

# CREOLE COTTAGE

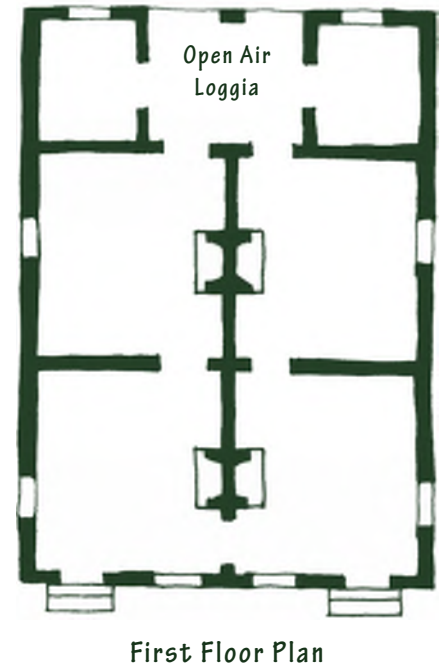
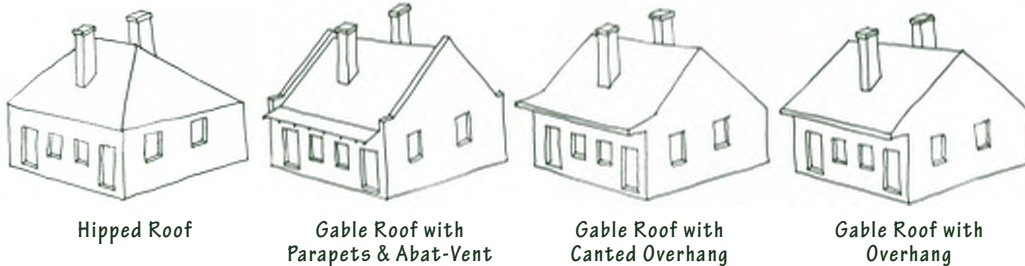
This series of handouts has been created to facilitate expedited permitting of applications within the Vieux Carre historic district. Please consult with VCC staff for permit applications and additional information. Full guidelines at [www.nola.gov/vcc/design-guidelines](http://www.nola.gov/vcc/design-guidelines)



All of the Creole cottages pictured have a side gable roof with dormers. The cottage in the foreground has a stucco finish, while brick-between-post construction is visible at the neighboring house.



This four-bay Creole cottage has wood weatherboard siding, a side gable roof with an abat-vent, a central brick chimney with a "V" cap and two gabled, dormer windows.



A typical Creole cottage façade is symmetrical with four openings, usually four sets of French doors or two sets of French doors and two double-hung or casement windows, all shuttered. The front façade is sheltered from the weather by an overhang (*abat-vent*) or roof overhang that directs rain away from the front façade. Earlier examples of Creole cottages are constructed of brick-between-posts or masonry, with smooth plaster or wood weatherboard sheathing. Later examples of Creole cottages are often of wood-frame construction with wood weatherboard siding.

**All applicants must obtain a Vieux Carré Commission (VCC) permit as well as all other necessary City permits prior to proceeding with any work.** Reviewing and becoming familiar with these *Guidelines* during the early stages of a project can assist in moving a project quickly through the permit approval process, saving an applicant both time and money. Staff review of all details is required to ensure proposed work is appropriate to a specific property.

*Guidelines* addressing additional historic property topics are available at the VCC office and on its website at [www.nola.gov/vcc](http://www.nola.gov/vcc). For more information, to clarify whether a proposed project requires VCC review, or to obtain a property rating of significance or a permit application, contact the VCC at (504) 658-1420.



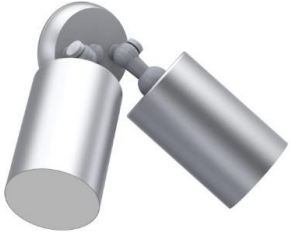
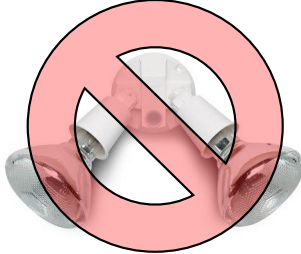
The first step in using these *Guidelines* is to understand a property's color rating. The rating corresponds to the historical and/or architectural significance and then determines what type of change will be permitted and the review process required for each property under the jurisdiction of the VCC.

**Review boxes provided throughout the *Guidelines* indicate the lowest level of review required for the specified work. Staff can forward any application to the Architectural Committee (AC) and/or the Commission for further consideration.**



# Guidelines for Lighting & Security Cameras

According to the Vieux Carré Design Guidelines, outdoor lighting is an important factor for the sense of safety, security and the well-being it provides residents, workers and visitors after dark. The type and placement of lighting play an important role in maintaining the authentic historic character of a building and its surrounding area. When modifying or installing lighting, consideration should be given to lighting levels needed to convey a sense of security, the residential or commercial use of the building and/or block, and the *tout ensemble* of the Vieux Carré. Outdoor lighting is most effective when it has a consistent, even intensity on the surfaces where it is needed such as along a sidewalk or walkway.

	<p>Classic, decorative light fixtures require Architectural Committee review &amp; approval.</p>
	<p>Modern, cylinder light fixtures and wall sconce light fixtures can be reviewed and approved at staff level.</p> <p>These fixtures must be painted to blend with the attached surface.</p> <p>Recessed light fixtures are an option as well, but on a case by case basis.</p>
 <p>Dual-headed, cylinder or can light fixtures are potentially approvable, but on a case by case basis.</p> <p>Motion sensing fixtures will require Architectural Committee review &amp; approval.</p>	 <p>Unshielded and/or cone shaped flood lights are <u>not permitted</u>.</p> <p>String lights are <u>not permitted</u>.</p>

## Lamps (bulbs)

In order to ensure a uniform appearance, all lamps (bulbs) used to illuminate a surface should be from the same manufacturer and have the same level of brightness. A lamp should have a Color Rendering Index (CRI) of 80, or greater, and a color temperature of 3000K (see design guidelines for more information).

Lamps for decorative fixtures should be incandescent if the lamp will be exposed to view. Flame shaped lamps are recommended. Lamps that mimic an active, moving flame are NOT ALLOWED. A LED lamp would be appropriate if the lamp is not directly visible. These fixtures should have lamps that are less bright, generally limited to 40 watts (incandescent) or 12 watts (LED).

LED lights are recommended for ambient and security lighting and should be attached to timers or photocells so that they automatically illuminate at dusk and remain switched on until dawn. LED lights have an extended life-span and are very energy efficient. As a result, they require less frequent replacement minimizing cost. Compact fluorescent bulbs are permitted if they are concealed from view.

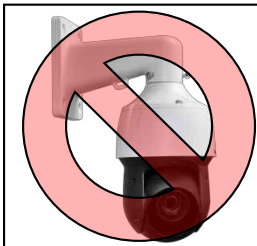
**Colored lights and light bulbs are NOT ALLOWED.**

# Security Cameras in the Vieux Carré

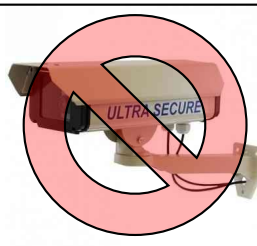
The VCC strives to provide property owners with the most effective and attractive methods for proper installation of security cameras, streamlining the VCC’s permit process. Cameras serve a wide variety of security functions and, if selected and properly located, will intrude minimally upon the historic streetscape and building fabric. For use in identifying and prosecuting an offender, it is best to select a camera with good image resolution and depth of vision field.

Please refer to the “VCC Security Camera Recommendations” list provided.

	<p><b>Bullet Style Security Camera</b></p> <p>Security Cameras in Vieux Carré Entertainment District (VCE) Zoned Areas: Small, cylindrical bullet-style cameras</p> <ul style="list-style-type: none"> <li>• 4” max. diameter; 10” max. length</li> </ul> <p>Security Cameras in Zoning Areas Other than VCE: Small, cylindrical bullet-style cameras</p> <ul style="list-style-type: none"> <li>• 3” max. diameter; 8” max. length</li> </ul>
	<p><b>Dome Style Security Camera</b></p> <p>Security Cameras in Vieux Carré Entertainment District (VCE) Zoned Areas: Small, hemispherical dome style cameras</p> <ul style="list-style-type: none"> <li>• 8” max. diameter; 8” max. height</li> </ul> <p>Security Cameras in Zoning Areas Other than VCE: Small, hemispherical dome style cameras</p> <ul style="list-style-type: none"> <li>• 6” max. diameter; 6” max. height</li> </ul>



“Arm-mounted” cameras are not permitted



“Shoe Box” cameras are not permitted

## Security Camera Installation

Location should be set high enough so as not to be a pedestrian hazard and so that it cannot be readily vandalized, but also low enough to capture the facial features of a potential suspect who might be wearing a hat or clothing to conceal their identity.

## Recommended Locations

Underside of projecting overhang (balcony, gallery, porch ceiling, roof eave, etc.)

- No farther from wall than ½ depth of the projection
- Should not interfere with any architectural details

Buildings without projecting overhangs, or where overhangs are too high

- Dome style cameras: mounted on exterior wall minimum 8’-6” above sidewalk
- Bullet-style cameras: mounted on exterior wall minimum of 9’-0” above sidewalk; maximum 18” below bottom of overhang

# Guidelines for Roofing

The VCC considers the existing roofing material and the property's color rating when evaluating the appropriateness of an alternate material. When reviewing a synthetic slate roof material, for example, the VCC compares its initial appearance and strength as well as how it weathers over time. Caution is recommended when considering substitute materials because they might not have the promised longevity.


The following sloped or pitched roofing materials are permissible in the Vieux Carré with VCC approval:

- Slate - Traditional
- Slate - Contemporary
- Clay tile
- Cement, slate-type or clay tile-type tiles
- Non-cement, synthetic slate-type or clay tile-type shingles
- Standing seam copper
- Standing seam painted metal (site-formed, not pre-manufactured)

Metal Roof Review	
Replace in-kind with metal roof of same material, color and design as existing	<b>1 2 3</b> Staff
Install corrugated metal roofing on a former warehouse or secondary building such as a service building, small garage, small structure or shed	<b>1</b> Architectural Committee <b>2 3</b> Staff
Replace copper roof with another material; Install standing seam metal roof where it did not exist historically	<b>1 2</b> Commission <b>3</b> Architectural Committee
Install 5-V crimp, rib panel or r-panel metal roofing where it did not exist historically; Remove historic metal roof and install other roof material	<b>1 2 3</b> Commission

**ABAT-VENT**

An abat-vent is a roof extension, almost flat, supported by metal or wood outriggers cantilevered from the façade at the roof line. They protect a building wall and window and door openings from the elements and provide shelter for pedestrians along the sidewalk.



Roof Ventilation System & Flashing Review	
Install small roof vent no more than 4-inches in diameter; Replace a Chinese cap in-kind; Install flashing	<b>1 2 3</b> Staff
Install any other roof vent	<b>1 2 3</b> Architectural Committee

Slate Roof Review	
Replace with traditional slate of same quality, color and size as existing; Remove any non-tile roofing and install slate roof	<b>1 2 3</b> Staff
Install slate that is not traditional or of same quality, color and size as existing	<b>1</b> Commission <b>2 3</b> Architectural Committee
Remove slate roof and install other roofing material	<b>1 2 3</b> Commission

Terra Cotta & Concrete Tile Roof Review	
Replace with traditional tile of same quality, color and size as existing	<b>1 2 3</b> Staff
Install tile that is not traditional or of same quality, color and size as existing	<b>1</b> Commission <b>2 3</b> Architectural Committee
Remove tile roof and install other roofing material	<b>1 2 3</b> Commission

Asbestos Roof Review	
Remove asbestos roof and install other roof material	<b>1 2 3</b> Staff

**ASBESTOS SAFETY**

Great care should be taken when working with or removing an asbestos product. All asbestos related work should be undertaken by a licensed contractor. (Refer to *Safety Precautions, Guidelines for Exterior Maintenance*, page 03-16.) The property owner is responsible for ensuring that all asbestos removal and disposal is handled in accordance with applicable regulations and procedures.

Dormer Review	
Reconstruct previously existing dormer - Must provide photographic evidence of previous dormer and scaled drawings	<b>1 2 3</b> Staff
Install new dormer - Must provide scaled drawings	<b>1 2</b> Commission <b>3</b> Architectural Committee

Chimney Review	
Reconstruct historically appropriate chimney	<b>1 2 3</b> Staff
Remove or construct chimney	<b>1 2</b> Commission <b>3</b> Architectural Committee

# Guidelines for Exterior Woodwork

## Wood Repair & Replacement Review

**Dimensioned drawings of a proposed wood trim and/or ornament, including all details, must be submitted and approved by the VCC prior to any installation**

**Maintain, replace or install appropriate exterior wood siding, shingles, trim and/or ornament in-kind to match existing in all aspects**

**1 2 3** Staff

**Replace exterior wood siding, shingles, trim and/or ornament with wood that does not match existing in all aspects**

**1 2** Architectural Committee  
**3** Staff

**Replace or encapsulate exterior wood siding, shingles, trim and/or ornament with other material**

**1** Commission  
**2 3** Architectural Committee

## KEEP IN MIND...

- Use of stock moldings, trim and ornament is rarely appropriate for an historic building – They generally do not replicate historic profiles or detailing
- Repair, maintenance and painting of woodwork can be potentially dangerous (Refer to *Safety Precautions, Guidelines for Exterior Maintenance*, page 03-16)
- Select wood species and grade most appropriate for a task – Utilize quality materials for the longest life span
- Prime the back, sides and cut ends of all wood elements prior to installation to minimize damage from rot (Refer to *Repainting, Guidelines for Exterior Painting*, page 09-2)
- Install caulk appropriate to the installation (Refer to *Weather Stripping & Caulk, Guidelines for Windows & Doors*, page 07-17)
- Verify contractor will obtain required approvals and permits and is experienced in meeting VCC requirements
- Select a reputable installer who is likely to remain in business and respond if there is a future problem
- Hold final payment, such as 25%-30% of project cost, until all work has been completed properly

## WOODWORK MAINTENANCE GUIDE

### THE VCC RECOMMENDS:

- **Conducting semi-annual inspections** of all exterior wood elements to verify condition and determine maintenance needs. Look for signs of deterioration, including peeling paint that might indicate a moisture problem. Look for veins of dirt on exterior walls that might indicate termites or evidence of other pests such as carpenter ants. (Refer to *Wood Rot*, page 05-5 and *Termites*, page 05-8.) Clean exterior surfaces annually in warm weather with a garden hose, household detergent and a natural bristle brush. **Avoid using a power washer that can force water into a wall cavity through crevices, damage decorative details and/or accentuate the grain of the wood.**

### THE VCC REQUIRES:

- **Maintaining and repainting** exterior woodwork on a regular basis. A high quality paint job can last 5 to 8 years. Address any moisture or deterioration problem prior to painting. Scrape and hand sand where possible to avoid removing or damaging a decorative detail. **Rotary sanding is not permitted.** Apply high quality and compatible oil-based primer and paint to a clean and dry surface. (Refer to *Repainting, Guidelines for Exterior Painting*, page 09-2.)
- **Repairing a smaller area of deterioration** by reinforcing or patching. A small crack or gouge can be repaired with an exterior wood filler, glue or epoxy. A loose element can be refastened with careful nailing or drilling.

- **Replacing**, selectively, a deteriorated element when it is beyond repair. A replacement wood component should be the same size, shape, design and profile as the historic wood element. It might be helpful to take a sample of the historic wood to the lumber yard or millwork shop to ensure the best match. Sanding wood filler between the seams of the new and old wood prior to painting will help provide a smooth finish.
- **Replacing** exterior wood if necessary when deterioration of exterior woodwork is severe and extensive. Decorative woodwork should be retained whenever possible because it is a character defining element. A replacement wood element must have the same appearance as the historic woodwork including size, profile and visual characteristics. Replacement siding material should be installed in the original pattern, matching the exposure and alignment relative to historic building elements such as a door and/or window frame. Select an appropriate replacement wood species for use and location. Salvaged wood trim can be used as replacement material if it matches the size, shape, configuration, proportions and profile of the historic component where it will be installed. (Refer to *Salvaged Woodwork*, page 05-4.)

### THE VCC DOES NOT ALLOW:

- Removing or encapsulating siding, trim, a decorative feature or a trim element such as a bracket, spindle, cornice, column, post or railing

# Guidelines for Masonry & Stucco

## MASONRY & STUCCO GUIDE

### THE VCC REQUIRES:

- Replacing masonry that matches the historic masonry in type, color, texture, size, shape, bonding pattern and compressive strength
- Installing repointing mortar and/or new stucco of the same hardness or softer than the original mortar or stucco and always softer than the original masonry – Typically of high-lime content with very limited or no Portland cement – Mortar and stucco analysis by a professional laboratory is required for a Purple or Blue rated property
- Using mortar and stucco that matches the appearance, color, texture, pattern, joint size and tooling of the historic mortar and/or stucco
- Installing replacement masonry into existing masonry, continuing the adjacent pattern without an odd size

### THE VCC RECOMMENDS:

- Removing algae, moss, vines and other vegetation from a masonry and/or stucco wall carefully and removing shrubs from the building perimeter – A wall needs sunlight to dry and roots gather water at their foundation and can displace masonry
- Completing masonry and/or stucco work in fair weather
- Installing pointing mortar in a single layer no more than 3/8-inch deep
- Removing abandoned hardware, electrical devices, wiring, conduit and piping from all exterior walls

### THE VCC DOES NOT RECOMMEND:

- Using a power tool to remove existing mortar from a joint because its use can damage historic masonry
- Using a modern chemical additive in mortar or stucco

### THE VCC DOES **NOT** ALLOW:

- Widening or extending an existing mortar joint or overlapping new mortar over the masonry surface
- Removing or covering a historic masonry surface or detail
- Removing historic stucco from a masonry surface or from brick-between-post construction exposing the soft, underlying brick to the elements
- Installing stucco over brick, stone or a wood-framed building that was not intended to be stuccoed, except when covering previously damaged masonry
- Installing modern brick to patch historic masonry, even if it is “antiqued”, because modern brick is generally much harder and does not match the historic masonry
- Using pre-mixed mortar or stucco without VCC approval
- Installing a visually obtrusive electrical device, wiring, conduit, piping or hardware at an exterior wall

## Masonry & Stucco Review

**Install or replace masonry in-kind to match the hardness, size, color, pattern, texture and porosity with matching mortar and joints**

**1 2 3** Staff

**Install inappropriate masonry**

**1 2** Commission

**3** Architectural Committee

**Replace mortar to match the historic in hardness, appearance, color, texture, tooling and mortar joint size**

**1 2 3** Staff

**Install inappropriate mortar**

**1 2** Commission

**3** Architectural Committee

**Install or repair with appropriate 3-coat traditional stucco of same hardness, appearance, color and texture for the substrate and style**

**1 2 3** Staff

**Install other stucco including an EIFS system**

**1 2** Commission

**3** Architectural Committee

**Clean masonry with a material or device other than a garden hose; Paint, repaint previously painted masonry or stucco, remove paint from masonry**

**1 2 3** Staff

**Apply a coating or paint to a previously unpainted brick or stone**

**1 2** Commission

**3** Architectural Committee

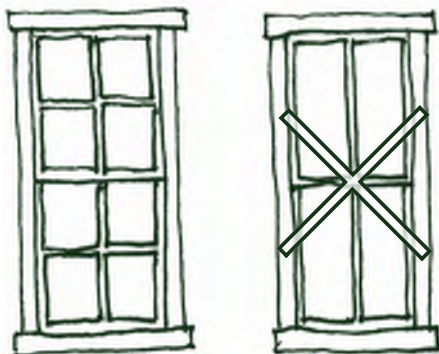
### KEEP IN MIND...

- The repair, maintenance, installation and/or cleaning of masonry and stucco should be left to a professional
- All masons are not necessarily experienced in all materials – Choose a contractor with demonstrated experience in completing similar historic masonry work, check references to understand how well their work has held up and verify material and labor warranties
- Verify mason is experienced in meeting VCC requirements and will obtain required approvals and permits
- Hold final payment, such as 25%-30% of the project cost, until all work has been properly completed

# Guidelines for Windows & Doors



6/6 (six-lights over six-lights)  
Double-hung Window – Creole, Greek Revival



**Configuration:** The replacement window should have a 4/4 light configuration to match the historic window

## WOOD WINDOW REPAIR GUIDE

### THE VCC REQUIRES:

- Comprehensive photographic documentation of the deterioration of an existing window sufficient to guide repair efforts
- Retaining, maintaining and repairing the original window

### THE VCC RECOMMENDS:

- Replacing a contemporary, inappropriate window with a historically appropriate window

### THE VCC DOES **NOT** ALLOW:

- Removing a historic window sash without detailed documentation of deterioration and dimensioned millwork or shop drawings of a proposed window and the existing window to be replaced, including all profiles
- Removing or encapsulating historic wood trim

## WINDOW REPLACEMENT GUIDE

The VCC will only consider the use of an aluminum or aluminum clad wood window for an Orange and Brown rated building or new construction. For all other rated buildings and their additions, new windows must be compatible with the appropriate window for the historic building style and period of construction in material, type, configuration, proportions and profiles. **The VCC does not permit the installation of a vinyl window.** Each replacement window must have exterior, profiled muntins and, if double-glazed, a black spacer bar between the panes of glass.

### THE VCC REQUIRES:

- Matching the original size, shape, configuration, type, operation, materials, muntin pattern, dimensions, profiles and detailing with a salvaged or new replacement window
- Installing clear glass at all openings unless replacing historic colored, beveled or frosted glass in-kind
- Retaining historic design elements and trim, especially a rare or unique example

### THE VCC RECOMMENDS:

- Installing a replacement window in a less visible area
- Installing a quality wood replacement window
- Reusing serviceable trim, hardware and components or using appropriate salvaged materials

### THE VCC DOES **NOT** ALLOW:

- Replacing a window component or unit if repair and maintenance will improve its performance and preserve a historic element
- Decreasing a window's size or changing its shape with infill to allow for installation of stock unit size
- Installing an inappropriate window type, such as a casement in a former double-hung window location, creating a false sense of history
- Increasing a window size or altering the shape to allow for a picture or bay window, or a garage or carriage door

## Window Repair & Replacement Review

***Dimensioned millwork or shop drawings of a proposed window including all details and finish information must be submitted and approved by the VCC prior to any installation***

**Repair or replace a historic window exactly in-kind**

**1 2 3** Staff

**Replace an existing window with a historically appropriate window that does not match the existing in all aspects**

**1 2** Architectural Committee  
**3** Staff

**Install another window type, configuration or style; Modify or install a new non-historic window opening**

**1 2** Commission  
**3** Architectural Committee

## KEEP IN MIND...

- A stock window is rarely appropriate for a historic building – They generally use stock moldings that do not replicate historic profiles and detailing
- Carefully review various grades of windows offered by manufacturers
- Utilize quality materials throughout the installation process for the greatest life span
- Verify that contractors are experienced in meeting VCC requirements and will obtain required approvals and permits
- Determine pricing, availability and installation cost for replacement glazing
- Install weather stripping and caulk appropriate to the installation (Refer to page 07-17)
- Understand the limits of the warranties for all components and associated labor for replacement
- Select a reputable manufacturer and an installer who are likely to remain in business and respond if there is a future problem

# DOORS

## HISTORIC DOOR GUIDE

### THE VCC REQUIRES:

- Retaining a serviceable original wood door, transom and sidelights unless irreversibly deteriorated
- Retaining serviceable trim and hardware unless irreversibly deteriorated or non-operational
- If the original door does not survive, replacing it with a new or salvaged door that matches the original door
- If original door style is unknown, replacing the door with one that is appropriate to the building's period and style
- Installing a wood door that fits fully within the historic door opening without infill panels

### THE VCC DOES **NOT** ALLOW:

- Installing an inappropriate door type, i.e. a single door in a former double-door location, increasing a door size or altering the shape to allow for a larger entrance unless it is the only alternative to meet accessibility requirements
- Replacing a door or component if repair and maintenance will improve performance or preserve a historic element
- Decreasing a door size or shape with infill or increasing a door opening to allow for installation of a stock door size
- Removing or encapsulating historic wood trim
- Increasing a door size or altering the shape to allow for a garage or carriage door

## NEW OR REPLACEMENT DOOR GUIDE

### IF A NEW OR REPLACEMENT DOOR IS WARRANTED, THE VCC REQUIRES:

- Mounting the new door at the interior thickness of the wall swinging inward unless an outward swing is required by the building code
- Understanding the limits of the warranties for all components and associated labor for replacement
- Selecting a reputable manufacturer and installer who are likely to remain in business and respond if there is a future problem
- Installing a quality wood door that is appropriate to the building
- Matching the original materials, type, size, shape, configuration, muntin pattern, dimensions, profiles and detailing
- Selecting a true divided light, single-glazed door with matching muntin profiles and dimensions as appropriate when allowed by Code
- Retaining and reusing serviceable trim, hardware and components or using salvaged materials
- Installing clear glass at a glazed opening unless replacing historic colored, beveled or frosted glass in-kind



Creole

### Door Repair & Replacement Review

*Dimensioned millwork or shop drawings of a proposed door, including all details and finish information, must be submitted and approved by the VCC prior to any installation*

Repair or replace a historic door exactly in-kind

**1 2 3** Staff

Replace an existing door with a historically appropriate door that does not match the existing in all aspects

**1 2** Architectural Committee

**3** Staff

Install another door type, configuration or style; Modify or install new non-historic door opening

**1 2** Commission

**3** Architectural Committee

### KEEP IN MIND...

- A stock door is rarely appropriate for a historic building – They generally do not fit the size and proportions of a historic opening and use inappropriate stock moldings
- Doors in the Vieux Carré generally open inward, hung on the inner wall surface, allowing the thickness of the wall surface to be expressed at the exterior
- Patio doors, often referred to as French doors by contemporary door manufacturers, are either paired or sliding doors with a single or multiple panes of glass and no panels, and are not appropriate in the Vieux Carré
- Use quality materials throughout the installation process for the greatest life span
- Verify contractors are experienced in meeting VCC requirements and will obtain required approvals and permits
- Install weather stripping and caulk appropriate to the installation (Refer to page 07-17)
- Understand the limits of the warranties for all components and associated labor for replacement
- Select a reputable manufacturer and installer who are likely to remain in business and respond to problems



# Modern Door/Entry Hardware in the Vieux Carré

Hardware (hinges, hooks, locks, etc.) forms an important part of the character of a historic opening. The selection of specific hardware types should carefully be related to the type of window, door or shutter that the hardware is intended to serve. Until the mid-19th century, hardware was made by hand and very simple in design. These simple designs included the strap hinges found on early doors and shutters. In the mid-19th century, the design of hardware became more detailed and elaborate, typically selected to complement the specific style of a building. A simple building would have simple hardware and a more high-style design would have a more elaborate design. As a result, the VCC encourages careful consideration of the design and finish of replacement hardware and matching it with a historic sample as closely as possible.

	<p><b>Historic hardware takes precedence over modern hardware.</b></p> <p><b>The VCC <u>does not</u> approve the removal of functioning, historic hardware to accommodate contemporary, modern updates.</b></p> <p><b>Modern hardware proposals should be discreet as to not disrupt the historic fabric of the buildings.</b></p> <p><b>An approved VCC permit is required for all door/entry hardware installation.</b></p> <p><b>Architectural Committee review and approval is required for all door, window, entry hardware changes.</b></p> <p><b>Approval is done on a case by case basis.</b></p>
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	<p><b>Electronic door, entry hardware with handles and discreet, hidden keypad, fingerprint sensor are potentially approvable but in limited, specific cases.</b></p>
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	<p><b>Electronic door hardware with visible keypads and/or attached handles, knobs are <u>not permitted</u>.</b></p>
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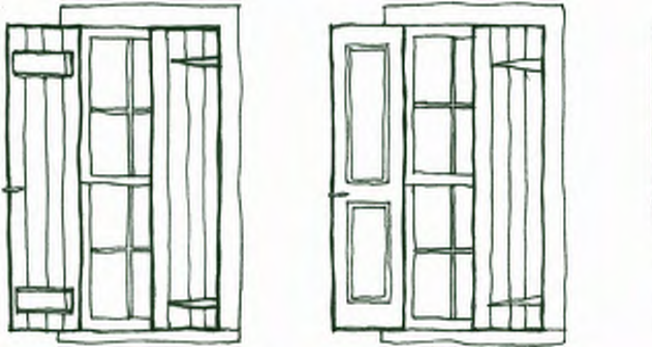
**Historic hardware takes precedence over modern hardware. An approved VCC permit is required for all door/entry hardware installation. Architectural Committee review is required for all door, window, entry hardware changes. Approval is done on a case by case basis.**

**Please provide the following along with your permit application, "Renovation (Non-Structural)" (<https://onestopapp.nola.gov>):**

- Manufacturer specification sheet which includes photo, drawing, size, finish, etc.
- Drawings or annotated photo of proposed location for the hardware, mounting brackets and all exposed wiring & conduits.
  - Wiring and conduits should be discreet and concealed.
  - Staff will assist with appropriate locations.
  - Info should be included on existing adjacent architectural elements.

**DO NOT buy any materials or do any work on the property until the permit has been approved by the VCC and signed by the applicant.**

# SHUTTERS



a. Batten Shutter    b. Vertical Board / Rail & Stile Shutter



The screwed-in shutters are inoperable and all shutters should be the correct size



Z-shutters are not appropriate in the Vieux Carré

## HARDWARE



Originally, strap hinges were handmade of wrought iron. On a historic building, strap hinges should be simple in design, approximately two-thirds the width of the shutter, without decorative detailing. Strap hinges should be painted to match the shutter, with the mounting pintel painted to match the frame.

### French Colonial (18th century)

- Batten shutters, including vertical board rail and stile shutters

### Creole (early-19th century)

- Batten shutters, including vertical board rail and stile shutters
- Louvered shutters, especially fixed louvered on upper stories

Shutter Review	
Install or replace an operable wood shutter, sized to opening and appropriate to building style with stylistically compatible hardware	
<b>1 2 3</b>	Staff
Install shutters where none exist; Install an inappropriate shutter or shutter hardware	
<b>1 2</b>	Architectural Committee
<b>3</b>	Staff

## SHUTTER TYPES

All of the identified shutter types can have different construction methods and configurations. In many instances, the interior of the shutters, the side facing the inside of the building when closed, will have a different appearance than the outside face of the shutter. **It is important to note that not all shutter types are appropriate for all buildings.**

**a. Batten Shutters:** The vertical boards are approximately 4- to 5-1/2 inches wide, fastened with horizontal boards (battens) at the inside face. The outside face of the vertical boards are usually grooved at the edges. The shutters are hung on wrought iron strap hinges, about two-thirds shutter width. They are generally appropriate for pre-1840 buildings, Creole cottages and the ground floor of commercial buildings with residential (and louvered shutters) above.

**b. Vertical Board/Rail and Stile Shutters:** The outside face of the vertical boards looks like batten shutters with grooves at the edges. The inside face has a paneled appearance with stiles and rails with molded trim detailing. The interior paneled area can be flat, recessed or the diagonal boards flush with stiles and rails. The shutters are hung on wrought iron strap hinges, about two-thirds shutter width. These shutters are generally appropriate for pre-1840 buildings, Creole cottages and at the ground floor of commercial buildings with residential (and louvered shutters) above.

## SHUTTER GUIDE

### THE VCC REQUIRES:

- Installing shutters that are operable with the ability to open and, when closed, fill the entire door or window recess
- Installing period appropriate shutter hardware

### THE VCC RECOMMENDS:

- Retaining, maintaining and repairing a historic wood shutter
- Retaining and reusing historic shutter hardware

### THE VCC DOES NOT ALLOW:

- Cutting an existing shutter into separate upper and lower sections unless the shutter is over 12-feet in height
- Modifying a shutter to include the attachment of a screen or plastic panel
- Cutting an opening in a shutter for mechanical or ventilation equipment (with the exception of a modest mail slot opening)
- Installing louvers in a shutter where they did not exist historically
- Installing a shutter that does not replicate the dimensions and proportions of historic wood shutter
- Installing a fixed, Bermuda or roll-down hurricane shutter (Refer to *Storm Protection*, page 07-16)
- Installing shutters in a location where they would not have existed historically

# Guidelines for Balconies, Galleries & Porches

## Balcony, Gallery, Porch, Overhang & Stoop Review

*Dimensioned drawings of all proposed components, including millwork or shop drawings of all details, must be submitted and approved by the VCC prior to any installation or modification*

Maintain, replace or install appropriate wood element or ornamental metal in-kind to match existing

**1 2 3** Staff

Remove, install or replace exterior wood trim or ornament with non-wood material; Replace ornamental metal with non-metal material

**1** Commission

**2 3** Architectural Committee

Install inappropriate component or material; Construct a new porch, gallery, balcony or overhang; Enclose a balcony, gallery or porch

**1 2** Commission

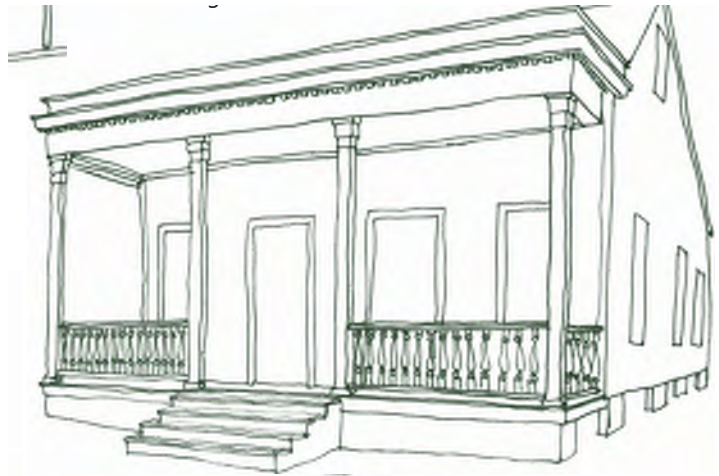
**3** Architectural Committee

Install an appropriate upper level ceiling fan or awning

**1 2 3** Staff

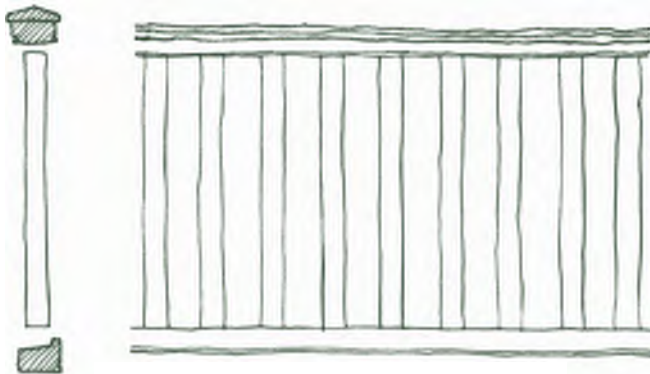
Install an inappropriate upper level ceiling fan or awning

**1 2 3** Architectural Committee



## STOOPS & STEPS

Steps that lead directly to an entrance without a landing or porch are known as a stoop. A stoop can be wood, stone, brick or concrete, with wood being prevalent for wood houses. Openings are recommended at the base of a stoop and/or steps, particularly wood, to allow for storm water drainage and ventilation. (Refer to examples below.)



Square Post Balustrade

## RETAINING HISTORIC STOOPS & STEPS

Where a double residential building is converted to a single family home or when the main entrance is located on the side elevation, the VCC requires that the stoop or stairs be retained at each historic door entrance even if no longer in use.

## MAINTENANCE OF BALCONIES, GALLERIES, PORCHES & OVERHANGS

Due to the important role that balconies, galleries, porches and roof overhangs play in the perception of a historic building and streetscape, original materials and details should be preserved. Because they shield walls below from the elements, areas covered by a balcony, gallery, porch or roof overhang, such as a window, door and wall surface, tend to require less maintenance. However, because a horizontal surface such as a step, railing and/or roof are exposed to the weather they might require additional maintenance. **One of the best ways to preserve wood features is regular painting.** If a component is deteriorating, repair or replacement in a historically appropriate manner is recommended.

As a porch tends to be constructed over a crawl space and might have wood elements that are in contact with the ground, it is highly susceptible to termite damage. (Refer to *Termites, Guidelines for Exterior Woodwork*, page 05-8.)

Similar to wood elements, ornamental metals also require regular maintenance. **Both wrought iron and cast iron are highly prone to rusting.** When an iron element rusts, there are two significant issues. The first relates to its dimensions, primarily thickness, which can increase approximately ten times its original size. When embedded in a building material, rust expansion results in cracking of adjacent building materials. The second issue relates to the loss of structural integrity of the rusted metal component itself. One of the best ways to protect an ornamental metal is to regularly remove surface rust and repaint using a rust inhibitive paint. (Refer to *Ornamental Metals*, page 08-8 for additional information.)

For additional maintenance information regarding a specific component of a balcony, gallery, porch or overhang, such as roofing, refer to the applicable *Guidelines* section.

# Guidelines for Exterior Painting

## GUIDE TO COLOR SELECTION

### c. 1820-1840

<b>Building</b>	<ul style="list-style-type: none"> <li>Whites</li> <li>Earth tones (ochres, terra cottas)</li> <li>Bricks often painted brick color with penciled joints</li> </ul>
<b>Shutters</b>	<ul style="list-style-type: none"> <li>Paris green (oxidized copper color)</li> <li>Medium range greens</li> <li>Blue-green</li> <li>Gray, gray-violet, gray-brown ranges</li> </ul>
<b>Trim &amp; Cornice</b>	<ul style="list-style-type: none"> <li>Whites</li> <li>Off-whites (grays and creams)</li> </ul>
<b>French Doors</b>	<ul style="list-style-type: none"> <li>Grays/creams</li> <li>Oak-colored wood grained</li> </ul>
<b>Foundation &amp; Chimney</b>	<ul style="list-style-type: none"> <li>Same color, or darker, than the building, in earth tones</li> </ul>
<b>Ironwork</b>	<ul style="list-style-type: none"> <li>Black or coated with beeswax</li> </ul>

Building colors tended to be white or earth colors. Architectural features were restrained and the colors reflected this restraint. Trim tended to be lightest (whites/grays/creams) architectural elements. More intricate elements are emphasized with alternating colors.

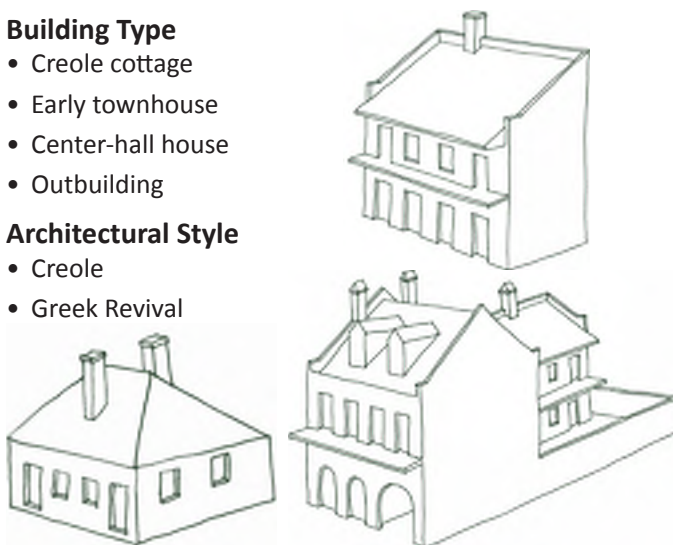
#### Compatibility Guide

##### Building Type

- Creole cottage
- Early townhouse
- Center-hall house
- Outbuilding

##### Architectural Style

- Creole
- Greek Revival



### c. 1840-1870

<b>Building</b>	<ul style="list-style-type: none"> <li>Deep reds, mauves, browns</li> <li>Grays, puce, masonry and stone-like colors - simulated marble and granite</li> </ul>
<b>Shutters</b>	<ul style="list-style-type: none"> <li>Paris green (oxidized copper color)</li> <li>Medium range greens, blue-green</li> <li>Gray, gray-violet, gray-brown ranges</li> </ul>
<b>Trim &amp; Cornices</b>	<ul style="list-style-type: none"> <li>Whites</li> <li>Off-whites (creams)</li> <li>Grays</li> </ul>
<b>Doors</b>	<ul style="list-style-type: none"> <li>Trim color</li> <li>Oak- or mahogany-colored wood grained, possibly with contrasting graining at panels</li> </ul>
<b>Foundation &amp; Chimney</b>	<ul style="list-style-type: none"> <li>Same color, or darker, than building</li> <li>Stone colors</li> </ul>
<b>Downspout</b>	<ul style="list-style-type: none"> <li>Greens</li> <li>Building color</li> </ul>
<b>Ironwork</b>	<ul style="list-style-type: none"> <li>Greens</li> <li>Black</li> <li>Browns</li> </ul>

Compared to the c. 1820-1840 period, the colors were broader and deeper and color provided more delineation of details. Ironwork and trim had their own range of colors, allowing more expression of individual tastes. This expression took the form of scoring stucco, delineation of panels in doors and imitation of fine stone.

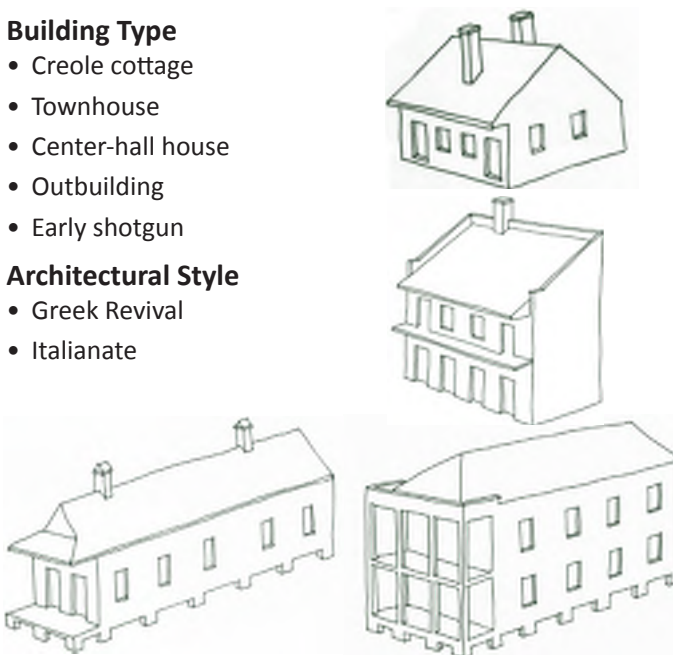
#### Compatibility Guide

##### Building Type

- Creole cottage
- Townhouse
- Center-hall house
- Outbuilding
- Early shotgun

##### Architectural Style

- Greek Revival
- Italianate





Testing various paint colors on a building provides a better sense of the final appearance than reviewing paint chips.

Exterior Painting Review	
Remove paint from exterior wood, stucco, masonry or metal; Apply paint to wood, stucco, previously painted masonry, metal or any exterior surface	
<b>1 2 3</b>	Staff
Apply coating or paint to previously unpainted brick or stone	
<b>1 2</b>	Commission
<b>3</b>	Architectural Committee

## EXTERIOR PAINTING GUIDE

### THE VCC REQUIRES:

- Following all City, State and EPA requirements for safe paint surface disturbance, preparation and removal
- Submitting paint and/or finish color samples to the VCC for review

### THE VCC RECOMMENDS:

- Preparing exterior woodwork by hand-washing with a mild detergent and a natural bristle brush, hand-scraping and hand-sanding
- Consulting with the paint manufacturer to determine the best type of paint for a specific application – Pertinent issues include the material being painted, location, existing paint or coating and existing chemical treatments, including termite prevention
- Following all manufacturers’ instructions for preparation, cleaning, application and safety – Verify weather conditions are compatible with the paint label guidelines
- Using oil-based paint instead of latex-based paint for exterior woodwork unless conditions make it unfavorable
- Investing in higher quality paint – It generally costs more initially, but can last significantly longer, saving money long-term
- Painting downspouts, security devices, light fixtures, conduit, wiring, etc., to match attachment surface
- Waiting 6 to 12 months prior to applying paint to new pressure-treated wood for better adhesion

### THE VCC DOES NOT RECOMMEND:

- Applying semitransparent stain and/or varnish on exterior woodwork
- Applying opaque stain on a building element
- Applying latex or oil-based paint on masonry or stucco (Refer to *Masonry & Stucco Painting, Guidelines for Masonry & Stucco*, page 06-11)

- Using a rotary tool – Can leave circular marks and wires can tear into surface
- Using a heat gun or heat plate – Can ignite paint or underlying surface if left in one location too long
- Applying chemical paint remover – Can raise grain of some woods, and be expensive and potentially volatile; Runoff is potentially hazardous and should be collected to prevent harm to children, pets and vegetation and pollute storm water

### THE VCC DOES NOT ALLOW:

- Installing elastomeric and/or encapsulating paint at exterior woodwork
- Painting traditionally unpainted material, such as slate, terra cotta and/or previously unpainted brick or stone
- Using a flame tool such as a blowtorch to soften paint – Smoldering sparks can start a potentially devastating fire and lead components in paint can vaporize and create highly toxic fumes
- Sandblasting – Can be abrasive to a surface and wear away a protective exterior coating
- Using a high-pressure water wash – Forces water into open joints wetting interior finishes and structural framing and can be abrasive to the exterior surfaces
- Dipping an architectural element, such as a shutter, window or door, into paint remover – Can result in uneven shrinkage of individual parts and disintegration of internal glue at joints

## PAINT REFERENCES

The Staff can recommend references to assist in the selection of appropriate paint colors for a specific property. In addition, original construction contracts as well as Notarial Archives drawings and documentation can provide color information. If documentation about a specific property is not available, referencing properties of a similar design and the same construction period may be a good resource.