STOREFRONTS RENOVATION SUGGESTION GUIDE

The following guidelines are suggestions only. Although it is the Foundation’s hope that applicants renovating facades with funds from the GTDF Façade Grant Program will do all they can reasonably afford, to maintain the historical integrity of the structure. Strict adherence to the Secretary of the Interior’s Standards for Historical Renovation, on which these suggestions are based, does not need to be followed and will not affect the approval process of the application.

Storefronts are quite often the focus of historical commercial buildings and can thus be extremely important in defining the overall historical character. Because storefronts also play a crucial role in a store’s advertising and merchandising strategy to draw customers and increase business, they are often altered to meet the needs of a new business. Particular care is required in planning and accomplishing work on storefronts so that the building’s historical character is preserved in the process of rehabilitation. Storefronts were historically composed almost entirely of glass that created visual openness. This openness creates an inviting relationship to the street and emphasizes the pedestrian orientation of the commercial district. Extensive storefront windows should be retained. Where storefronts have been filled in, rehabilitation should restore the visual openness of the original storefront.

EVALUATION OF THE STORE FRONT

The most important key to a successful rehabilitation of a commercial building is planning and selecting treatments that are sensitive to the architectural character of the storefront.

- Identify and evaluate the existing storefront’s construction material; architectural features; and the relationship of those features to the upper stories of the building. (Were the storefront and the floors above created as one overall design?)
- Examine the storefront’s physical conditions to determine the extent and nature of rehabilitation work needed.
- Determine if there are surviving decorative elements such as molded cornices, columns, brackets, etc.
- Review the neighboring commercial buildings to look for similarities as well as differences in architectural design.

Guidelines

1. The storefront should fit within its original opening. Storefront revisions should retain the original elements: transom window, display windows, bulkhead, and entrance (door).
2. The storefront should use appropriate materials sensitive to the original design.
3. The size, proportion, and alignment of windows, door, and bulkhead should relate to neighboring buildings.
4. Display windows should retain the size and proportion of original openings.
5. Display windows that have been resized or covered should be restored to their original size and proportions.

6. Display windows should be clear glass; however, there is a variety of acceptable glass products that minimize heat gain without substantially affecting appearance.

7. Care should be taken to retain the original size and proportion of the transom window opening. If transom windows have been covered or the glass removed, transom windows should be restored to their original appearance.

8. **When restoration of the transom window glass, the size and proportion of the original opening should be maintained.** When ceiling heights have been lowered so that the transom windows are above the new ceiling, opaque panels (wood or glass) can be framed-in to resemble the form and profile of a historical transom window. The transom window can also be covered by an awning or used for signage.

9. The original building entrance(s) should be maintained whenever possible.

10. Doors in the storefront should be clear glass. Avoid using solid metal or wood doors in a glass storefront.

**Cornice/Building Cap** – The cornice is defined as the top of the building and emphasizes the relationship of the top of the building to the adjacent buildings. Cornice and building caps may be constructed out of pressed metal, decorative brick, stone or tile, or wood.

**Guidelines**

1. Existing cornices and/or building caps should be retained and repaired.

2. When applied cornices have been removed; replacement of the correct historical cornice is strongly encouraged. If replacement is not feasible, a simplified design should be created, in keeping with the original cornice and those of neighboring buildings, and installed to define the top of the building and to maintain the visual unity of the building tops in that block.

**Upper Façade** – Improvements to the upper façade should follow the rhythm and lines of the building’s original design and maintain a consistent relationship to adjacent buildings. Upper windows are a predominant character-defining feature on multistory buildings.

**Guidelines**

1. The original masonry window openings should be maintained. Under no circumstances should any window opening be blocked in or covered with a solid material. (No new masonry, plywood, etc.) Such coverings present a fire hazard because solid coverings can obscure flames and serve as an impediment for fire fighting.
2. Windows that have been downsized or covered should be reopened to maintain the size and proportion of the historically correct window openings.

3. Window coverings such as shades or curtains can mask unused upper floor space and are an acceptable alternative to blocking in windows that are no longer needed for day lighting or ventilation. Window coverings also assist with the overall appearance of buildings from the street level.

4. When upper level windows are missing or are in need of replacement, the openings should not be resized or downsized in any way to accept stock windows; replacement windows should fit the entire opening and resemble the style and profile of the original window.

5. Windows should always use clear glass. Reflective, frosted, or tinted glass is strongly discouraged and not historically accurate. There is a variety of glass products that minimize heat gain and loss without substantially affecting appearance. Examples of such products include thermal glazing with clear or Low “E” glass.

SIGNAGE AND AWNING PROJECTS

Business Signs – Signs are a significant part of the building’s appearance and therefore, should be well designed and placed in an appropriate location on the building. When a streetscape is cluttered with too many signs or signs that are too large or randomly placed the result is an impression of confusion. When signs are kept to the right proportions, are appropriately placed, and are designed to be compatible with the facades, the result is a streetscape, which gives a sense of harmony and order to the shopper’s it attracts.

Signage should be in one or more of the traditional locations and should consider the following guidelines:

Guidelines

1. Signs should generally be oriented to pedestrians and/or moving automobiles.

2. Business signs should typically not be located on the upper façade. Traditional locations for signs on historical commercial buildings include: on a canvas awning, on the window glass or glass door, mounted flush to the building façade in the panel above the awning or transom windows, on the transom window area, or a small projecting sign oriented to pedestrians.

3. Signs should be kept subordinate to the building and fit within the existing features of the façade. Signs should not cover up architectural details on the building.

4. Window signs should not obscure the display area.

5. Generally, wood, metal, and glass are the best base materials for painted signs.

6. As a rule, backlit signs are not appropriate for historical commercial buildings. If lighting is desired, spotlights mounted on the building surface are generally more appropriate.
7. Sign color should complement the colors of the building.

8. Signs should be clear, concise, and easy to read.

**Awnings** – Awnings protect pedestrians from the weather and protect merchandise displayed from sunlight. Historically, awnings were both fixed and retractable. Awnings may be appropriate depending on the building’s location and exposure to sunlight.

Awnings play an important role in how a business is initially perceived. Not only are they a marketing tool, but they also set the appearance from the roadway. Consistent awnings add to the character of the area in which they are placed, and could be considered a unifying factor in a commercial block or district. Awnings should consider the following guidelines:

**Guidelines**

1. Awnings that detract from the historical character of the building or are not historically correct should be removed.

2. The awning shape and size should fit the original masonry opening.

3. Awnings should not obscure the architectural features of the building.

4. Typically, fabric, canvas, or vinyl are the most appropriate awning materials; wood, aluminum, shingles, plastic, or shiny finishes on fabric/canvas/vinyl are not appropriate.

5. Fixed or retractable awnings can both be appropriate. Historical retractable awnings hardware should be retained and reused when possible. Fixed awning frames should incorporate the body of the awning only; the valance of the awnings should not be fixed or rigid.

6. As a rule, back lit awnings are not appropriate for historical commercial buildings. If lighting is desired, spotlights mounted on the building surface are more appropriate.

7. Awnings are an appropriate location for business signs.

**MASONRY**

**Brick, stone, concrete, stucco (plaster), and mortar**

Masonry features (such as brick cornices and door pediments, stone window architraves, and railings as well as masonry surfaces, modeling, tooling, bonding patterns, joint size, and color) may be important in defining the historical character of the building. It should be noted that while masonry is among the most durable of historical building materials, it is also the most susceptible to damage by improper maintenance or repair techniques and by harsh or abrasive cleaning methods. Most preservation guidance on masonry thus focuses on such concerns as cleaning and the process of repointing.

**Building Materials and Additional Elements**
Guidelines for Masonry, Brick, Stone, Terra Cotta, Concrete, and Mortar

1. The original surface and mortar should be retained.

2. All deteriorated masonry work should be repaired to match the original. New mortar should duplicate the original mortar in composition, color, texture, joint size, method of application, and joint profile. Only hand tools should be used to remove old mortar. High Portland Cement content should not be used to repoint.

3. Masonry should be cleaned only when necessary to halt deterioration or to remove graffiti and stains. Sandblasting should not be permitted. Steam or water applied under pressure (200-800 psi) is an acceptable means of cleaning masonry. Some chemical cleaning products can have an adverse chemical reaction with masonry surfaces (e.g. acid on limestone or marble). Brickwork may be cleaned with hydrofluoric acid in a concentration of not more than 5 percent or equivalent.

4. Applying waterproof or water repellant coatings or other treatments are prohibited.

5. Stucco should be repaired with a stucco mixture that duplicates the original as closely as possible in appearance and texture.

WOOD

Clapboard, Weatherboard, Shingles, Siding, and Decorative Elements

Easily shaped by sawing, planning, carving, and gouging, wood is the most commonly used material for architectural features such as cornices, brackets, shutters, columns, and balustrades. These wood features – both functional and decorative – may be important in defining the historical character of the building and thus their retention, protection, and repair is very important in rehabilitation projects.

Guidelines

1. Important architectural features such as siding, cornices, brackets, window architraves and doorway pediments should not be removed.

2. Missing significant architectural features such as cornices, brackets, railings, or shutters need to be replaced.

3. Owners are strongly encouraged to repair, restore, and if needed, replace existing wood siding with similar wood siding materials. Replacement materials, such as wood paneling, aluminum or vinyl siding is prohibited.

METALS

Cast Iron, Steel, Pressed Tin, Copper, Aluminum, Sheet Metal, Wrought Iron, and Zinc

Architectural metal features such as cast-iron facades, porches, and steps; sheet metal cornices, roofs, roof cresting and storefronts; and cast or rolled metal doors, window sash, entablatures, and hardware,
are often highly decorative and may be important in defining the overall historical character of the building. Their retention, protection, and repair should be a prime consideration in rehabilitation projects. Identify, retain, and preserve architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historical character of the building; and their finishes and colors.

**Guidelines**

1. Necessary architectural metals should be cleaned by the appropriate method. Cleaning methods that alter the color, texture, or tone of the metal are discouraged. Cast iron and steel are normally not affected by mechanical cleaning methods, while pressed tin, zinc and aluminum should be cleaned by the gentlest method possible.

2. Paint on metal surfaces that is discolored, peeling, flaking, fading, rusting or eroded should be cleaned, removed, and refinished.

**ENTRANCES AND PORCHES**

Entrances and porches are quite often the focus of historical buildings, particularly when they occur on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historical character of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work.

**Guidelines for Rear Entrances**

1. The rear entrance façade should not be overlooked.

2. Rear entrance façade should be cleaned utilizing previously noted guidelines.

3. Doors, windows, and architectural trim should be maintained or replaced utilizing previously noted guidelines.

4. A small sign should be placed at the rear entrance identifying the shop.

5. Refuse containers should be visibly screened from view at street level and rear entrance.

6. Awnings for visual identification are recommended; however, they should conform to the previously noted guidelines.

7. Back windows should be utilized as secondary display windows and not left bare.

**Guidelines for Mechanical Systems**

1. The location of a new HVAC system should not detract from building appearance or damage any historical elements of or on the building.
2. Install HVAC systems on roofs whenever possible and obscure or screen from view.

3. If it is necessary to locate HVAC systems on ground level, they should be attractively screened from view. (Utilize historically correct fencing or consider landscaping)

4. Installation of any HVAC systems through walls or windows is strictly prohibited.

Guidelines for Lighting

1. Any light installation should be in correct period and character of the building. No lights should be installed that are of a false historical period that is not consistent with that building.

2. In new construction, install lighting that is compatible with nearby buildings.

3. Install lighting to prevent direct and indirect light and glare from disturbing adjacent properties.

4. Install highlights in obscure areas so that fixtures do not intrude or detract from the historical elements of the building.

5. No lighting should be installed that damages architectural elements of any building.

6. Make all attempts to hide or camouflage any brackets or conduit that is visible from street/sidewalk level.

7. If conduit or brackets need to be exposed, they should be painted to blend in and not be visually distracting. This includes any new building or addition as well as currently existing buildings.

ARTIFICIAL SIDING

When a building is in need of maintenance, some owners consider installing artificial siding. The end result is a loss of historical character and features.

When deteriorated, damaged or lost features of a building need repair or replacement, it is strongly suggested, that period correct, historical materials be used – that is materials such as used in the original. An inappropriate choice or the wrong installation of substitute materials will cause radical changes in the building’s appearance and may cause extensive physical damage over time.

In some LIMITED cases, substitute materials that imitate historically correct materials may be used if the appearance and properties of the original materials can be closely matched and the substitutes do not change the historical character of the building.

Many historical windows and doors have significant frames, molding and trim. A typical problem with artificial siding on historical buildings is the damage, removal, or covering of those elements. Some installers cut down these elements, permanently damaging them. Some install vinyl channels at the edge of the frames. Others remove the elements, which gives the building a barren, characterless look. Still others wrap the elements in vinyl or aluminum, which hides the historical features and increases deterioration.
The addition of artificial siding over existing materials results in greater thickness, giving frames and trim the appearance of being set back from the wall, rather than projecting from it. This is a significant visual change that diminishes the character of the building.

It is required that every attempt be made to not allow these issues to occur. Be sure that contractors will retain windows, doors, and all related elements. Do not allow them to cut down elements or to cover them. Some materials may need to be removed to maintain appropriate depth. The addition/installation of spacers will remedy this issue. This does require meticulous work by trained professionals and is very strongly suggested. If trim elements must be removed due to deterioration, they should be replaced with new elements of the same material and detailing.

Guidelines for Use of Artificial Materials

1. Artificial siding is intended to imitate wood siding and its properties should be consistent with that purpose.
2. All underlying problems need to be addressed and repaired before applying any new siding.
3. Carefully compare costs. Proper materials and installation may turn out to be more cost effective.
4. Use the best materials and construction available. Proper installation of quality material is the best way to avoid future problems.
5. The same spacing between horizontal lines as in the original siding should be maintained.
6. New siding should be placed in the same direction as original siding.
7. Artificial siding should match original siding in size, proportion, profile, and general appearance.
8. “Wood” graining is never evident in properly treated wood siding, so it should not be visible on new artificial siding.
9. New artificial siding should be installed in a manner that allows all historical elements, including window and door trim, corner boards, cornices, crowns, and lintels to be fully visible.
10. Artificial siding should be installed in such a manner that it can be removed in the future with minimal damage to underlying historical materials of the building.
11. Allow original siding to remain beneath new siding if possible. Provisions should be made to assure adequate ventilation for the preservation of the historical siding and underlying structure. This will assist in maintaining the future possibility of returning the building to its original historical appearance.
12. Color(s) of the artificial siding should be appropriate to the original age and style of the building.

Criteria for Considering Substitute Materials
• Substitute materials should be compatible with the historical materials in appearance.

• Substitute materials should meet basic performance expectations over time; this begins with the selection of qualified, experienced fabricators and installers that will preserve historical elements and character.

YOU SHOULD NOT Use Artificial Siding:

1. Over stone, brick, or other masonry
2. Over unusual or unique examples of historical siding
3. When original wood siding is still functional
4. When paint on wood siding has failed simply due to poor preparation, incompatible paints, or lack of proper maintenance.

Consider Removing Artificial Siding and Restoring Wood Clapboards

1. This will allow a building to function as it was originally designed to and will expose any underlying problems that may have developed since the artificial siding was installed, thus allowing for immediate attention and remedy of those other problems.
2. Expect to replace about 20 percent of wood clapboards.
3. Expect surprises. Trim and detailing may have to be removed, repaired, and reinstalled.
4. Aluminum siding can be sold for recycling.

ROOFS AND ROOFING

A sound watertight roof is as important to a building’s health as its foundation. The roof is also an important part of the building’s design. When repairing your roof, preserve the original shape and always try to replace with the original roofing material. Never use asphalt shingles on a roof sloping less than three inches per foot and never use aluminum or vinyl siding on a mansard roof.

Guidelines

1. The original roof shape and important architectural features (i.e. dormers, cupolas, cornices, brackets, chimneys, and cresters) should be preserved. These features should be carefully removed, retained, and either repaired or reconstructed and placed back on the building. Existing roof pitch should also be retained.
2. The original roof material should be retained where visible from the street. Deteriorated roof coverings should be replaced with new materials that do not differ in color, shape, size or texture from old roof material.

3. Roofs, if sloping and visible from a street or walkway, should meet the following requirements:
   If metal, other than copper, they should be painted or integrally colored an approved color. Roofing material of any kind should be gray, black, brown, or dark red. All visible metalwork in such roofs, except copper, should be painted or integrally colored with an approved color.

4. Period accurate gutters, including half-round gutters, should be retained or used, and installed in such a manner that the discharge does not create a public nuisance. All façade downspouts should be copper or aluminum (painted or anodized) or galvanized and painted with an appropriate and approved color.

WINDOW AND DOORS

Windows – A highly decorative window with an unusual shape, or glazing pattern, or color is most likely identified immediately as a character-defining feature of the building. It is far more difficult however, to assess the importance of repeated windows on a façade, particularly if they are individually simple in design and material, such as the large, multi-paned sash of many industrial buildings. Because rehabilitation projects frequently include proposals to replace window sash or even entire windows to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historical character of the building be assessed together with their physical condition before specific repair or replacement work is undertaken.

- One of the most important architectural features of historical buildings is the number and size of window openings. Visually, windows serve the purpose of breaking up large expanses of brick or wood siding with ‘voids’ or holes in the façade. In a more practical sense, it was necessary to make the windows as large as possible for maximum ventilation in the summer. In winter, large windows can absorb the maximum amount of passive solar energy. Large windows are one of the glorious assets of old buildings. For this reason, window openings should NOT be altered.

- Some typical historical windows may be any of the following;

- Two-over-two, each window pane, upper and lower, are divided by a vertical strip, meaning there are two sections on top window pane and two on lower, totaling four sections visible.

- Six-over-six, where each pane, upper and lower is divided by vertical and horizontal stripping into six sections with a total of 12 divided sections visible.

- The above are two typical examples; some remodeling/restoration projects may have replaced windows with older, put not period correct windows. These inappropriate windows should be removed and period correct windows installed.

Door Trim and Surround – Many historical buildings have elaborate detail in the door trim and surround, and many include arches with keystones, sculpted wood trim and the like. Some of these details may have been attacked by weather and lack of maintenance; others may have been removed
during earlier renovations. The most authentic, and probably the easiest method of treatment of rotted or missing detail is to repair and replace. Stopping further rot is of primary importance in preserving existing trim. Any covering, such as aluminum, should be removed to see whether the original wood is there and can be saved. Caulking and painting is an inexpensive alternative to replacement and can extend the life of slightly damaged wood. Replacement of badly rotted trim, keystones and arches is possible, either with used materials or with new replacements fashioned by a lumber mill or carpenter.

- **Doors** – The doorway is one of the most important features of the façade and the best door is the original door, if it is still there. The second best choice is the existing door, if it fits the period and style of the building and complements that façade. Between 1900-1920, it became fashionable to remove the upper wood panels of doors and replace them with glass panes. This emulated the style of Queen Anne style buildings that had become very popular. While they are not historically correct, many of these types of doors are part of the history of the building and should be kept.

- Old doors should never be discarded simply because they are drafty or leaky. For a very small investment, they can be made as weather tight as a new door, but much more attractive! Weather stripping kits are available at little cost and can be easily installed by the average building owner. The replacement of a sound wooden door with metal or wood insulating door is a questionable action, just as an energy-saving measure. New doors of any type are expensive to purchase and install, and this investment usually represents a long and uneconomical payback period with respect to the small amount of energy saved.

- In some cases, the existing door must be replaced. The best solution is to replace with a new or used door in the style of the original. If nothing acceptable is available, the next best solution is to simplify the entrance with a flush, solid core door that will fit the opening exactly so that no blocking or filling of the doorway is necessary. Also, be certain to select a door without windows in it, as the windows in doors today are not historically correct.

- On larger homes and downtown buildings, double entry doors were the luxurious form of entry in the late 1800s. A visible sign of wealth and affluence, these doors were often ornately carved with intricate details and fitted with ornate panes of etched glass. It is of high importance to restore these doors and keep them in place where they still exist.

**Windows and Doors are Significant and Should be Retained if they:**

- Are original
- Reflect the original design intent of the building
- Reflect period or regional styles or building practices
- Reflect changes to the building from major events
- Are examples of exceptional or unique craftsmanship or design

**Window and Door Replacement Guidelines**
1. When original windows are missing, replacement should be chosen based on historical, pictorial or physical documentation. You should not create a false historical appearance due to insufficient documentation.

2. Check salvage yards, antique stores, demolition companies, custom manufacture companies and neighbors for replacements. Reuse all serviceable historical hardware.

3. For replacement windows, it is required that panes of glass be divided by muntins (little strips of wood). Snap in or surface applied muntins may provide the desired look, but they are not historically correct.

4. Picture windows, bay windows and casement windows should be chosen as replacements only if the original building had these types of windows.

Guidelines for Windows and Doors

1. All existing window and door openings should be retained (including window sashes, glass, architraves, shutters, door pediments, hoods, steps, and hardware.) Structures whose window and door openings have been altered in the past are strongly encouraged to restore the openings to their original sizes. If the sizes are not known, search for old historical pictures of the building to compare with neighboring buildings of similar type.

2. Duplicate the material, design and hardware of the older window sash and doors if new sashes and doors should be used.

3. Making any alterations to building door or window openings to accommodate stock items is discouraged.

4. Exterior aluminum doors or storm windows are discouraged.

5. Adding new window or door openings to any building in the Main Street District is discouraged.

6. Fake plastic or vinyl shutters, inappropriate screen doors, plastic or fake metal awnings and anything of the like are discouraged.

7. Existing transom and other embellishment characteristics of the structure should be retained, restored or duplicated.

8. Improve the thermal performance of existing windows and doors by adding or replacing weather-stripping and adding storm windows and doors that are compatible with the character of the building and Downtown District and do not damage window or doorframes.

9. Transoms over entry doors are a common feature in historical buildings. Their purpose was to admit light to an otherwise dark entry and when open, provide ventilation. They serve the same purpose today and should not be blocked, covered or removed.
Shutter and Blinds – Exterior shutters and blinds were used in many historical buildings for light control and security. Generally, panel shutters were used on the ground floor and louvered shutters, called blinds, were used on upper floors. If original shutters are still in place, they should be taken down, checked for weather damage and repaired or rebuilt if necessary. Paint of an appropriate color is the acceptable method of finishing shutters. When shutters are missing, but hinges are still in place on window trim, it is possible, and suggested, to replace them, either with used shutters or with new wooden ones made by a skilled cabinetmaker or carpenter. For proper appearance, shutters should measure the full height and one-half the width of the window opening so that they look as though they would completely cover the entire window when closed.

Hardware is important to both the function and appearance of shutters. There were a variety of hinges, slide bolts and shutter dogs used when these historical buildings were built. With a little investigation, any building owner should be able to choose the appropriate hardware for their building. If there is no evidence of the use of hinges or other hardware for shutters, then it is not recommended that they be installed.

Shutter Guidelines

1. Shutters should be attached to the face of the window frame with hinges, not into the wall of the building.

2. Some buildings may have been fitted with paneled shutters on the first floor and louvered shutters on the upper stories. Replacement shutters should duplicate this pattern.

3. Retain ornamental anchors.

4. Horizontal divisions of shutters should match those of the sash.

5. New shutters should be made of wood or matching composite material.

6. Shutters should only be installed if the building originally had shutters.

STEPS, RAILINGS AND BALUSTRADES

Steps need maintenance because they receive heavy use, are constantly exposed to the weather and are in close contact with the ground. Steps that are beyond repair need to be replaced. Their material should match that of the building.

- Wood stairs for frame buildings are historically correct – You should not replace with concrete.

- Brick steps are typically appropriate only for porches with brick posts and foundation.

- Stone Steps are not appropriate in most downtown districts.

Railings
• Wrought iron or aluminum railings and columns are not appropriate substitutes for wood elements.

• Balustrades should never be replaced with lattice.

• A turned balustrade should never be replaced with a solid panel.

PAINT AND COLOR

Selection of color on an old building is one of the final steps in the process of repairing, renovating and maintaining. It is a delicate issue to discuss because it involves a great variety of personal tastes, but in many ways, it is the most important issue to consider. An inappropriate selection of colors can ruin what was otherwise a careful renovation. On the other hand, a thoughtful choice of color can make an otherwise plain building the jewel of the block or even the whole neighborhood.

Below are some tips on the use and selection of color and color combinations.

• The color of each building should be compatible and somewhat related to the color of the other buildings on the block. Study the neighborhood to see what colors have been chosen. You may repeat a color from elsewhere on the block or you may complement the colors of other buildings with the color of your building. Generally, no more than three colors should be used to paint a façade. Either natural or painted brick counts as one color. Trim and details may be painted either in a color that contrasts with the walls or you may go with a monochromatic scheme.

• No flat paints should be used, only gloss or semi-gloss. Purchase quality paint, primer and application products. Avoid ‘bargain’ paints as they are of significantly lower quality.