

# Hoquiam Downtown Historic District Design Guidelines

BOLA Architecture + Planning  
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## I. Introduction

The City of Hoquiam established the Hoquiam Downtown Historic District in 2013, with the intent of fostering preservation, providing property owners with incentives for preservation and rehabilitation efforts, and cultivating a sense of pride in the unique architectural resources represented by the stock of historic downtown buildings. Despite losses of individual historic buildings and those on the historic blocks south of 8<sup>th</sup> Street, downtown Hoquiam contains a strong collection of historic buildings that speak directly of its early 20<sup>th</sup>-century development. These buildings embody the vision of the people who built Hoquiam, and that of current residents and property owners. The downtown core is a compelling urban center linked closely to the city's historic origins, its topography, waterways, and natural resources.

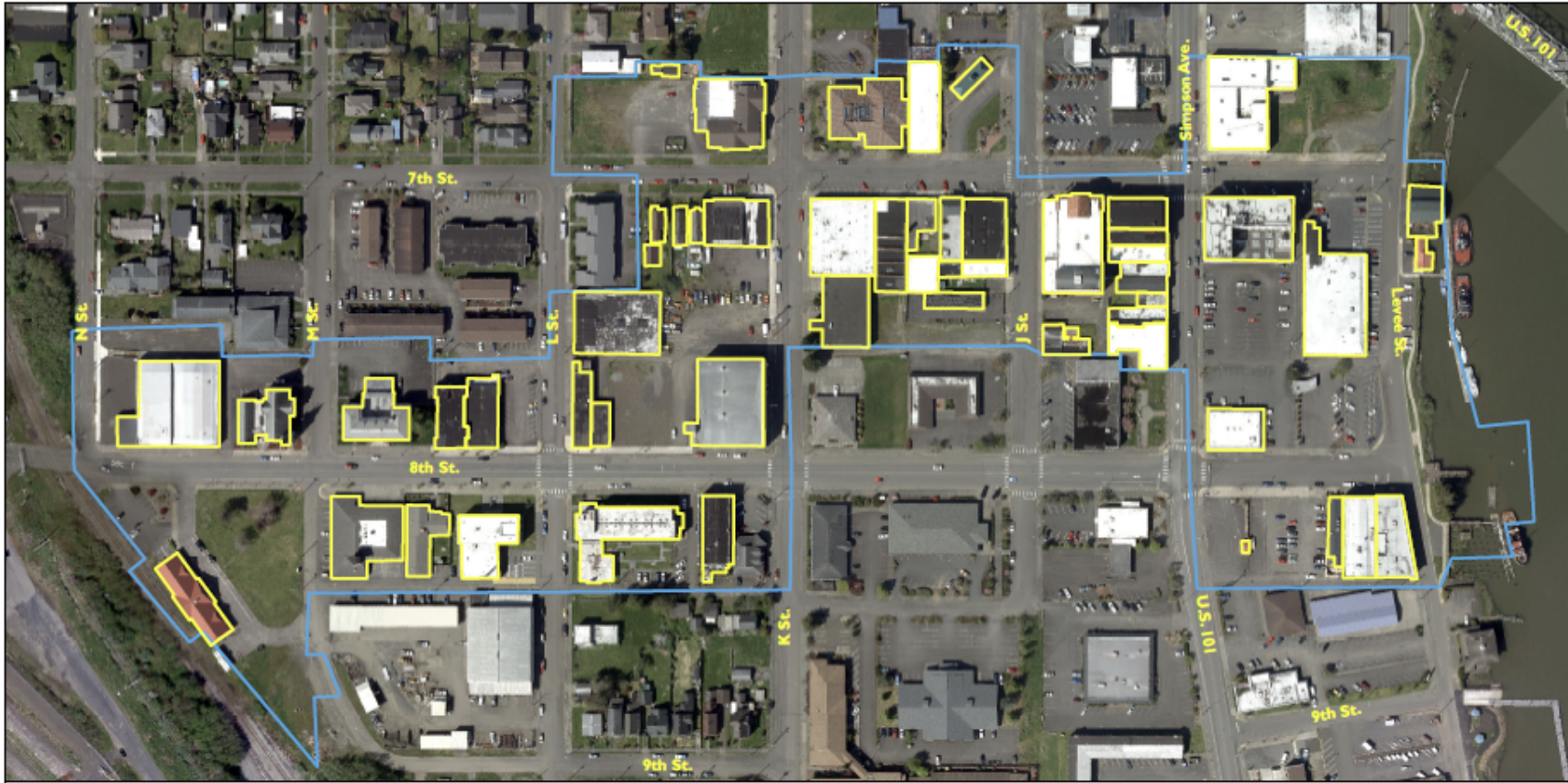
These design guidelines have been financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP) and the City of Hoquiam. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or DAHP.

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### A. Purpose



The purpose of these design guidelines is to preserve and enhance the historic character and architectural heritage of Downtown Hoquiam and therefore the overall community character. These guidelines apply to properties within the Hoquiam Downtown Historic District, which encompasses approximately 12 blocks of the downtown core. (*See District maps, next two pages.*) The intent is to provide guidance both to property owners and to the Hoquiam Historic Preservation Commission (HHPC), as well as to enable a consistent review process for proposed projects. Adherence to the guidelines is critical to ensure that alterations or new construction are compatible with existing and desirable historic elements.

The methods and materials detailed in the guidelines are intended to assist local property and business owners in undertaking compatible rehabilitation or development projects. It is strongly desired by the City and HHPC to make this process approachable and achievable, encouraging investment in the District.



Hoquiam Downtown  
Historic District  
Adopted August 2016

Buildings within Historic District

-  Hoquiam HD Bldgs (54)
-  Historic District



Disclaimer:  
This map is for planning purposes only.  
The Grays Harbor Council of Governments  
makes no representations as to the accuracy  
or fitness of the information for a particular purpose.

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Hoquiam Downtown  
Historic District Boundaries & Parcels  
Adopted August 2016



Lots & Parcels Historic  
District



Historic District



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## B. Applicability

The Design Guidelines will be used by City staff and the HHPC to review the appropriateness of proposed exterior and/or interior alterations, new construction, and demolition. This section is intended to provide guidance for the modifications to existing structures and new construction within the Historic District. It may also be used to guide exterior and/or interior alterations of designated commercial properties that are not within the boundaries of the Historic District.

## C. Design Review Process

Design review has been incorporated into the City's process in considering changes to a historic structure within the Downtown Historic District, in order to ensure consistent review of proposed projects.

1. The review process begins when an owner (or an owner's representative) proposes any of the following within the Downtown Historic District: change of use, exterior or interior work on a building, demolition of a building, or new construction on a property.
2. A completed Certificate of Appropriateness (COA) application must be prepared and submitted to the Planning and Building Department at least three weeks prior to a HHPC meeting, in order to be placed on the agenda for review by the Commission at that meeting.
3. The HHPC will review each proposal in terms of the basic principles and for conformance with the stated regulations. The review process shall be as described in Hoquiam Municipal Code 10.06.060.

## II. Requirements and Guidelines

These Design Review Guidelines are based on principles set forth in the Secretary of the Interior's *Standards for Rehabilitation*, which are widely accepted as the rehabilitation principles when considering and implementing changes to historically significant properties. They are also the standards referenced in the COA application, and codified in 36 CFR 67. <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

### A. Basic Principles

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

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

#### **B. Guidelines for Rehabilitating Historic Buildings**

The Secretary of the Interior's Guidelines are intended to assist in applying the Standards during the project planning phase, by providing general design and technical recommendations and discussing particular materials. These Guidelines are explained in detail on the National Park Service's Technical Preservation Services website: <https://www.nps.gov/tps/standards/applying-rehabilitation.htm> and illustrated Guidelines are here: <https://www.nps.gov/tps/standards/rehabilitation/rehab/guide.htm>.

#### **C. Character-Defining Features of the Downtown Historic District**

Contributing properties in the Downtown Historic District embody the architectural character of Hoquiam's late 19<sup>th</sup>- and early 20<sup>th</sup>-century commercial downtown, and tend to follow traditional design styles and use building materials typical of the period. Many of the building

designs utilize historical revival styles that range from Tudor Revival to Renaissance Revival, Neo Classic to Prairie, along with vernacular buildings designed by their builders, following traditional construction methods, plans and details, and using commonly available materials.

The District is primarily comprised of commercial structures, such as banks and retail stores, though it also includes institutional and publicly-owned buildings. These commercial buildings promoted retail function with large expanses of glazing, providing transparency and a particular pedestrian experience. Maintaining this first-floor character is a critical component of a lively downtown.

Notably, many of the historic building structures in Hoquiam are concrete, rather than wood-framed, or are composite structures that utilize heavy timber and concrete frames, with masonry brick or terra cotta cladding on primary facades. Concrete, a fireproof material, was used for construction of permanent and durable buildings.

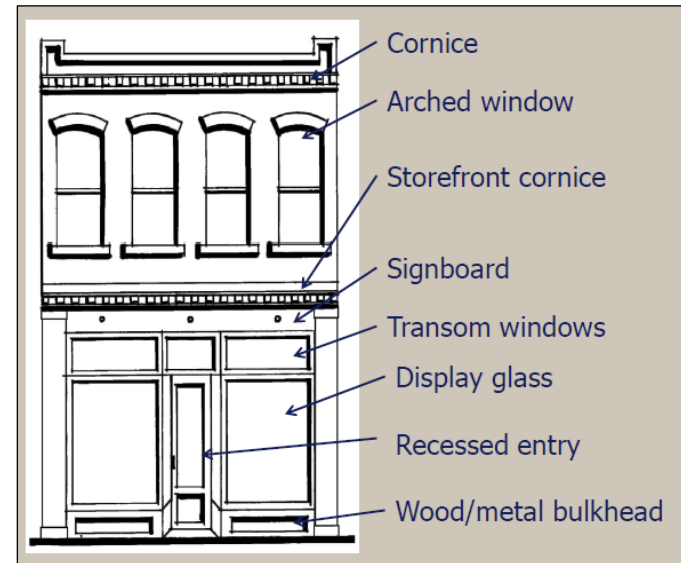
While a variation in parcel size, building size, scale, and massing is apparent, the District is characterized by a limited number of commercial architectural styles, common façade materials, distinct façade elements, consistent property setbacks, and variable lot widths. This creates both a consistency and diversity that forms the unique character of Hoquiam's Downtown Historic District.

The character-defining features of the existing buildings within the District are those historic visual elements that give the space its particular "feel." Things such as overall building shape, materials, craftsmanship, and decorative details are the features that provide the particular character of each building.

Listing them here provides a context within which to evaluate changes or additions to structures within the District. While each building has distinctive elements, the common historic features are the character-defining features of the commercial area as a whole. (Note: A number of singular buildings, e.g. the Library, Elks Lodge, 7<sup>th</sup> Street Theatre, etc. within the District do not fit within the following stylistic characterization. Alterations or additions to these properties shall be considered in accordance with the Secretary of the Interior's *Standards for Rehabilitation*, listed above.)

1. Full public frontage coverage (meaning the buildings generally occupy the full area of the street frontages with no setbacks from the property line. This results in the following:
  - a) Continuous row of storefronts, located immediately adjacent to the edge of sidewalk.
  - b) Blank side walls between parcels, characterized by no fenestration, openings, or decorative features.
  - c) Corner buildings also cover the full lot and in some cases one of the two street-facing façades is secondary, with limited fenestration and detailing, in contrast to the front façade.
  
2. Predominantly one- and two-story buildings with variable lot dimensions. District commercial buildings exhibit the following characteristics:
  - a) Variable building heights which range from approximately 18' for the single story structures to 36' for the two-story structures (including parapet).

- b) Storefront dimensions which vary.
  - c) Buildings with rectangular plans with relatively flat façades and sidewalls. Some have angled or recessed entries (see below).
  - d) Upper levels are clearly distinguishable from the lower, street level floors in their differing use of opaque and glazed materials. Opaque, solid materials dominate at the upper floors; conversely the lower floors are composed predominantly of transparent glazing.
3. Windows
- a) Where extant at upper floors, windows are placed symmetrically in the façade.
  - b) Windows are typically rectangular, with a vertical orientation. Some high style buildings also feature large, arched openings with arched windows (e.g. the Veterans Building and the Emerson).
  - c) Doors are often paneled, with sidelights.
4. Materials. The commercial buildings are made up of concrete, brick and stone masonry, stone veneer, painted wood trim, limited wood siding, glazed storefronts, and a wide variety of awning shapes and materials.
- a) Brick and concrete: These were the original major façade materials.
    - (1) Brick masonry, sometimes with decorative patterning. Brick palette consists of a range of reds and browns.
    - (2) Cast-in-place concrete, typically with simple pilasters and sometimes slightly recessed panels.
  - b) Wood cladding
    - (1) Wood buildings that characterized Hoquiam's early downtown are no longer extant.
    - (2) Wood cladding is limited to areas below the storefront glazing (known as the *bulkhead*) and sheathing at some upper façade areas. (Generally, the use of the residential-scale wood sheathing or siding on the upper sections of the building facades is not historically appropriate.)
  - c) Glazed storefronts, often with transom band
    - (1) Original storefront systems typically used wood, aluminum, or steel as the supporting elements, with wood or brick bulkheads below the storefront frames.
    - (2) The plate glass storefronts are undivided or may have one narrow muntin to divide a wider storefront, and generally extended nearly the full width of the façade.
    - (3) A glazed transom band runs above the width of the storefront assembly and consists of a series of divided lights. These windows provide additional light to the interior, and are sometimes operable to provide natural ventilation.
    - (4) Individual storefronts are divided into distinct, usually symmetrical or balanced bays.



*Storefront elements (NPS, Technical Preservation Services)*

5. Recessed entries
  - a) Main entry doors are typically recessed from the plane of the storefront. The recess accommodates the outward swing of doors, provides shelter at the entry, and lends an articulation at the pedestrian level.
6. Parapets
  - a) A parapet gives the feeling of extra building height, particularly at the primary façade. Most parapets on the District's commercial buildings are simple, either straight across or with just one or two steps in the center of the façade.
7. Articulated cornice and/or flush brick patterning
  - a) Cornices were typically of wood or sheet metal, shaped to provide a visual "cap" to the building.

#### **D. Building Regulations for Rehabilitation and New Construction**

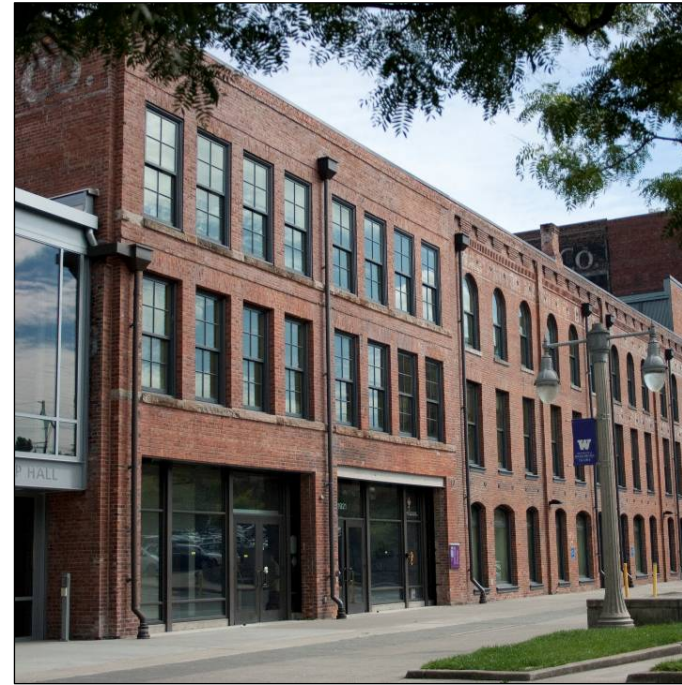
These regulations take into account the existing historic fabric and changes to the façades and buildings over time. They should be used as the basis of design for proposed changes to existing façades and in the design of new construction within the District. They acknowledge that buildings have individual unique characteristics and existing conditions as related to construction, ownership, maintenance, and use which need to be taken into consideration when making proposals for change, preservation, or rehabilitation. In cases where repair is infeasible, high quality synthetic or composite materials may be acceptable if they replicate traditional, historical materials.

Suggested façade treatments, which draw on the traditional features of the area's commercial buildings, include the following:

1. Rehabilitation
  - a) Exterior Materials and Cladding
    - (1) Unpainted masonry shall remain unpainted.
    - (2) Where non-original siding has been installed over original cladding, owners are encouraged to remove the siding and restore original material.
    - (3) Removal of existing materials that obscure original architectural features is strongly encouraged, unless the non-original features are greater than 50 years old and have become significant in their own right.
  - b) Storefronts
    - (1) Transom bands should be re-exposed where covered, and restored to glass, where possible.
    - (2) Original bulkhead materials should be retained, maintained, or uncovered where possible.
    - (3) Storefront divisions or design elements should be symmetrical and balanced. The proportions of original storefront divisions should be retained.



- (4) Contemporary storefront modifications that utilize traditional elements and proportions, or simplified interpretations of missing elements, may be used if the original is missing. New designs should be compatible with the desirable historic features of the subject building and adjacent buildings, and retain the transparent character of the façade. *(See figure at right.)*
- c) Doors and Windows
    - (1) Original materials, placement, arrangement, and function of doors and windows should be preserved where possible.
    - (2) Closing or filling in original openings should be avoided; and restoration of original openings is encouraged through removal of infill cladding. *(See figure at bottom right showing partial infill of original window openings.)*
    - (3) Interior storm windows are encouraged to improve energy efficiency while retaining original windows.
    - (4) Maintain recessed entries.
    - (5) If original materials are missing or beyond repair, replacement elements should match originals as closely as possible.
  - d) Awnings
    - (1) Removal of existing, inappropriate awnings is encouraged. (See Paragraph E.2 below for appropriate awnings.)
    - (2) Awning installations shall not damage or obscure significant existing building features.
    - (3) Awning design should include consideration of the overall composition of the individual building façades and in context with the adjacent buildings.
    - (4) All awnings on a single building must be of the same type, material, color, and size. (i.e., when a single building houses more than one business, the businesses must coordinate awnings.)



*Example of compatible new storefront in historic building (not in Hoquiam)*



*Example showing partial infill of original window openings at second story*

2. New Construction

- a) New buildings shall be compatible with or complement the desirable surrounding architectural character.
- b) New construction should utilize traditional character-defining features and materials, in a contemporary and/or simplified fashion. *(See figure below.)*



*Example of compatible new construction in a historic district (not in Hoquiam)*

- c) Building footprints shall be rectangular and shall fill the entire streetfront at the first two levels, with the front façade located at the front edge of the property line. Recessed or notched façades are not permitted, with the exception that appropriately scaled recessed entries may be permitted. To maintain the character of downtown in general, flood-proofing techniques allowed by FEMA are encouraged. (See FEMA's Floodplain Management Bulletin on Historic Structures, [http://www.fema.gov/media-library-data/20130726-1628-20490-7857/tb\\_p\\_467\\_2\\_historic\\_structures\\_05\\_08\\_web.pdf](http://www.fema.gov/media-library-data/20130726-1628-20490-7857/tb_p_467_2_historic_structures_05_08_web.pdf))
- d) Building heights shall be consistent with those in the District and compatible with adjacent buildings. Variation in building height is encouraged.
- e) Storefront divisions shall be compatible in scale and proportion with the building's width and height, and compatible with other buildings in the District.
- f) Sidewalls between parcels may be blank, and without fenestration or added detailing.

- g) Sidewalls, or secondary facades, when abutting a public way should not be devoid of openings or fenestration, and should include elements and divisions that are compatible with the primary façade.
- h) Buildings wider than those traditionally constructed on the block shall include variation in wall plane, articulation and spaced structural bays to provide a scale that is compatible with the original building widths.
- i) Primary entrances shall be oriented toward the street.
- j) Roof forms shall follow traditional patterns of the District, which on commercial buildings are predominantly flat with a parapet and/or cornice.
- k) Equipment mounted to rooftops should be screened from view using elements integrated into the building's architectural features, without the need for special screening elements.

### E. Building Materials and Elements

Exterior façade elements are the key components that give a building its style and visual character. Elements include cladding, trim and moldings; storefront systems and windows, doors and transoms; supplementary items such as signage and awnings; and color selection.

- 1. Storefront Materials - High quality materials, consistent with historic materials in the District
  - a) Metal or wood storefront system with plate glass; with proportions, heights, and profiles appropriate to prevailing existing storefronts.
  - b) If a new storefront is required, it should be designed to fit inside the original framed opening.
  - c) False divided lights or "snap in" muntins/mullions are not permitted. *(See figure at right.)*
  - d) Transom glazing may be clear, beveled, leaded, etched, or prism glass.
  - e) Contemporary flush doors or residential-style doors are not appropriate.
  - f) New bulkheads shall be constructed of a material appropriate to the storefront and building on which it is installed. Wood panels and brick veneer were the most common original bulkhead materials within the District. New bulkheads should be compatible with the building and the District.
  - g) Wall or window air conditioners are not permitted on the front façade of a building.



*False divided lights or "snap in" muntin/mullions, which are not permitted in the District (Source: oldhouseguy.com)*



2. Awnings may be installed to provide pedestrian weather protection, signage, and visual character. *(See figures below and next page for historic views showing awnings and marquees.)*
  - a) Traditional shed awnings with free hanging valance or flat awnings are appropriate awning shapes. Retractable or operable awnings are encouraged. *(See figure next page for awning shapes; see figures p. 14 for appropriate awning examples in Everett.)*
  - b) Bubble type, quarter-round, dome, box-like shapes, shingled-canopy types, and other contemporary commercial designs are not historically appropriate and are not permitted. *(See figure p. 14 for inappropriate awning example.)*
  - c) Awnings shall not conceal significant architectural features and should be mounted within the building elements that frame the storefront, typically directly below or above the transom.
  - d) Awnings shall fit each storefront or window opening.
  - e) Installation of awnings shall not damage the structure. Clamps and fasteners used to attach awning frames should penetrate mortar joints rather than brick or other masonry surfaces. Care should be taken when attaching new backboards or rollers, not to damage transoms or other building elements.
  - f) Material for shed awnings should be canvas, canvas blends, acrylic that resembles canvas, or similar. Vinyl or other shiny, high-gloss material is not appropriate.



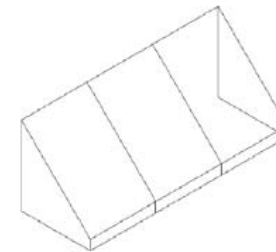
*View north on I Street (Simpson Avenue) in 1925, showing early awnings  
(Polson Museum)*



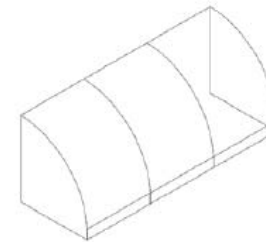
*Historic view of Loomis Drugstore at 8<sup>th</sup> and K Streets, with flat  
marquee (Polson Museum)*



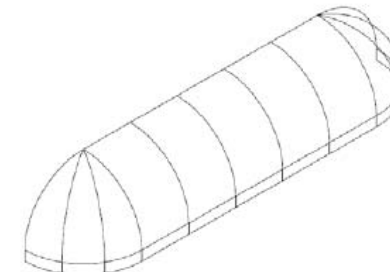
*Historic view of the Emerson at 7<sup>th</sup> and Simpson Streets, with marquee (Polson Museum)*



Traditional shed – appropriate



Convex – inappropriate



Convex with bullnose / dome – inappropriate

*Awning shapes*





*Examples of appropriate awnings in Everett's Hewitt Avenue Historic District*



*Example of an inappropriate awning, due to domel/convex shape and expanse of the single awning across multiple openings (not in Hoquiam)*

3. Color
  - a) Neon or ultra bright colors are strongly discouraged.
  - b) When choosing colors, consider compatibility with original finishes as well as with neighboring buildings.
4. Transparency, Signage, Building Lighting, and Street Furnishings (See also HMC 10.05.130 Signs)
  - a) Storefront display window glazing should be transparent to promote visibility into businesses.
  - b) Business displays shall be designed to allow views into the building interiors, and to avoid a sense of clutter and disorder.
  - c) Signage shall be compatible and in balance with the architectural style and visual character of the building on which it is located.
  - d) Consideration of projecting blade signage or flush-mounted signage that is integrated with the overall building façade composition is strongly encouraged. Use of historic sign bands and locations are also strongly encouraged.
  - e) Street furnishings and building lighting shall be simple, should not convey a false sense of history, and should be limited to a maximum of two designs.
  - f) Business signage is permitted on the front valance of an awning but not on valance returns.
  - g) Internal illumination of awnings to backlight awning signage shall not be permitted.

#### **F. Streetscape and Site Design**

1. Streetscape elements such as benches and streetlights should be compatible with the Historic District as approved by the HPC.

#### **G. Demolition**

1. Demolition of historic properties is strongly discouraged. (For demolition review process, see HMC 10.06.060.)

### **III. Resources and References**

#### **A. Washington State Department of Archaeology and Historic Preservation (DAHP)**

1. <http://www.dahp.wa.gov/>
2. The State website provides information, documents, maps, photographs and tools regarding historic sites, local government programs, regulations, tax incentives and other useful data.

## B. National Park Service (NPS)

1. The Secretary of the Interior' *Standards for the Treatment of Historic Properties*, and associated guidelines, provide guidance for the treatment of historic resources.
  - a) <https://www.nps.gov/tps/standards.htm>
2. Preservation Briefs are a series of publications to assist property owners, preservation professionals, and others in preserving, rehabilitating, and restoring historic buildings. They are available online.
  - a) <https://www.nps.gov/tps/how-to-preserve/briefs.htm>
  - b) Select, relevant individual briefs are listed below:
    - 01: Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
    - 02: Repointing Mortar Joints in Historic Masonry Buildings
    - 03: Improving Energy Efficiency in Historic Buildings
    - 06: Dangers of Abrasive Cleaning to Historic Buildings
    - 09: The Repair of Historic Wooden Windows
    - 10: Exterior Paint Problems on Historic Woodwork
    - 11: Rehabilitating Historic Storefronts
    - 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
    - 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
    - 32: Making Historic Properties Accessible
    - 33: The Preservation and Repair of Historic Stained and Leaded Glass
    - 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
    - 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
    - 42: The Maintenance, Repair and Replacement of Historic Cast Stone
    - 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
    - 47: Maintaining the Exterior of Small and Medium Size Historic Buildings

**C. National Alliance of Preservation Commissions (NAPC)**

1. <https://napcommissions.org/>
2. NAPC provides technical support and information, including education and training programs, to help local preservation commissions accomplish their preservation objectives.

**D. Special Valuation for Historic Properties**

1. A preservation incentive established at the state level and administered at the local level, related to property taxes. During a ten-year special valuation period, the assessed value of a historic property excludes qualified rehabilitation costs approved by a local review board. The work must have been conducted within 24 months prior to application, and qualified expenses must be equal in cost to at least 25% of the assessed value of the structure prior to rehabilitation.
2. For further information, see DAHP's website: <http://www.dahp.wa.gov/special-tax-valuation>
3. See HMC 10.06.070 Review and monitoring of properties for special property tax valuation.