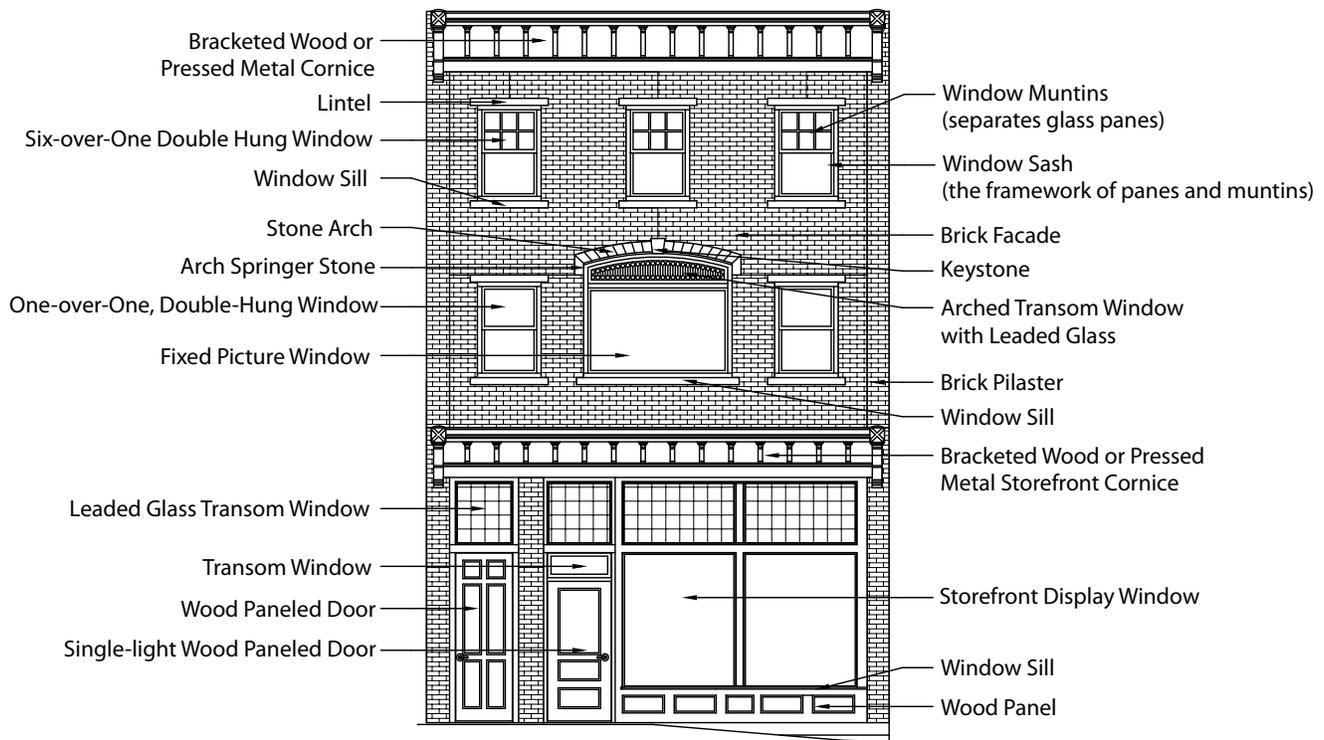
## F. PRESERVATION BRIEFS

The following list of Preservation Briefs have been prepared by the National Parks Service and act as technical guides for the maintenance and preservation of historic buildings. These documents can be accessed online at [www.nps.gov/tps/how-to-preserve/briefs.htm](http://www.nps.gov/tps/how-to-preserve/briefs.htm) These are excellent resources for information about how to renovate your building.

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18. Rehabilitating Interiors in Historic Buildings — Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors

29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings

## G. ILLUSTRATED GUIDE TO ARCHITECTURAL VOCABULARY



GUIDELINES for the PRESERVATION of HISTORIC DISTRICTS

## H. REFERENCE MATERIAL

Devoe Paint Company. *Exterior Decoration: Victorian Colors for the Victorian Home*

MacAlester, Virginia, Lee MacAlester, Lauren Jarrett, and Juan Rodriguez-Arnaiz. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 2002. Print.

Moss, Roger W. *Paint in America: The Colors of Historic Buildings*. Washington, D.C.: Preservation, National Trust for Historic Preservation, 1994. Print.

National Park Service. *Secretary of the Interior's Standards for Rehabilitation*. <[http://www.nps.gov/hps/tps/standguide/rehab/rehab\\_standards.htm](http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm)>

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Pennsylvania. Pennsylvania Historical and Museum Commission. Bureau for Historic Preservation. *Economic Benefits of Historic Preservation Activities in Pennsylvania*. Dec. 2011. Web. 30 Apr. 2012.

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"Preservation Magazine." *Preservationnation.org*. Web. 30 Apr. 2012. <<http://www.preservationnation.org/magazine/>>.

Traditional Building Magazine

Watts, John M. *Fire Safety in Historic Buildings*. Washington, D.C.: National Trust for Historic Preservation, 2008. Print.