

**APPEAL OF HISTORIC DISTRICT COMMISSION DECISION**

**408-410 WEST THOMAS STREET**

**Hammond Historic District**

**Certificate of Appropriateness Application**

---

**Historic District Commission Decision Date:**

May 20, 2026

**Appeal Filed:**

May 21, 2026

**Applicant/Appellant:**

Christopher Edwards

**Property Address:**

408-410 West Thomas Street

Hammond, Louisiana

**Historic Status:**

Contributing Resource

Hammond Historic District

National Register Historic District

---

**ADMINISTRATIVE RECORD**

Prepared for Review by the

**HAMMOND CITY COUNCIL**

Submitted by:

**Heather Diebold**

Historic District and CLG Coordinator

Hammond Historic District Commission

June 4, 2026

## **ADMINISTRATIVE RECORD INDEX & DESCRIPTION OF ATTACHMENTS**

### **Appeal of Historic District Commission Decision**

**408-410 West Thomas Street**

#### **Hammond Historic District**

The following materials constitute the administrative record submitted for consideration by the Hammond City Council concerning the appeal of the Hammond Historic District Commission's May 20, 2026 decision denying the Certificate of Appropriateness application for 408-410 West Thomas Street.

---

#### **Transmittal Letter to Council**

Letter from the Historic District Coordinator summarizing the Commission's review, applicable standards, administrative record, and basis of decision.

---

#### **Attachment A**

##### **Notice of Decision & Findings**

Formal written determination of the Hammond Historic District Commission setting forth the evidence considered, findings made, standards applied, and basis for denial of the application.

---

#### **Attachment B**

##### **Certificate of Appropriateness Application as Submitted**

Application materials submitted by the applicant, including photographs, renderings, product information, and supporting documentation reviewed by the Commission.

---

#### **Attachment C**

##### **Staff Report Presented to the Historic District Commission**

Staff analysis and recommendations provided to the Commission prior to consideration of the application, including discussion of applicable standards and preservation considerations.

---

## [Attachment D](#)

### [Applicable Historic District Design Guidelines](#)

Relevant excerpts from the Hammond Historic District Design Guidelines governing treatment of historic masonry, architectural stone, replacement windows, reversibility, compatibility, and retention of historic fabric.

---

## [Attachment E](#)

### [2022 Historic Resource Inventory Survey Excerpt](#)

Excerpt identifying the subject property as a Contributing Resource and documenting the building's historic character, materials, and significance within the Historic District.

---

## [Attachment F](#)

### [Historic District Commission Meeting Minutes \(Unofficial Draft\)](#)

**May 20, 2026**

Unapproved minutes documenting the public hearing, Commission discussion, motions, and official action taken concerning the application. The next meeting is not until June 17, 2026, and therefore the minutes were not able to be approved prior to this appeal.

---

## [Attachment G](#)

### [SHPO Technical Guidance / Position Letter](#)

Technical guidance and correspondence received from the Louisiana State Historic Preservation Office concerning treatment of historic materials and compatibility with accepted preservation standards.

---

## [Attachment H](#)

### [Audio and Video Recordings of Public Hearing](#)

Links and timestamps associated with discussion of the application during the Hammond Historic District Commission meeting held on May 20, 2026.

---

## **Attachment I**

### **Conceptual Illustrative Mockups Discussed During Commission Review**

Illustrative concepts discussed during Commission deliberation demonstrating examples of reversible and preservation-compatible approaches intended to soften visual transitions between materials while preserving historic fabric.

---

## **Attachment J**

### **Pre-Application Correspondence Regarding Historic District Requirements and Procedural Context**

Correspondence documenting pre-application communications regarding Historic District requirements, applicable preservation standards, treatment limitations affecting contributing historic resources, and procedural context relevant to submission of the application.

---

## **Appendix A**

### **Relevant Unified Development Code Provisions**

Applicable provisions of the Hammond Unified Development Code governing Historic District review, purpose of the Historic District, and appeal procedures.

---

## **Appendix B**

### **Secretary of the Interior's Standards for Rehabilitation**

Relevant Standards cited and relied upon during Commission review, including Standards 2, 4, 5, 6 and 9.

June 4, 2026

Honorable Members of the Hammond City Council  
c/o Lisa Cockerham, Council Clerk  
312 East Charles Street  
Hammond, Louisiana 70401

Re: Appeal of Historic District Commission Decision: 408-410 West Thomas Street

Honorable Council Members:

Please accept this correspondence and accompanying materials regarding the appeal filed on May 21, 2026, by the owner of the property located at 408-410 West Thomas Street concerning the Hammond Historic District Commission's decision rendered on May 20, 2026, denying a Certificate of Appropriateness ("COA") application for the subject property.

Enclosed for the Council's review is the administrative record associated with this matter, including the Commission's Notice of Decision and Findings, the application as submitted by the applicant, staff materials presented to the Commission, applicable Historic District Design Guidelines, excerpts from the 2022 Historic Resource Inventory Survey (HRI), draft meeting minutes, technical guidance received from the Louisiana State Historic Preservation Office, supporting documentation, and links to audio and video recordings of the public hearing.

The purpose of this correspondence is to provide the Council with the governing standards, procedural context, and evidentiary record relied upon by the Commission in reaching its determination.

The administrative record additionally includes limited pre-application correspondence relevant to procedural context. Prior to acquisition of the property, the applicant sought guidance concerning Historic District requirements and was advised regarding applicable preservation limitations, including treatment of previously unpainted masonry and the requirement for Historic District review. The enclosed correspondence is provided solely to document notice of applicable standards and the procedural history preceding submission of the application.

The Hammond Historic District Commission serves in a quasi-judicial capacity when reviewing Certificates of Appropriateness for properties located within the Historic District. In that role, the Commission is charged with applying the City's adopted Historic District Design Guidelines, applicable provisions of the Unified Development Code, and the Secretary of the Interior's Standards for Rehabilitation to applications affecting historic resources.

Accordingly, the Council's review of this appeal necessarily includes consideration of whether the Commission correctly applied the governing standards to the application presented and whether the resulting determination was reasonably supported by the evidence and administrative record developed during the public hearing process. While reasonable minds may differ regarding personal preferences or desired outcomes, the Commission's role is to evaluate proposed work against adopted preservation standards governing historic resources.

Further, the purpose of the Historic District itself is established by both local ordinance and state enabling legislation. Section 8.1.6 of the Hammond Unified Development Code provides that the Historic District exists for the purpose of promoting the educational, cultural, economic, and general welfare of the public through the preservation and protection of buildings, sites, monuments, and structures of historic interest or importance, including the establishment and improvement of property values and the fostering of economic development within affected areas.

Accordingly, preservation and economic development are not competing objectives within the Historic District framework. Rather, the City's adopted standards contemplate that investment and economic vitality occur in a manner compatible with the preservation of historic resources and the protection of the character-defining qualities that contribute to the Historic District's significance.

The property located at 408-410 West Thomas Street is identified as a Contributing Resource within both the Hammond Historic District and National Register Historic District, as reflected in the 2022 Historic Resource Inventory Survey. As a contributing structure, proposed exterior changes are reviewed not solely for appearance, but for compatibility with the historic character, materials, and architectural qualities that contribute to the significance of both the structure and the surrounding district.

Historic buildings are frequently composed of materials, transitions, façade arrangements, and construction techniques that reflect a building's development, use, craftsmanship, and architectural character over time. Preservation review therefore evaluates whether proposed changes retain and respect those character-defining qualities rather than whether an alternative treatment may appear visually preferable.

The application presented to the Commission proposed, among other things:

- Painting previously unpainted historic masonry to create a uniform exterior appearance;
- Painting or otherwise treating the building's existing architectural limestone façade material;
- Installation of white insulated vinyl single-hung replacement windows;
- Removal of an existing tree and associated landscaping modifications; and
- Related exterior modifications reflected within the applicant's submitted renderings.

During the Commission's review, discussion focused upon compatibility of the proposed work with adopted preservation standards governing treatment of historic masonry, architectural stone, windows, and other character-defining building features.

Importantly, the Commission's determination was not based upon subjective preference concerning color selection, contemporary appearance, or general aesthetics. Rather, the decision was based upon application of adopted Historic District Standards and preservation criteria to the proposal submitted for consideration.

In reaching its determination, the Commission considered:

- The submitted application and supporting materials;
- The Hammond Historic District Design Guidelines;

- Applicable provisions of the Unified Development Code;
- The Secretary of the Interior's Standards for Rehabilitation;
- The property's designation as a Contributing Resource;
- Information contained within the 2022 Historic Resource Inventory Survey;
- Technical guidance and written correspondence received from the Louisiana State Historic Preservation Office; and
- Testimony, discussion, and evidence presented during the public hearing.

Following review of the evidence and governing standards, the Commission found the proposal incompatible with adopted Historic District Standards for several reasons, including:

### **1. Treatment of Previously Unpainted Historic Masonry**

The Hammond Historic District Design Guidelines expressly provide that unpainted masonry should remain unpainted. The Commission found that painting previously unpainted historic masonry would constitute a permanent alteration to historic building fabric inconsistent with adopted standards and preservation principles.

### **2. Treatment of Historic Limestone Materials**

The proposal contemplated treatment of existing architectural limestone façade materials on the principal elevation. The Commission found that coating or painting historic stone in order to create a uniform appearance would permanently alter historic material and diminish existing character-defining qualities of the structure.

### **3. Preservation of Historic Character and Material Differentiation**

Evidence considered by the Commission, including the Historic Resource Inventory Survey and technical guidance received from the Louisiana State Historic Preservation Office, supported that the differing masonry materials reflect the historic evolution and development of the structure. In subsequent written comments, the Louisiana State Historic Preservation Office noted that the building's mix of brick and stone colors, textures, and detailing is characteristic of its Mid-Century Modern architectural style and contributes to its unique character. The Commission found that minimizing or visually reducing these distinctions through a uniform treatment would diminish existing historic character and architectural expression.

### **4. Compatibility of Proposed Replacement Windows**

The submitted application proposed white insulated vinyl single-hung replacement windows. The Commission initiated discussion regarding compatibility considerations relating to replacement materials, proportions, historic character, and visual expression.

The Commission additionally discussed examples of reversible and preservation-compatible approaches intended to assist the applicant in achieving visual cohesion while preserving historic fabric. Discussion included landscaping, vegetative screening concepts ("green screening"), and freestanding architectural or rain panel concepts intended to visually soften or reduce contrast

between differing materials while preserving historic fabric and remaining reversible in nature. These concepts were discussed illustratively and were not intended as exhaustive alternatives, recommendations, or conditions of approval.

Following discussion concerning the proposed paint treatment and conceptual alternatives, the applicant requested that the Commission proceed to a vote on the application as submitted rather than continue further discussion regarding alternative approaches or replacement window compatibility considerations.

After consideration of the evidence before it and application of the governing standards, the Commission voted unanimously to deny the application as presented, finding the proposed work incompatible with adopted Historic District Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation.

The enclosed materials are respectfully provided to assist the Council in its review of the complete administrative record associated with this matter.

Based upon the evidence considered, the governing Historic District Standards, and the findings of the Historic District Commission, the Commission respectfully requests that the Hammond City Council uphold the decision of the Hammond Historic District Commission denying the application as submitted.

Should the Council require any additional materials, clarification, or supporting documentation concerning the enclosed record, please do not hesitate to contact me.

Respectfully submitted,  
Heather Diebold  
Historic District & CLG Coordinator  
City of Hammond

## **ATTACHMENT A**

### **NOTICE OF DECISION & FINDINGS**

The attached Notice of Decision and Findings documents the decision of the Hammond Historic District Commission regarding the Certificate of Appropriateness application for 408-410 West Thomas Street considered on May 20, 2026.

The document summarizes the application reviewed by the Commission, evidence considered, governing standards applied, findings made, and the basis for the Commission's decision to deny the application as presented.

This document was issued following the Commission's vote and is included as part of the official administrative record associated with this appeal.



HISTORIC DISTRICT COMMISSION

(985) 277-5684 | P

HISTORICDISTRICT@HAMMOND.ORG | E

P.O BOX 2788 HAMMOND, LA 70401

HISTORIC DISTRICT COORDINATOR  
Heather Diebold

## NOTICE OF DECISION AND FINDINGS

### **CERTIFICATE OF APPROPRIATENESS (COA)**

**Property Address:** 408-410 West Thomas Street, Hammond, Louisiana

**Applicant/Owner:** Christopher Edwards

**Application Type:** Certificate of Appropriateness - Exterior Alterations

**Historic Status:** Contributing Property - Hammond Historic District / National Register District

**Commission Meeting Date:** May 20, 2026

**Commission Determination:** Application Denied as Presented

**Vote:** Unanimous Approval of Motion to Deny (4-0)

---

### **I. APPLICATION SUMMARY**

The applicant submitted a Certificate of Appropriateness (COA) application requesting approval for exterior alterations to the property located at 408-410 West Thomas Street, including the following proposed work:

1. Painting exterior masonry surfaces to create a uniform color palette utilizing Sherwin-Williams Accessible Beige (SW 7036) as the primary building color;
2. Painting or otherwise treating the existing architectural limestone façade panels on the front elevation as part of a uniform exterior treatment;
3. Replacement of existing side and rear windows with proposed white insulated vinyl single-hung windows;
4. Removal of the existing tree located on the front façade and installation of replacement landscaping utilizing existing planter bed structures; and
5. Associated exterior modifications reflected within the submitted renderings and application materials, including trim, fascia, lighting, and related exterior improvements.

Submitted application materials further identified Sherwin-Williams Urbane Bronze (SW 7048) as the proposed trim and accent color.

## **II. EVIDENCE CONSIDERED**

In reaching its determination, the Hammond Historic District Commission considered the following:

1. The submitted Certificate of Appropriateness application and supporting materials, including renderings, photographs, paint samples, and representative product information for proposed replacement windows;
2. Testimony and statements presented by the applicant during the public hearing;
3. Commission discussion conducted during the May 20, 2026 public meeting;
4. The Hammond Unified Development Code (UDC), Article 8 - Historic Preservation;
5. The Hammond Historic District Design Guidelines (2015 Revision);
6. The Secretary of the Interior's Standards for Rehabilitation;
7. The 2022 Historic Resource Inventory (HRI) Survey, identifying the subject property as a Contributing Resource within the Hammond Historic District and documenting the structure's historic character, contributing status, and material composition; and
8. Technical guidance and feedback received from the Louisiana State Historic Preservation Office (SHPO) concerning treatment of previously unpainted masonry, character-defining material differentiation, and compatibility with recognized National Park Service rehabilitation standards.

---

## **III. COMMISSION REVIEW**

The Commission reviewed the application during its regularly scheduled public meeting held on May 20, 2026.

During review, Commission discussion focused on compatibility of the proposed work with adopted preservation standards governing treatment of historic masonry, architectural stone, windows, and character-defining building features. Discussion specifically considered compatibility with the Secretary of the Interior's Standards for Rehabilitation, the Hammond Historic District Design Guidelines, and applicable provisions of the Unified Development Code.

During Commission discussion, alternatives intended to assist the applicant in achieving the stated goal of improving visual cohesion while maintaining compliance with adopted preservation standards were discussed. Potential approaches included reversible and non-destructive treatments intended to soften visual transitions between existing building materials without permanently altering historic masonry or diminishing contributing historic character. Discussion included landscaping, vegetative screening concepts ("green screening"), and freestanding architectural screening/rain panel concepts, all intended to visually soften or reduce contrast between differing materials while preserving historic fabric and remaining reversible in nature.

The Commission additionally initiated discussion regarding the proposed replacement windows and compatibility considerations related thereto. Following discussion concerning the proposed paint treatment and conceptual alternatives, the applicant requested that the Commission proceed to a vote on the application as submitted rather than continue further discussion of alternative approaches or window compatibility considerations.

The Commission's review and determination were based upon the application as submitted and materials presented for consideration during the public hearing.

---

#### **IV. COMMISSION FINDINGS**

Following review of the submitted materials, testimony, and applicable standards, the Commission found the application, as presented, incompatible with adopted Historic District Standards and the Secretary of the Interior's Standards for Rehabilitation for the following reasons:

##### **A. Proposed Painting of Previously Unpainted Historic Masonry**

The Commission found that the application proposed painting previously unpainted historic brick masonry in order to create a uniform exterior appearance.

The Commission determined that painting previously unpainted historic masonry constitutes an inappropriate permanent alteration to historic building fabric and is incompatible with adopted Historic District Standards and the Secretary of the Interior's Standards for Rehabilitation.

The Hammond Historic District Design Guidelines expressly provide that:

"Unpainted masonry should remain unpainted."

The Commission further found that the Design Guidelines recognize that historic fabric should be retained and preserved to the fullest extent possible while avoiding permanent and irreversible alterations. The Guidelines further recognize that paint application to historic masonry may alter moisture permeability, appearance, and long-term maintenance characteristics.

The Commission additionally found the proposal inconsistent with the following Secretary of the Interior's Standards for Rehabilitation:

##### **Standard 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."*

##### **Standard 5:**

*"Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved."*

##### **Standard 9:**

*"New exterior alterations shall not destroy historic materials that characterize the property and shall be compatible with the historic materials, features, size, scale, and proportion of the property and its environment."*

Accordingly, the Commission found the proposed painting of previously unpainted historic masonry incompatible with adopted Historic District Standards and the Secretary of the Interior's Standards for Rehabilitation.

---

## **B. Proposed Treatment of Historic Limestone Façade Material**

The Commission found that the proposal contemplated a uniform treatment affecting the existing architectural limestone façade panels located on the front elevation.

The Commission determined that painting or coating unpainted architectural stone in order to create a uniform appearance was incompatible with adopted Historic District Standards governing preservation of historic materials.

The Commission specifically found that the Hammond Historic District Design Guidelines provide that historic masonry and architectural stone materials should be retained and preserved, and that unpainted exterior materials should remain unpainted.

The Commission further found that limestone is a porous natural material and that application of coatings may alter breathability, appearance, and long-term maintenance characteristics of the material.

The Commission additionally found the proposal inconsistent with Secretary of the Interior Standards 2, 5, and 9, requiring preservation of historic character-defining materials and compatibility of exterior alterations.

---

## **C. Preservation of Historic Character and Material Differentiation**

The Commission recognized that the visible distinction between masonry materials and construction phases constitutes an existing historic condition of the structure and reflects the building's architectural evolution occurring during its period of significance.

The Commission further considered evidence contained within the 2022 Historic Resource Inventory Survey, historic documentation, and testimony regarding consultation with the Louisiana State Historic Preservation Office, indicating that the differing masonry materials appear reflective of the building's historic evolution rather than an incompatible alteration.

The Commission found that obscuring these distinctions through a uniform paint treatment would diminish existing character-defining qualities of the building and conflict with Secretary of the Interior Standards 2 and 5, requiring retention and preservation of historic character and distinctive materials.

---

#### **D. Proposed Replacement Windows and Application as Submitted**

The submitted application proposed replacement of existing side and rear windows with white insulated vinyl single-hung windows.

The Commission found that the Hammond Historic District Design Guidelines provide that historic window openings and configurations should be retained where feasible, and that replacement windows should remain compatible in scale, material, proportions, and appearance.

During Commission discussion, questions were raised regarding compatibility of the proposed replacement windows with the building's historic character, materiality, proportions, and visual expression. However, prior to full Commission discussion of those considerations, the applicant requested that the Commission proceed directly to a vote on the application as submitted.

Accordingly, the Commission considered the application as presented and submitted, and found the proposed exterior alterations, taken collectively, incompatible with adopted Historic District Standards and the Secretary of the Interior's Standards for Rehabilitation.

---

#### **V. COMMISSION ACTION**

Following presentation of the application, staff report, submitted materials, Commission discussion, and consideration of applicable Historic District Standards and the Secretary of the Interior's Standards for Rehabilitation, Commissioner John Exnicios made a motion to deny the application as presented. The motion was seconded by Commissioner Tanya Turner and passed unanimously by roll call vote during the May 20, 2026 Hammond Historic District Commission Meeting.

##### **Vote Record**

**Jessica Shirey:** Yes

**John Exnicios:** Yes

**Regina Delaune:** Yes

**Tanya Turner:** Yes

---

#### **VI. FINAL DETERMINATION**

The motion before the Commission was to deny the application as presented. Based upon the evidence considered, Commission discussion, adopted Hammond Historic District Design Guidelines, and the Secretary of the Interior's Standards for Rehabilitation, the Commission determined that the proposed work, considered collectively and as submitted, was incompatible with adopted Historic District Standards and preservation requirements applicable to contributing historic properties within the Hammond Historic District.

Accordingly, the Hammond Historic District Commission voted to:

**DENY THE APPLICATION AS PRESENTED**

## **VII. APPEAL RIGHTS**

Pursuant to the Hammond Unified Development Code, decisions of the Hammond Historic District Commission may be appealed to the Hammond City Council.

Any appeal must be filed within **ten (10) calendar days of the Commission's decision (May 30, 2026)**. Information regarding appeal procedures may be obtained through the Office of the Hammond City Council Clerk.

---

**Prepared By:**

**Heather Diebold**

Historic District Coordinator

Hammond Historic District Commission

**Date of Decision:** May 20, 2026

**Issued:** May 22, 2026

## **ATTACHMENT B**

### **CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION AS SUBMITTED**

The attached materials constitute the Certificate of Appropriateness application submitted by the applicant for consideration by the Hammond Historic District Commission.

Included are the application form, photographs, renderings, product information, and supporting materials submitted by the applicant in support of the proposal.

The Commission's review and determination were based upon the application as submitted by the applicant and the materials contained therein.

This attachment is included as part of the administrative record associated with this appeal.



# CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION - Buildings

Date of Application: 5/4/20

[ HHD - Received in Office: 5/4/20 ]

Property Location: 408/410 West Thomas

Application Type (circle all the apply):  
 New Construction     Renovation     Painting  
 Roofing     Signage\*     Other

\*(please also complete signage application)

**BUILDING OWNER Information**

Name: Christopher Edwards

Phone #: 985.517.4762

Email: christopher@ateattorneys.com

Mailing Address: 986 Oak Hollow Dr.  
Hammond, LA 70401

**APPLICANT Information**

Applicant Identity (circle all that apply):

Owner     Lessee     Contractor  
 Architect     Engineer     Other

Name: Same

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### DESCRIBE SCOPE OF WORK:

I want to have a uniform color that attracts business owners while preserving the facade. I would like to replace the current side and back windows, some of which are broken, with insulated windows. remove tree in front and replace with simple and classy landscaping while utilizing the existing flower bed structures.

*Paint = SW 7036 (Accessible Beige) as main building  
 Uniform color & SW 7048 (Urban Bronze) Trim Color*

Applicant: Christopher Edwards  
(print)

CE (signature)

Date: 5/4/20

Owner: Christopher Edwards  
(print)

CE (signature)

Date: 5/4/20

HAMMOND HISTORIC DISTRICT COMMISSION

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

BY: \_\_\_\_\_

(IN OFFICE APPROVAL \_\_\_\_\_)

WITH AMENDMENTS: \_\_\_\_\_

\*\*\* APPROVAL VALID FOR 6 MONTHS FROM DATE APPROVED \*\*\*

NOTE: This approval is valid only upon securing all necessary permits from the City of Hammond Building Official's Office, 219 E. Robert St., Hammond, LA. Phone: (985) 277 - 5684



# CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION - Details

### APPLICATION ATTACHMENTS CHECKLIST:

- Photos (before) **+ AFTER**
- Color Samples
- Plans & Specifications **N/A**
- Material Samples (where applicable) **N/A**
- Rendered Elevations & Floor Plans
- Door & Window Details (where applicable)
- Sign Application (in conjunction with regular application, where applicable) **N/A**

Failure to include all of the required attachments and/or failure of the applicant or his/her representative to appear at the scheduled hearing will result in postponement of the application until the next regularly schedule HHDC meeting. The application may be dismissed if there are more than two (2) postponements.

If a representative other than the applicant listed on the application(s) intends to present at the HHDC meeting, please indicate their name and contact information when signing below.

### OFFICIAL CERTIFICATION:

I, or my representative (listed below), will appear at the meeting of the Hammond Historic District Commission at 11:00 AM on 5 / 20 / 20 (3rd Wednesday of the month) in the COUNCIL CHAMBERS AT HAMMOND CITY HALL.

Applicant: Chris Edwards CE Date: 5 / 4 / 20  
(print) (sign)

Applicant Representative: SELF  
(name & company) Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

I HEREBY CERTIFY, AS THE OWNER OF THE INVOLVED PREMISES, THAT I HAVE BEEN FULLY INFORMED OF THE ALTERATIONS HEREIN PROPOSED AND THAT SAID OWNER IS IN FULL AGREEMENT WITH THIS PROPOSAL.

Owner: Chris Edwards CE Date: 5 / 11 / 20  
(print) (sign)



**FOR SALE**  
willfrederick.com  
willfrederick.com  
Text: MYKW To: 59594  
**335-222-0058**



SIDE ELEVATION – AFTER



**BODY COLOR**



**SW 7036  
ACCESSIBLE BEIGE**

Interior / Exterior  
Location Number: 249-C1

**TRIM COLOR**



**SW 7048  
URBANE BRONZE**

Interior / Exterior  
Location Number: 245-C7

**ADDITIONAL ELEMENTS**

- Door & Window Frames: Urbane Bronze (SW 7048)
- Fascia / Metal Trim: Urbane Bronze (SW 7048)
- Exterior Lighting: Wall sconces in Urbane Bronze
- Lighting Color: Warm white, 3000K

**WINDOW SPECIFICATIONS**



Double-hung vinyl windows with white frame.

*Note: Colors may vary slightly based on lighting and surface texture. Always test a sample area prior to final application.*

FRONT ELEVATION – AFTER



SIDE ELEVATION – AFTER



**BODY COLOR**



**SW 7036  
ACCESSIBLE BEIGE**  
Interior / Exterior  
Location Number: 249-C1

**TRIM COLOR**



**SW 7048  
URBANE BRONZE**  
Interior / Exterior  
Location Number: 245-C7

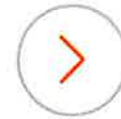
**ADDITIONAL ELEMENTS**

- Door & Window Frames: Urbane Bronze (SW 7048)
- Fascia / Metal Trim: Urbane Bronze (SW 7048)
- Exterior Lighting: Wall sconces in Urbane Bronze
- Lighting Color: Warm white, 3000K

**NOTES**

Color mockup prepared to represent a cohesive earth tone palette. Final appearance may vary based on lighting and surface texture.

Single Hung Low-E Argon/Se  
Glass Vinyl Fin Window



## ATTACHMENT C

### **STAFF REPORT PRESENTED TO THE HISTORIC DISTRICT COMMISSION**

The attached staff report was prepared and presented to the Hammond Historic District Commission in connection with its review of the Certificate of Appropriateness application for 408-410 West Thomas Street.

The report summarizes the property's historic status, applicable Historic District Design Guidelines, Secretary of the Interior's Standards for Rehabilitation, relevant preservation considerations, and staff analysis of the proposal as submitted.

The staff report was provided to assist the Commission in identifying applicable standards, evaluating the proposed work, and conducting its review of the application during the public hearing process.

This report is included as part of the administrative record considered by the Commission in reaching its decision and forms part of the record associated with this appeal.



(985) 277-5684 | P

HISTORICDISTRICT@HAMMOND.ORG | E

P.O BOX 2788 HAMMOND, LA 70401

HISTORIC DISTRICT COMMISSION

HISTORIC DISTRICT COORDINATOR  
Heather Diebold

**STAFF REPORT PRESENTED TO THE COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

**Property Address:**

408–410 West Thomas Street, Hammond, Louisiana

**Applicant / Property Owner:**

Christopher Edwards

**Application Type:**

Certificate of Appropriateness – Exterior Alterations

**Historic Status:**

Contributing Property – Hammond Historic District / National Register Historic District

**Meeting Date:**

Work Session: Friday, May 15, 2026 @ 11:00 AM

Regular Meeting: Wednesday, May 20, 2026 @ 4:00 PM

**Prepared By:**

Historic District Coordinator

---

**I. SUMMARY OF REQUEST**

The applicant has submitted a Certificate of Appropriateness (COA) application for exterior alterations to the commercial structure located at 408–410 West Thomas Street, a contributing property within the Hammond Historic District and National Register Historic District. Submitted application materials indicate the proposed work is intended to create a more uniform exterior appearance for the structure and improve commercial appeal.

The applicant proposes the following exterior work:

1. Painting all exterior masonry surfaces a uniform color;
2. Painting existing honed limestone façade panels on the front elevation;
3. Replacement of existing windows;
4. Removal of existing landscaping and installation of new landscaping;
5. Application of a uniform exterior color palette to the structure and trim.

Submitted application materials identify the proposed color palette as:

**Primary Building Color:**

- **Sherwin-Williams Accessible Beige (SW 7036)**

**Trim / Accent Color:**

- **Sherwin-Williams Urbane Bronze (SW 7048)**
- 

**II. PROPERTY DESCRIPTION AND EXISTING CONDITIONS**

The subject property is located at 408–410 West Thomas Street within the Hammond Historic District and is classified as a contributing structure. The building is a one-story commercial structure exhibiting characteristics of mid-century commercial/modern design, including a later façade modification occurring during the property’s period of significance.

Existing conditions indicate the building currently includes:

- Unpainted brick masonry on exterior elevations;
- Two visibly distinct brick materials/colors on the west elevation;
- A front façade containing approximately ¾-inch thick honed limestone panels forming part of the façade treatment;
- Existing storefront glazing and window systems;
- Existing landscaping and site elements.

The variation in brick materials is visible and appears reflective of the building’s construction history and architectural evolution. Historic documentation and survey materials indicate that changes to the façade occurring during the building’s period of significance contribute to the structure’s historic character.

Staff further notes that consultation with the State Historic Preservation Office (SHPO) indicated that the distinction between the differing brick materials appears intentional and reflective of the building’s historic evolution during its period of significance, rather than a defect or incompatible alteration. Staff further notes that painting or limewashing previously unpainted masonry surfaces on contributing historic structures would generally not be consistent with treatment approaches recognized through National Park Service historic rehabilitation review processes.

---

**III. PROPOSED EXTERIOR WORK**

**A. Painting of Previously Unpainted Brick Masonry**

The applicant proposes application of paint to exterior brick masonry surfaces to create a uniform exterior appearance. Submitted application materials identify Sherwin-Williams Accessible Beige (SW 7036) as the proposed primary building color. Existing exterior masonry appears to be historically unpainted.

Historic District Standards provide that unpainted masonry should remain unpainted and emphasize preservation of historic masonry materials. Standards further recognize that application of coatings to masonry may alter the appearance and performance of historic materials, including moisture permeability and long-term maintenance characteristics.

## **B. Painting of Architectural Limestone Panels**

The applicant proposes painting the existing honed limestone façade panels located on the front elevation to create a unified appearance with the remainder of the structure. Existing façade materials include approximately ¾-inch thick honed limestone panels, which are currently expressed as unpainted architectural stone.

Historic District Standards emphasize retention and preservation of architectural stone and masonry materials, including unpainted exterior materials. Staff further notes that limestone is a porous natural material and treatment through applied coatings may alter surface appearance, breathability, and maintenance requirements over time.

## **C. Window Replacement**

The applicant proposes replacement of existing side and rear windows with white insulated vinyl double-hung windows. Submitted application materials indicate the proposed replacement windows are intended to improve building appearance and functionality.

Historic District Standards provide that original window openings, proportions, materials, and configurations should be retained where feasible and that replacement windows should be compatible with the historic character, proportions, and material expression of the structure.

\*\*During preliminary discussion regarding the application, questions were raised concerning whether replacement windows should maintain the existing profile, proportions, and visual expression of the current window system, including where existing windows are presently non-operational. Compatibility of proposed white vinyl replacement windows with the building's historic character was also discussed.

## **D. Landscaping Modifications**

The applicant proposes removal of existing landscaping and installation of new landscaping materials as part of the exterior improvements. Specific landscaping plans and materials are included within the submitted application materials.

Historic District Standards recognize landscaping as an important component of district character and provide that new landscape features should remain compatible with the historic setting.

## **E. Uniform Exterior Color Treatment**

Submitted application materials indicate the proposed project is intended to create a more cohesive and uniform exterior appearance through consistent application of paint color across exterior surfaces.

Submitted colors include:

### **Primary Color:**

- Sherwin-Williams Accessible Beige (SW 7036)

### **Accent / Trim Color:**

- Sherwin-Williams Urbane Bronze (SW 7048)

Historic District Standards recognize a broad range of color selections while emphasizing compatibility with historic materials, architectural features, and district character.

\*\*Preliminary discussion further included consideration of whether painting of existing door and window trim elements, separate from painting of masonry and architectural stone materials, may present a distinct compatibility consideration for Commission review.

---

#### **IV. PROCEDURAL HISTORY**

- **May 4, 2026:** Certificate of Appropriateness application submitted to the Historic District Commission.
  - Applicant submitted renderings, photographs, color information, and supporting materials for review.
  - Applicant correspondence accompanying the application indicated the applicant’s intent to pursue an appeal to the City Council in the event of denial. This statement is included solely as part of the procedural record and is not substantive to the merits of the application.
  - This application represents the initial Commission review of the proposed exterior alterations.
- 

#### **V. APPLICABLE STANDARDS**

##### **Secretary of the Interior’s Standards for Rehabilitation**

Relevant standards may include, but are not limited to:

##### **Standard 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.

##### **Standard 5:**

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

##### **Standard 6:**

Deteriorated historic features shall be repaired rather than replaced. Where replacement is necessary, the new feature shall match the old in design, color, texture, and, where possible, materials.

##### **Standard 9:**

New exterior alterations shall not destroy historic materials that characterize the property and shall be compatible with the historic materials, features, size, scale, and proportion of the property and its environment.

---

##### **Hammond Historic District Standards / Design Guidelines**

##### **Masonry and Architectural Stone**

- Historic masonry and architectural stone materials should be retained and preserved;
- Unpainted masonry should remain unpainted;

- Treatments that alter the appearance or performance of historic masonry or stone should be carefully evaluated;
- Repair is preferred over replacement where feasible.

### **Paint and Color**

- Paint application should remain compatible with historic district character;
- Color selection should complement historic materials and architectural features.

### **Windows and Openings**

- Historic window openings and configurations should be retained where feasible;
- Replacement windows should remain compatible in scale, material, proportions, and appearance.

### **Landscaping**

- Landscaping should remain compatible with the historic setting and character of the district.

## **\*\*VI. ADDITIONAL CONTEXT – INFORMATIONAL ONLY**

During preliminary discussion regarding the application, questions were raised concerning alternatives that could provide visual mitigation of contrasting masonry without direct attachment to the building or permanent alteration of historic materials.

In response to those discussions, staff prepared conceptual mockups illustrating reversible, freestanding approaches and landscaping concepts for informational purposes only. These concepts are not part of the submitted application and are intended solely to illustrate potential approaches that avoid attachment to the historic structure while maintaining reversibility and preservation of historic materials.

Staff-prepared conceptual mockups include:

- **Freestanding vegetative screening systems (“green screening”)** utilizing trellis or cable systems independent of the structure;
- **Freestanding architectural panel / rain screen systems** intended to create visual uniformity while avoiding direct attachment to historic masonry; and
- **Conceptual landscaping treatments for both the front façade and side elevation** intended to soften visual contrast while retaining existing building materials and architectural expression.

Submitted conceptual renderings illustrate systems and site treatments intended to:

- Maintain airflow and allow masonry to breathe;
- Avoid anchoring into historic brick or mortar;
- Remain fully reversible without permanent marks or damage;
- Preserve existing windows, doors, and building materials; and
- Provide potential approaches for visual mitigation while maintaining compatibility with Historic District Standards.

During preliminary discussion regarding the application, questions were also raised concerning the proposed replacement of existing windows with white vinyl double-hung units. Discussion included compatibility of vinyl windows with the historic character of the building and whether replacement windows should maintain the existing profile, proportions, and visual appearance of the current window system, including where windows are presently non-operational.

Preliminary discussion further included whether painting of existing door and window trim elements could be considered separately from painting of masonry and architectural stone materials.

---

## VII. STAFF OBSERVATIONS FOR COMMISSION CONSIDERATION

Staff notes the following factual considerations for Commission review:

- The property is a contributing structure within the Hammond Historic District and National Register Historic District.
- Existing conditions indicate the building currently retains unpainted brick masonry and architectural limestone façade panels, both of which presently remain unpainted.
- The proposed work includes application of paint to previously unpainted brick masonry and honed limestone façade materials.
- Historic District Standards provide that unpainted masonry should remain unpainted and emphasize preservation of historic masonry and architectural stone materials.
- Staff notes that the distinction between brick materials appears intentional and reflective of the building's historic evolution during its period of significance, based upon historic documentation and consultation with SHPO.
- Proposed window replacement includes white insulated vinyl double-hung windows, which may be evaluated for compatibility with the building's historic character, materiality, proportions, and surrounding district context.
- **\*\*During preliminary discussion regarding the application, questions were raised concerning compatibility of the proposed white insulated vinyl double-hung windows with the building's historic character and whether replacement windows should maintain the existing profile, proportions, and visual expression of the current window system, including where windows may remain non-operational.**
- **\*\*Preliminary discussion further included consideration of whether painting of door and window trim elements, separate from painting of masonry and architectural stone materials, may present a distinct compatibility consideration for Commission review.**
- **\*\*During preliminary discussion, questions were also raised concerning alternatives that avoid direct attachment to the building, and staff subsequently prepared conceptual freestanding mockups and landscaping treatments for informational purposes only. These materials are not part of the submitted application.**
- The Commission may consider compatibility of proposed landscaping modifications, material changes, paint application, and replacement elements with applicable Historic District Standards and the Secretary of the Interior's Standards for Rehabilitation.

---

## VIII. COMMISSION ACTION

Based upon the submitted application materials, testimony, and applicable standards, the Commission may:

- **Approve** the application;
- **Approve with conditions**;
- **Deny** the application; or
- **Defer** the application for additional information or revisions,

based upon the applicable Historic District Standards, the Secretary of the Interior's Standards for Rehabilitation, and the evidence presented in the record.

## **ATTACHMENT D**

### **APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES**

The attached excerpts from the Hammond Historic District Design Guidelines contain the provisions applicable to the Certificate of Appropriateness application submitted for 408-410 West Thomas Street.

The enclosed excerpts address the specific issues presented by the application, including treatment of historic masonry, architectural stone materials, paint application to historic building materials, and window repair and replacement.

These guidelines were considered by the Hammond Historic District Commission in conjunction with applicable provisions of the Unified Development Code and the Secretary of the Interior's Standards for Rehabilitation in evaluating the application and reaching its decision.

The attached excerpts are included as part of the administrative record associated with this appeal.



## MASONRY

---

### Overview

Brick, stone, tile, terra-cotta, concrete, stucco, and mortar are all typical masonry materials found on the exterior of historic buildings. The texture, the scale, the color, the bonding pattern, the joints, and the detail of masonry surfaces can all contribute significantly to the overall character of the historic building. Masonry features such as roofing tiles, chimneys, arches, quoins, lintels, sills, cornices, and pediments further define a building's historic character.

Brick is the dominant building material of Hammond's commercial buildings. Fanciful brick cornices, corbelling and detailing set downtown Hammond apart from modern areas. To a much smaller extent, natural stone and cast stone were also used for decorative enhancements and foundation materials. To maintain Hammond's historic character, historic masonry must be preserved and not defaced, covered over, or treated in such a manner that will accelerate its deterioration.

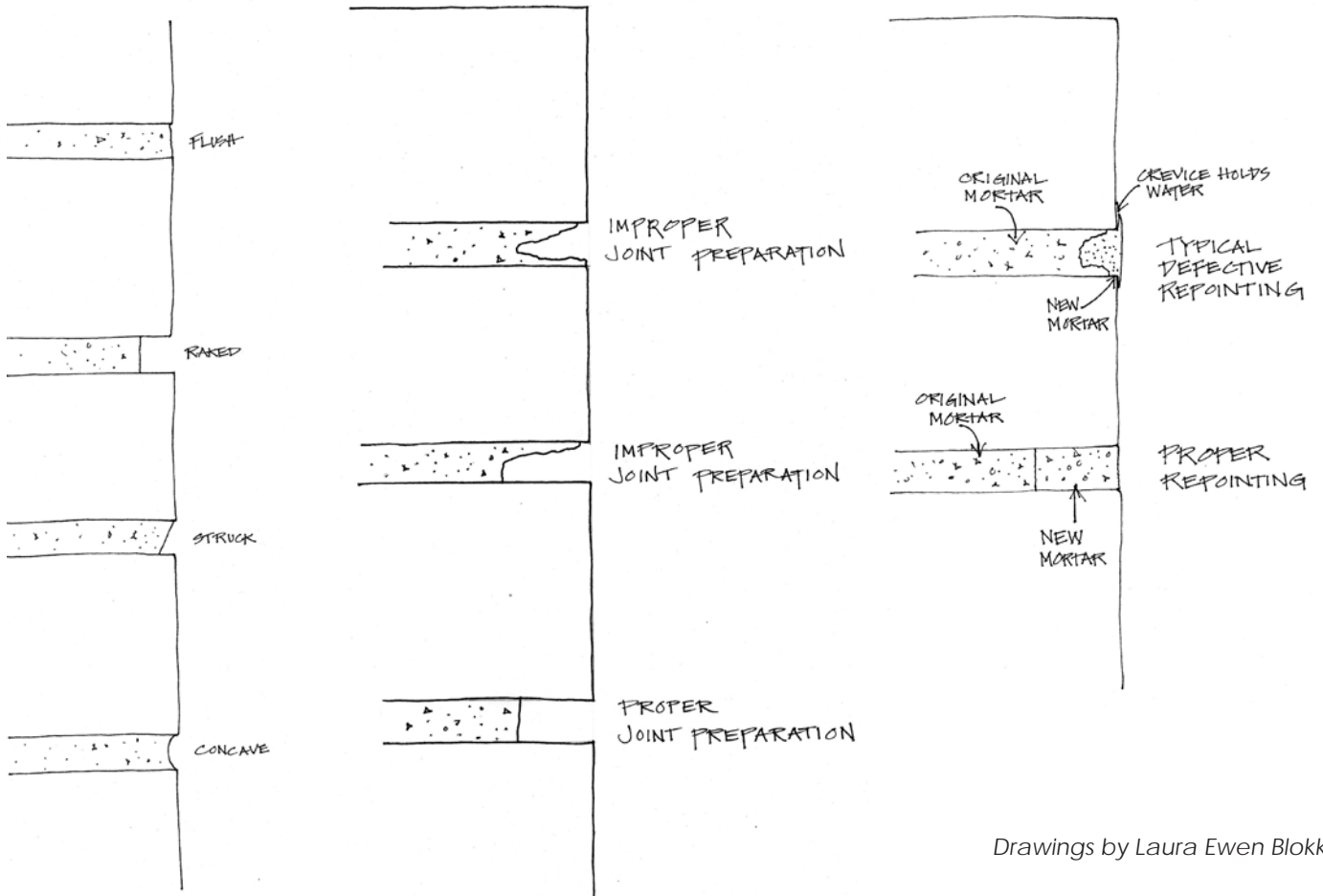
### *Care and Maintenance*

Appropriate ways to preserve masonry include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Monitor masonry for cracks and signs of moisture damage.
- Ensure that water does not collect at the base of a masonry foundation or chimney.
- Clean masonry only if necessary to remove any heavy soiling or prevent deterioration.
- Use the gentlest means possible to clean historic masonry. Cleaning with a low pressure (500 pounds per square inch or less) water wash, using detergents and natural bristle brushes, is recommended.
- Test any proposed cleaning method on an inconspicuous sample area first.
- Eliminate any vegetation that may cause structural damage or hinder ventilation and surface drainage of a masonry element.
- Maintain water shedding capacity of surfaces by maintaining pointing.
- Keep unpainted surfaces unpainted. Brick has a natural protective finish that allows buildings to withstand environmental effects for many years with a minimum amount of maintenance. The amount and cost of maintenance rises when a brick building is painted, as the paint must be renewed every five to ten years.

## GUIDELINES FOR MASONRY

1. Historic masonry must be retained and preserved to the fullest extent possible.
2. All masonry construction features that are character defining elements of historic buildings, including chimneys, arches, quoins, cornices, and pediments must be retained and preserved to the fullest extent possible.
3. If replacement or any masonry material is deemed to be necessary by a preservation professional, replacement materials must match the historic materials as best as possible in composition, size, shape, color, pattern, and texture. This applies to stucco as well as brick, terracotta, stone, concrete, and etc.
4. Abrasive cleaning methods like sand blasting and high pressure water washing are not permitted for masonry.
5. If repair or repointing of mortar is necessary, it is required that the existing mortar be duplicated in composition, color, and texture as best as possible. Repointing historic brickwork with a standard bagged mortar of high Portland cement content shall not be permitted. If cracks in mortar joints, crumbling mortar, loose bricks, damp walls, or damaged plaster indicate deterioration, repoint mortar joints of masonry surfaces in appropriate ways:
  - Carefully remove deteriorated mortar by hand-raking the joints. Using electric saws or hammers can damage the masonry.
  - Duplicate the strength, the composition, the texture, and the color of the original mortar. Replacing a softer mortar with one high in Portland-cement content can cause serious damage to existing masonry and is not permitted. Lime-based mortars or mortars with a 1:2:6 (Portland cement:lime:sand) ratio are permitted. The ingredients and ratio of proposed mortar mix along with a cured sample must be submitted with application.
  - The width and the joint profile of the original mortar joints must be replicated. Applicants may be required to show a small example of a finished joint before being granted approval to complete work on prominent or character defining area.
6. It is not appropriate to apply paint or other coatings to unpainted masonry elements that were historically not coated. Application of paint or other coatings to unpainted masonry elements is not permitted.
7. Application of nontraditional masonry coatings such as weatherproofing and water repellents to masonry as a substitute for repointing or repair is not permitted. Use of water repellants may be considered only if appropriate masonry repairs have failed to eliminate water penetration problems.
8. Removal of paint from masonry surfaces is not recommended unless the brick is of high quality and was intended to be exposed. Undertake removal only with a chemical paint remover specifically formulated for masonry. Always test the remover on an inconspicuous area or a test panel first.
9. Removal of original stucco to reveal brick is not permitted. Not only would this substantially alter the appearance of the building, but the brick would likely be left vulnerable to deterioration that it was not designed to withstand. Restoration of stucco to buildings where it has been removed is encouraged, but must be based on good documentation of the original appearance. Applications must contain detailed specifications for new work.
10. Application of stucco to buildings not originally stuccoed is not permitted.



Drawings by Laura Ewen Blokker.





## Walls, Trim, & Cornices

---

### Overview

The pattern, the scale, the texture, the color, and the detail of historic wall materials provide distinctiveness and scale to buildings. Details such as corner boards, brackets, and quoins, also add character to historic building exteriors. The heart of Hammond's historic district is commercial. Commercial buildings from the late nineteenth and early twentieth centuries display a variety of façade treatments. These buildings used their exterior appearance to advertise and entice would be patrons and customers. Thus, more so than in residential designs, each building became an independent statement. As noted by Richard Longstreth in *The Buildings of Main Street: A Guide to American Commercial Architecture*, "The commercial center became a collage, a panoply of competing images embodying the rivalry of the marketplace." Thus the preservation of the great variety of materials, textures, and details of Hammond's historic storefronts is essential to the preservation of Hammond's character.

Traditional materials used were clear glass, brick, wood and decorated pressed iron and tin. It is encouraged that the use of these materials, rather than materials developed after the date of construction, be used in restoration or rehabilitation of a building. Use of aluminum or vinyl siding, smoked glass, mirrored glass, and wood shakes on storefronts or facades shall not be permitted. Facades finished in decorative metal are extremely difficult to replace and should be preserved if at all possible. Recent additions obscuring these facades should be removed taking care not to destroy what pressed metal may remain underneath.

Remaining original storefronts should not be altered, but rather repaired and preserved. Restoration of storefronts that have been altered is encouraged provided that enough original material and documentation remains to make the restoration feasible without substantially recreating a long removed incarnation. Storefronts that were substantially remodeled more than fifty years in the past should be respected as historic changes. In these cases, where the overall design dates from an interim remodeling and this remodeling enhances the historical character of the Hammond Historic District, restoration should conform to the period of remodeling and not the date of construction. In this manner, the Historic District will continue to reflect a dynamic history rather than attempting to return to a set period of time. The latter is never possible, nor is it desirable as it would falsify the actual evolution of the town's built environment.

Although the core of Hammond's Historic District is commercial, its residential buildings are no less important to the character of the town. Small and large, elaborate and plain, the individual houses and multiple-unit dwellings of Hammond represent the gamut of American architectural styles, plans, and forms dating from the late nineteenth century through the twentieth century. As with their commercial counterparts, their remaining materials, details and overall design are essential parts of the district's collective character. Plain wood weatherboards, novelty wood weatherboards, wood shakes, stucco, and brick are all a part of Hammond's residential material palette.

Less common, but also dating to the historic period is asbestos siding. Asbestos shingles are a durable material and do not pose a health risk in place. When they are removed, however, proper containment and disposal of the hazardous material must occur. Therefore, for health and expense factors, as well as for preservation of the

historic character, it makes sense to retain asbestos shingles. Broken shingles may be individually replaced. If a stock of extra shingles was not maintained on the property, good matches for replacement can generally be found through online sources

### Care and Maintenance

Appropriate ways to preserve exterior walls, trim, and cornices include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Inspect walls regularly for signs of deterioration or moisture damage.
- Keep all joinery adequately sealed to avoid moisture damage.
- Maintain a sound paint film on all elements that were traditionally painted.
- Eliminate any vegetation that may cause structural damage, or that may hinder ventilation and surface drainage, thus inviting damage from moisture, mildew, fungi, or insects. (Apply directly to plant materials, being sure that spray or drips do not contact building materials as this can introduce soluble salts and be deleterious.)
- Maintain gutters and downspouts to avoid moisture damage to walls.
- High pressure washing is strongly discouraged as it can readily dislodge and damage historic fabric.
- Waterproof coatings and other coatings with low vapor permeability are not recommended because they often trap moisture within the building materials promoting, rather than preventing deterioration.

## GUIDELINES FOR EXTERIOR WALLS, TRIM, & CORNICES

1. The original shape, form, height, materials, and details of historic exterior walls must be preserved to the fullest extent possible. This includes all architectural features that are character-defining elements of exterior walls, such as bays, cornices, storefronts, arches, quoins, corner boards, and brackets.
2. The removal and replacement of sound historic material is strictly prohibited.
3. If replacement of a wall element or detail is necessary due to irreparable deterioration as determined by a preservation professional, replacement must be limited to just the deteriorated element or portion of the element.
4. If replacement of any aspect of an exterior wall is determined by a preservation professional to be necessary, the replacement material(s) must match the historic materials in composition, size, shape, color, pattern, and texture to the fullest extent possible. Substitute materials should only be considered if the original materials are not technically feasible. Fiber cement siding may be considered in select situations if it matches the original wood exactly in dimensions and profile, however the use of wood is always preferred and must be considered first. Applications for use of alternative materials must present a comparison with the use of the original material and reasons for selecting a different material.
5. New vents and mechanical connections through historic walls must be located on non-character defining walls or inconspicuously on side or rear walls where they will not be visible from the street.
6. New wall features, such as vents, bays, and door or window openings, must not be introduced if they would diminish the original design of the wall or damage historic wall materials.
7. Unpainted wall materials that were historically not painted or coated shall not be painted or coated.
8. Waterproof coatings and other coatings with low vapor permeability shall be avoided because they often trap moisture within building materials, promoting rather than preventing deterioration.

## GUIDELINES FOR EXTERIOR WALLS, TRIM, & CORNICES (continued)

9. Brick, cast stone, wood or other historic cladding material and trim may not be replaced or covered with a substitute cladding materials such as aluminum siding, vinyl siding, or brick veneer. It is never acceptable to remove and replace sound historic siding, trim, or features.
10. If 50% or more of the existing artificial siding on a structure, element (porch, garage, balcony, entryway), or combination thereof is deteriorated to the degree of needing replacement, the artificial siding shall be removed completely and the original material, if present shall be restored. If there is no surviving original clad-

ding or if the remaining materials are determined by a historic preservation professional to be deteriorated to the point of being unsalvageable, replacement with an alternate material may be considered. Alternative cladding material may be considered only if it matches the original exactly in dimensions and profile, however the use of historic materials is always preferred and must be considered first. Applications for use of alternative materials must present a comparison with the use of original material type and reasons for selecting a different material.





## PAINT & COLOR

---

### *Overview*

Painted finishes are just as much a defining part of historic character for individual properties and historic districts as other features and materials. Exterior paint has both an aesthetic purpose and a practical one. Paint provides an opportunity to reinforce a historic building's architectural style and accentuate its significant features through the appropriate selection of paint color. It also provides a sacrificial first line of defense against the elements for more costly materials like wood and metal. Although copper, bronze, and stainless steel surfaces are intended for direct exposure to the elements, paint protects all other metal surfaces from corrosion due to exposure to air and water. Also, paint helps protect wood surfaces from the effects of weathering due to moisture and ultraviolet light. Proper preparation and application of paint films is critical to preventing the deterioration and the need for replacement of vulnerable exterior surfaces. Therefore, proper maintenance of paint coatings is one of the most important parts of building preservation. At the same time, it is equally important for unpainted surfaces to remain unpainted. Application of paint films can alter the ability of materials like brick masonry to release moisture, leading to deterioration. Unpainted masonry is also part of the historic character of the district.

Hammond is historically a city of earth tones, colors derived from the organic material of the brick in its commercial buildings. Use of this color range, which includes all browns, beiges, terra cotta, brick red, lead white is encouraged for all painting done on the façade surface of the building. Residential buildings have more historic variety in their palettes depending upon the style of the building. Queen Anne houses display the most exuberant use of color. Craftsman Bungalows often combined exterior materials such as shingles, stucco, and brick. Usually the brick was unpainted, the shingles were stained, and the stucco was painted a light neutral or buff color. Any trim or wood introduced was usually painted white, gray, or an earth tone. Preservation or restoration of historic paint schemes through the use of historic documentation or paint analysis can enhance the historic character of a building.

### *Lead Safety and Regulation*

Property owners should be aware that as of April 2010 all exterior work on a pre-1978 building that disturbs more than 20 square feet of painted surface and any window replacement must be performed in compliance with the Environmental Protection Agency's Renovation, Repair and Painting (RRP) Rule (<http://www.epa.gov/getleadsafe/#>). This rule requires that any contractors performing such work are lead-safe certified. Homeowners doing their own work on their own home are exempt from the training and certification required of contractors, but should educate themselves about lead safety. The intent of the RRP Rule is to protect children from lead poisoning in all environments. This includes the children of contractors, who can be poisoned by contamination brought home by their parents. Everyone should learn about the dangers of lead and how to best contain it. Good lead-safe practices include protecting the work area with plastic sheeting; wearing gloves, masks, coveralls, and booties; minimizing the creation of dust; thorough cleanup during and after work; and proper bagging of lead waste after completion. See the EPA's guide, "Steps to Lead Safe Renovation, Repair, and Painting" (<http://www.epa.gov/getleadsafe/#>) for more information.

## Care and Maintenance

Appropriate ways to preserve paint and color include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Inspect painted surfaces to determine if repainting is necessary or if cleaning the surfaces will suffice.
- Use the gentlest techniques possible, such as handscraping and handsanding with wood or brick, and wire brushing and handsanding with metals, to remove loose paint layers down to a sound paint layer. Employ infrared heaters and chemical paint strippers only when gentler methods are not successful and more thorough removal is necessary, and use them with caution. Heat guns should be avoided because of fire risk.
- Use of pressure-washers and grit-blasting on wood and masonry is not permitted.
- Use of disc sanders and grinders for paint removal on wood and masonry is not permitted.
- Follow proper surface preparation, applying compatible paint-coating systems, including priming all exposed wooden surfaces.
- Use stain or varnish on surfaces previously varnished or stained.

### GUIDELINES FOR PAINT & COLOR

1. Protect original building material that was painted by maintaining a sound paint film.
2. Painting of unpainted wood, brick, stone, copper and bronze is not permitted. Applications for the painting of previously painted buildings that have experienced substantial loss of paint will be evaluated on a case by case basis.
3. Surfaces that were varnished or stained, must not be painted with an opaque film.
4. Enhancement of the architectural character of the historic building through appropriate placement of exterior paint colors and finishes is encouraged. The composition and color of all paints and finishes must be approved by the commission.



## WINDOWS AND DOORS

---

### *Overview*

Often called the eyes of the building, windows - perhaps more than any other element - define a building's expression. Their number, size, rhythm of placement, and particularly their design and materials contribute significantly to a building's historic character. Along with doors, they are also particularly indicative of stylistic periods. Both wood and metal frame windows and doors are found in Hammond's historic buildings. Clear glass and to a far lesser extent, stained glass appears in both windows and doors.

### *Sustainability Note*

These openings in a building's exterior also provide opportunity for natural light and ventilation. In this way, historic windows, doors, and shutters are sustainable design features that can facilitate energy savings when maintained properly. Historically, wooden blinds or shutters were functional as well as decorative. Shutters, particularly louvered shutters, were used to control the entry of light and air into historic interiors. With louvers angled to omit solar radiation while channeling air inside, shutters are very effective cooling devices.

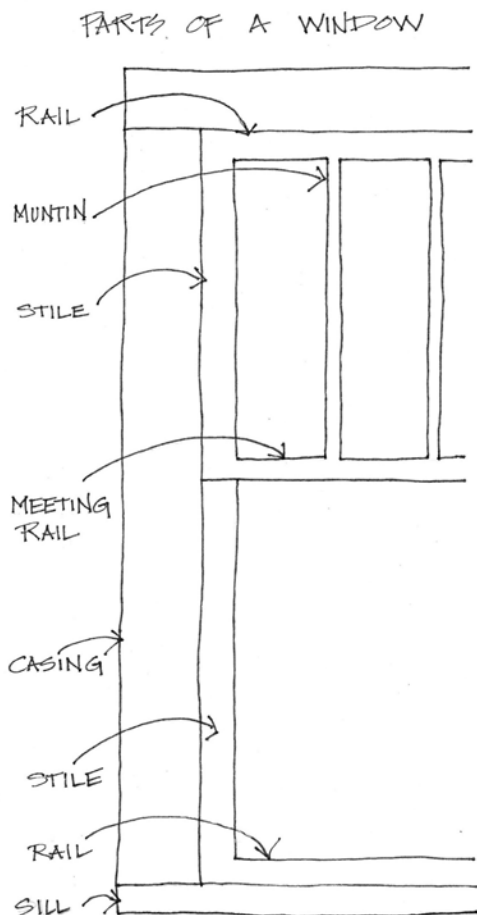
Building owners often seek replacement windows in the belief that they will conserve energy. For this reason, some facts about the actual thermal performance of historic wooden windows versus new replacement ones are worthy of note. Contrary to many manufacturers' claims, the actual payback of a replacement window could be as long as a century. This is because the way that manufacturer figures are shaped does not reflect many of the realities of heat loss in actual buildings. Heat loss through both historic and replacement windows primarily occurs because of air infiltration where window sashes meet each other and their casings. However, manufacturers of new windows like to focus on the thermal performance of the glass. Likewise, the role of windows in the thermal performance of the entire building is over emphasized. Insulating an attic will achieve far greater energy saving than replacing windows and it does not adversely affect the historic building. For detailed discussion and research results regarding energy and windows, see *Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement* ([http://www.preservationnation.org/information-center/sustainable-communities/green-lab/saving-windows-saving-money/120919\\_NTTP\\_windows-analysis\\_v3lowres.pdf](http://www.preservationnation.org/information-center/sustainable-communities/green-lab/saving-windows-saving-money/120919_NTTP_windows-analysis_v3lowres.pdf)).

While replacement windows are not an appropriate way to conserve energy in a historic building, there are steps that property owners can take to ensure that their mechanically cooled or heated air - and their money along with it - isn't quite literally flying out the window. The first way to make sure that windows aren't energy sieves is to keep them well maintained. Keeping windows well-painted and glazed will go a long way to making sure they resist heat loss or gain. Another important and overlooked aspect of window weatherization is making sure that they close properly and hardware works. If windows don't close completely, remove old paint build-up that may be hindering them and remedy any other defects. Meeting rails of double hung sash should align. Once closed, make sure that the window lock works to keep the window unit fully closed.

Storm windows are an extremely effective way to improve thermal performance at window openings. By adding to the window unit another layer of glass with an air pocket between, storm windows act much like the insulated

glass of replacement windows. In addition, they too can be fitted with low-e glass or existing glass can be laminated. Today, there are many storm windows that are manufactured specifically for historic buildings. An internet search for “storm windows for historic buildings” will produce several manufacturer websites. Unlike the protruding triple track storm windows that many of us are most familiar with, low-profile storm windows with narrow frames can appear nearly invisible when installed. Storm windows can also be installed on the interior to avoid any exterior diminishing of historic character altogether.

Storm windows also offer protection from the weather. A primary window that is protected by a storm window will require far less maintenance than an exposed one. Window screens add to the function of windows by keeping insects out while letting fresh air in. Both storm windows and window screens have been in use in the United States since at least the nineteenth century. They were particularly common building features in the first half of the twentieth century, before the advent of air-conditioning and more efficient heating systems. With the use of storms and screens, homes were more comfortable in all seasons. The storm and screen windows of this era differ from the metal triple-track storm and screens of the later part of the century. In the early twentieth century, storm windows and screens were typically simple wooden frames with rails that aligned with the meeting rail of the double-hung windows. They were sized to fit exactly into the window casings and secured with hardware that allowed them to be switched seasonally. Screens like this can still be found in the district and on other historic properties in the city. Storm windows of this vintage – if they survive – are more likely to be found stored in a garage or attic than on a building. New versions of this style of storm window are also available today. See the windows chapter of the book *Green Restorations: Sustainable Building and Historic Homes* by Aaron Lubeck for some examples of storm window applications. Standard triple track storm windows exist on some buildings in the district. These are not preferable because their deep profile does change the appearance of the windows, but they are acceptable as long as their division aligns with that of the historic window. There are many variables in storm windows and selection should depend on how they will be used in conjunction with operation of the window and how they will impact the building. Finally, one other very simple way to insulate windows is to hang a curtain. There are heavy insulating curtains on the market, but even lighter fabrics will help prevent heat transfer through windows.



### Care and Maintenance

Appropriate ways to preserve windows, doors, and shutters include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Maintain a sound paint film on all wooden windows and doors.
- Maintain caulking and glazing putty to prevent air or water infiltration around glass.
- Weatherstrip windows and doors if appropriate to prevent moisture and air infiltration.
- Check sills and thresholds to ensure that water runs off and does not collect.
- Monitor the condition of wooden windows and doors.
- Keep hardware in operable condition.
- Replace cracked glass with glass or same color, thickness, vintage and /or type of manufacture.

## GUIDELINES FOR WINDOWS AND DOORS

1. Original windows, doors, and shutters must be retained and preserved to the fullest extent possible. This includes all wood and metal sash, glass, and hardware.
2. Openings and details of windows and doors, such as trim, casings, lintels, sills, and thresholds must be retained and preserved to the fullest extent possible.
3. Original windows, doors, and associated elements should be repaired by dutchman repairs (infill that replaces only the damaged are and uses the same material), consolidating, or otherwise reinforcing deteriorated sections.
4. If replacement of a piece of a window or door element is necessary, only the deteriorated portion should be replaced while all else must be retained. The replacement section must match the original in size, scale, proportion, profile, materials, and detail.
5. If replacement of an entire door or window is required because of total loss or irreparable deterioration as determined by a preservation professional, the replacement must match the original exactly in profile, dimensions, finish, and etc. Replacement of windows and doors with stock items that do not fill the original openings or duplicate the unit in size, material, and design is not permitted.
6. Replacement of absent shutters must be sized to window openings. Replacement shutters, must match the appearance, size, design, proportions and profiles of the historic shutters. Comparable detailed drawings of both the historic and proposed replacement shutters shall be reviewed. Documentary, physical, or pictorial evidence shall substantiate replacement of missing shutters. If the proposed shutters are made of a material other than wood, the applicant shall submit detailed drawings as described above, manufacturer's literature, and a sample of the proposed shutter.
7. Historic storm windows, screens, storm doors, and screen doors should be retained and preserved.
8. New storm windows for thermal improvement are encouraged. They must be "full view" or "broken" in an unobtrusive manner. They must be installed so that existing windows and frames are not damaged or obscured. Any major horizontal or vertical dividing bars of the storm windows shall be aligned with the horizontal or vertical dividers of the windows and frames. On double hung windows, the horizontal dividers of the storm windows must align with the meeting rails of the window sash. The finish should be a color appropriate to the color of the building.
9. New storm or screen doors should incorporate full glazed panels in to maximize the view of the existing door. Storm or screen doors must be installed so that the existing door and frame are not damaged or obscured. Storm or screen doors should be painted to match the building or trim
10. If fabric window or door awnings are historically appropriate, install them so that architectural features are not concealed and historic materials not damaged. Select colors appropriate to the color of the building. Aluminum window awnings are not recommended. See separate awnings and canopies section for further discussion of commercial type awnings.
11. Transparent glazing in windows or doors may not be replaced with tinted glazing.
12. Transparent or translucent glazing shall not be painted except with temporary signage. See signage section for details.
13. Application of low-e coatings is permitted as long as it is clear, not tinted.
14. Existing window or door openings must not be filled or altered if it would diminish the historic character of the building. It is not appropriate to replace or cover glazing with plywood.
15. New windows or doors must not be introduced where they would diminish the original design of the building or damage historic materials and features. New windows and doors must be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and details.
16. Front doors or matching storm or screen doors that were historically stained or varnished shall not be painted unless they have been so substantially patched as to destroy the natural appearance of the wood.

# Window Realities

## HISTORIC WINDOWS VS. REPLACEMENT WINDOWS

Historic windows are often maligned as energy wasters while replacement windows are touted as money savers.

Here are some facts that reveal a different story.

### MATERIALS & DESIGN

HISTORIC WINDOWS	REPLACEMENT WINDOWS
 <p>Historic windows can be maintained, repaired, and refurbished.</p>	 <p>Failures of individual components typically require replacement of the entire window unit.</p>

Old growth cypress → Higher resistance to rot and insects than new growth cypress!



← New growth cypress Found in replacement windows & vulnerable to outdoor exposure.



### EMBODIED ENERGY & LIFE CYCLE

#### Historic



Made up of existing materials that require no use of energy to produce.



Maintenance and restoration involves minimal resource and energy consumption.



With maintenance, the historic window continues functioning indefinitely for the purpose it was made.

#### Replacement



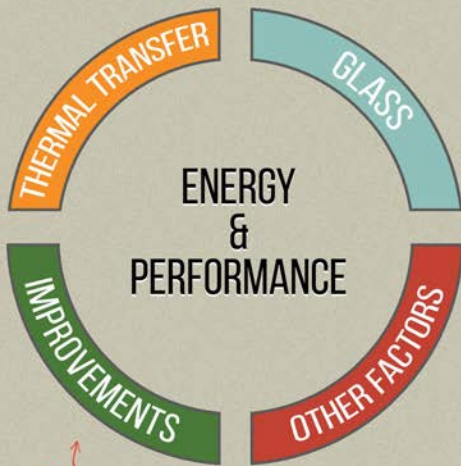
Require manufacturing of new materials, consuming new resources and energy.



They also must be transported to site, consuming more energy.

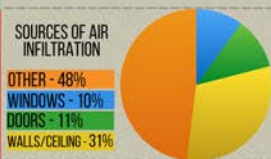


When a component of a new window fails, the whole window unit will typically be sent to the landfill.



The primary place of thermal transfer for BOTH historic and replacement windows is where sashes meet each other and their casings.<sup>2</sup>

While a glass pane of a replacement window is superior to that of a historic window, an entire window need not be replaced to improve performance.



Typically, more heat is lost through the roof of a building than through the windows.<sup>3</sup>

Storm windows and lamination are effective thermal improvements for historic windows.

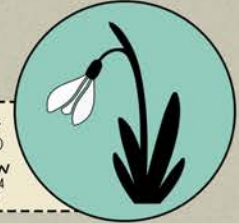
Curtains and awnings are simple, traditional means of curtailing solar gain and thermal transfer.



## LIFE EXPECTANCY



Historic windows can last for centuries.



Up to one third of all windows being replaced are less than 10 years old. Typically, new window warranties are just 20 years.<sup>4</sup>

“Some more established historic districts are now seeing replacement windows actually lower property values.”  
- AARON LUBECK, GREEN RESTORATION SPECIALIST

## TAX INCENTIVES

For HISTORIC WINDOWS

For REPLACEMENT WINDOWS



Historic Rehabilitation Tax Credits (Federal)

20% for substantial projects on income-producing properties.

+ more credits at state level.



Energy Star (Through the EPA.)

10% of window cost capped at \$200.<sup>5</sup>

Does NOT apply to installation costs.

## THE BOTTOM LINE

Retaining your historic windows can save money, natural resources, and a valued part of your historic building and neighborhood.

### SOURCES

- <http://thecraftsmanblog.com/choosing-rot-resistant-wood/>
- Walter Sedovic and Jill H. Gotthelf, "What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows," *APT Bulletin: The Journal of Preservation Technology* 36, no.4 (2005), 27.
- Aaron Lubeck, *Green Restorations: Sustainable Building and Historic Homes* (British Columbia: New Society Publishers, 2010), 157.
- Lubeck, 175.
- [http://www.energystar.gov/index.cfm?c=windows\\_doors.pr\\_taxcredits](http://www.energystar.gov/index.cfm?c=windows_doors.pr_taxcredits)

## ATTACHMENT E

### 2022 HISTORIC RESOURCE INVENTORY SURVEY EXCERPT

The attached excerpt from the 2022 Historic Resource Inventory Survey documents the historic status, architectural characteristics, and survey findings associated with the property located at 408-410 West Thomas Street.

The survey identifies the property as a **Contributing Resource** within the Hammond Historic District and National Register Historic District and provides information regarding the building's historic development, materials, and character-defining features.

The Historic Resource Inventory Survey was considered by the Hammond Historic District Commission as part of its evaluation of the application and in assessing the potential impact of the proposed work on the historic character and integrity of the property.

The attached excerpt is included as part of the administrative record associated with this appeal.

Hammond Historic District Additional  
Documentation, Boundary Increase II,  
Boundary Decrease I

Tangipahoa Parish,  
Louisiana

Name of Property

County and State

110	109 South Oak	c. 1930	Contributing
<p><b>Description:</b> 109 South Oak was listed as 121 South Oak on the Sanborn Map. It is a single-story building that is highly visible on three sides. The building is oriented so that it faces West Thomas Street. Its side elevation abuts the property line along South Oak Street; but its front façade sits very far back from West Thomas Street. The building is not very noticeable given the way it is positioned and where it is located. It almost appears to be a rear dependency for the building at 119 West Thomas, but the two structures are unrelated. A small parking area/driveway appears to be shared by both 109 South Oak and 119 West Thomas. The building features a shed roof and its cornice is wrapped in a metal slipcover, a portion of which angles downward and hides the top of a paired, aluminum-framed window on the west elevation. The building is clad in unpainted brick laid in stretcher bond on the west and north elevations. The other elevations, including the rear, which is highly visible because it backs up to a parking lot, feature painted concrete block. The northwest corner of the building is curved; a single glazed and metal door topped by a rounded fabric awning sits immediately adjacent to the curved corner. A band of four aluminum-framed, single-pane windows matching the pair on the South Oak elevation is adjacent to the door. The rear elevation is blank, featuring no openings.</p>			
111	408-410 West Thomas	1944	Contributing
<p><b>Description:</b> Addressed as 408 &amp; 410 West Thomas, this one-story, flat-roofed building is highly visible on two sides. On the front elevation, the building features wall panels that appear as smooth stucco; these flank the centered entrance. Two single aluminum-framed glazed doors, each topped by a transom, sit within the plane of the façade; the doors are separated from one another by a glazed aluminum-framed wall. A band of aluminum-framed clerestory windows sits above the panels on one side of the front façade. The result of these features is a building that appears to have been constructed in the 1950s or 1960s featuring elements of mid-century modern architecture. However, according to the Tangipahoa Tax Assessor, this building was actually constructed in the mid-1940s.<sup>109</sup> This is made evident by the appearance of the west elevation which shows that the front façade was placed on the building sometime after the original structure was completed. The façade, which is essentially a rectangular box, features blonde brick that contrasts rather harshly with the orange-red brick on the side; the "box" also slightly cuts off the first bay on the west elevation. The same situation is extant on the east elevation but that side has no openings so the two structures flow into each other a more seamlessly. Since the alteration of the façade occurred within the period of significance and may have happened as a result of trying to modernize an older building by applying the latest popular styles, the building should be considered contributing.</p>			
112	404-406 West Thomas	c. 1960	Contributing
<p><b>Description:</b> This is a single-story, flat-roofed building, featuring a slab-on-grade foundation. Its symmetrical facade is clad in orange, unpainted, stretcher-bond brick and features a central wall of ribbon windows. The ribbon windows are wood-framed and comprised of three horizontally-oriented panes; they are flanked by recessed, single, wood-framed and glazed-panel doors topped by a transom. Flat awnings project from the roofline over the doors; these awnings are incorporated within the structure of the building. A brick planter box sits in front of the central wall below the windows. Another brick box projects from the western portion of the façade and an angled fabric awning shades the front windows.</p>			
113	103 North Pine	c. 1920	Contributing
<p><b>Description:</b> The footprint of this building has changed since it was depicted on the Sanborn map. This two-story residential building features a shingled, hip roof, a façade-facing roof dormer, and painted wood siding. It features a two-story rear addition, also topped by a hip roof that is slightly shorter than the main building. The entire building, which features a rectangular footprint, is set back from the street on a large lot shaded by mature trees and sits above grade on brick piers. A concrete walkway leads from the sidewalk along North Pine Street to the porch wooden front</p>			

<sup>109</sup> Assessment No. 1350501, Tangipahoa Parish Assessor, <https://search.tangiassessor.com/>.

## ATTACHMENT F

### **UNOFFICIAL DRAFT MEETING MINUTES**

#### **May 20, 2026 Historic District Commission Meeting**

The attached document consists of draft meeting minutes prepared following the Hammond Historic District Commission meeting held on May 20, 2026, at which the Certificate of Appropriateness application for 408-410 West Thomas Street was considered.

Because the Hammond Historic District Commission's next regularly scheduled meeting is June 17, 2026, the Commission has not yet had the opportunity to review and approve the minutes. Accordingly, the attached minutes are provided in draft form and should be considered unofficial pending formal approval by the Commission.

The draft minutes are included solely to assist the Hammond City Council in its review of the administrative record associated with this appeal. The official record of the proceedings remains the meeting audio and video recordings included elsewhere within this packet.

Should any discrepancy arise between the draft minutes and the audio or video recordings, the recordings shall control.

The attached draft minutes are included as part of the administrative record associated with this appeal.



HAMMOND HISTORIC DISTRICT  
**UNOFFICIAL**  
**MINUTES**

**HAMMOND HISTORIC DISTRICT COMMISSION**

**Wednesday, May 20, 2026**

*HAMMOND CITY COUNCIL CHAMBERS – 312 EAST CHARLES ST*

**1. CALL TO ORDER**

Chairman Jessica Shirey – 4:05PM

**2. VERIFICATION OF MEETING NOTICE**

Coordinator, Heather Diebold – May 7, 2026

**3. ROLL CALL** – Quorum was reached

PRESENT: Chairman Jessica Shirey, Vice-Chairman John Exnicios, Regina Delaune and Tanya Turner

ABSENT: Michael Holly, Nic LeBlanc and Courtney Mahler

**4. APPLICATIONS**

**A. 220 N CATE STREET – 3D Wealth Management (Exterior Renovations – Final Approval)**

Applicant Deidre Dore present.

Application consisted of final review of previously approved exterior renovations, specifically revised paint options for windows, doors, and trim.

Discussion included:

- Final color selection to occur following installation of the awning;
- Continued coordination with the National Park Service (NPS) as part of the federal tax credit review process;
- Clarification that Commission approval would remain subject to any revisions required by NPS.

Applicant advised that recent storm damage from an adjacent roof failure resulted in roof punctures and continued water intrusion. Discussion included possible roof replacement and Coordinator clarification that roof replacement or repair within the Historic District requires submission of an application and may qualify for administrative approval if completed in-kind.

No public input received.

## **MOTION**

Motion to APPROVE application as submitted, pending any revisions required though NPS tax credit review.

Motion by: John Exnicios  
Seconded by: Regina Delaune

**Vote:**  
**All in favor; none opposed**

**MOTION PASSED 4-0**

### **B. 108 NW RAILROAD AVE – La Carreta (Pergolas / Louvred Patio Structures)**

Applicant Adam Perkins present on behalf of the owner.  
Owner Saul Rubio was also present.

Application consisted of:

- Installation of an actuated louver system over the existing pergola at the northeast corner of the patio; and
  - Construction of an additional matching pergola/louver system at the northwest corner of the patio.
- Discussion included:
- Visibility concerns associated with the proposed northwest corner structure;
  - Potential obstruction of the building façade and architectural profile at a prominent corner location;
  - Whether the structure should be categorized as an awning, canopy, porch, addition, or accessory structure under existing guidelines;
  - Consistency with prior approvals and whether a comparable structure had previously existed or been approved;
  - Drainage associated with the louvered system; and
  - Applicant concerns regarding sun exposure affecting patio usability.

Commission discussion focused primarily on visibility impacts and consistency with Historic District standards regarding additions to primary elevations and obstruction of character-defining architectural features.

Following discussion, applicant agreed to amend the application to remove the proposed northwest corner structure and proceed only with the northeast louver system over the existing pergola.

No public input received.

## **MOTION**

Motion to AMEND the application to remove the proposed northwest pergola and retain only the northeast louver system over the existing pergola.

Motion by: John Exnicios  
Seconded by: Tanya Turner

**Vote:**  
**All in favor; none opposed**

**MOTION PASSED 4-0**

## **MOTION**

Motion to APPROVE the application as amended.

Motion by: John Exnicios

Seconded by: Tanya Turner

**Vote:**

**All in favor; none opposed**

**MOTION PASSED 4-0**

### **C. 408-410 W THOMAS STREET – (Exterior Modifications / Paint and Windows)**

Application consisted of a request to paint previously unpainted exterior masonry and limestone elements utilizing a uniform color palette intended to create consistency across the building façade. Applicant proposed a neutral color palette utilizing Accessible Beige.

Applicant first addressed the limestone panels located on the front façade and advised that, based upon information received from his contractor, at least one damaged panel could not be repaired and would require replacement. Discussion clarified that repair of existing limestone remained the preferred treatment where feasible and that replacement in-kind could be considered if repair was not possible.

Discussion then focused on the applicant's request to paint previously unpainted masonry and limestone elements. The applicant stated that his goal was to create a uniform appearance for the building while maintaining what he considered to be an appropriate neutral palette.

Commission discussion included:

- Historic District standards regarding painting previously unpainted masonry;
- Preservation of existing masonry and limestone materials;
- The distinction between aesthetic preferences and adopted Historic District Standards;
- Alternative treatments that could assist with a uniform appearance of the building without painting previously unpainted masonry materials; and
- Landscaping and softscaping options that could lessen the visual impact of differing materials while preserving the existing masonry.

During discussion, the applicant stated that he was not interested in pursuing the alternatives being discussed and requested that the Commission vote on the application as submitted. The Chair asked whether the applicant wished to discuss additional options, including the window modifications. The applicant reiterated his request that the Commission proceed with a vote on the application before the Commission.

Public input was received by Adams Perkins.

Following discussion, Commissioners expressed concerns regarding the proposed painting of previously unpainted masonry and limestone elements and the compatibility of the proposal with the Historic District Standards and Guidelines.

## **MOTION**

Motion to DENY application as submitted

Motion by: John Exnicios  
Seconded by: Tanya Turner

**Vote:**  
**All in favor; none opposed**

**MOTION PASSED 4-0**

## **5. AGENDA ITEMS**

### **A. Commission Meeting Time**

Discussion occurred regarding possible changes to Commission meeting time.

Due to lack of a full Commission present, discussion was deferred to the June meeting.

## **MOTION**

Motion to TABLE vote to June meeting.

Motion by: Jessica Shirey  
Seconded by: John Exnicios

**Vote:**  
**All in favor; none opposed**

**MOTION PASSED 4-0**

### **B. July Meeting Schedule**

Coordinator discussed scheduling conflicts for the July meeting and possible alternatives.

Commission discussed maintaining the regularly scheduled meeting date versus rescheduling or cancellation if no agenda items required action.

No action taken.

## **6. COORDINATOR UPDATE / COMMISSION DISCUSSION**

General discussion included:

- Importance of consistency in applying Historic District standards;
- Consideration of prior approvals and administrative precedent; and
- Need to maintain fairness and consistency in Commission decision-making.

## **7. PUBLIC INPUT**

Public input received during agenda item discussions.

No additional public input.

## **8. ADJOURNMENT**

Motion to adjourn made and seconded.

All in favor; none opposed.

**MEETING ADJOURNED – 5:27PM**

## **ATTACHMENT G**

### **STATE HISTORIC PRESERVATION OFFICE (SHPO) TECHNICAL GUIDANCE CORRESPONDENCE**

The attached correspondence consists of written comments and technical guidance received from the Louisiana State Historic Preservation Office (SHPO) concerning preservation considerations relevant to the Certificate of Appropriateness application for 408-410 West Thomas Street.

The enclosed materials address treatment of previously unpainted masonry, preservation of character-defining materials and features, compatibility with accepted preservation standards, and the significance of existing architectural materials and design characteristics associated with the subject property.

The correspondence includes comments from both the Louisiana State Historic Preservation Office's National Register Coordinator and the Executive Director and Deputy State Historic Preservation Officer.

These materials are included to provide professional preservation guidance relevant to the issues considered by the Hammond Historic District Commission during its review of the application. The attached correspondence is included as part of the administrative record associated with this appeal.



BILLY NUNGESSER  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF CULTURAL DEVELOPMENT  
DIVISION OF HISTORIC PRESERVATION

CARRIE BROUSSARD  
ASSISTANT SECRETARY

June 2, 2026

Heather Diebold, JD  
Historic District Coordinator  
City of Hammond  
219 E. Robert Street  
Hammond, LA 70401

Re: Certificate of Appropriateness – Exterior Alterations  
Hammond Historic District Commission Denial Issued May 20, 2026  
408-410 W. Thomas Street, Hammond, Louisiana  
Hammond National Register Historic District

Dear Ms. Diebold:

Thank you for reaching out to our office for our comments on the Hammond Historic District Commission's (HHDC's) determination to deny the certificate of appropriateness for the proposed exterior changes to the historic building at 408-410 W. Thomas Street in Hammond. We have no jurisdiction on this project, as it is not an existing tax credit project under our review, nor do we have an existing Section 106 Review. However, because we handle the National Register process and the CLG program, I am happy to provide program comments.

The HHDC's Guidelines are most important as they provide the parameters for the review process. The Secretary of the Interior's Standards and Guidelines for Rehabilitation provide backup in the process. We appreciate how the HHDC utilized these resources to render a decision based on facts.

The building is unique in the depth of the lighter-colored brick along the sides, yet it speaks to the Mid-Century Modern (MCM) style, which can also be found in the character and style of the other two buildings to its right on the same block. The style is known to exhibit buildings with a mix of brick and stone colors, textures, and detailing, along with other materials. These details lend a unique style to the building. While painting unpainted brick would appear to bring uniformity to the exterior façade, this action is known to damage the breathability of the brick, which will cause the entire building to behave differently in our humid climate. This action can affect the long-term health of the historic resource, which is why it is discouraged by the HHDC.

I hope that a resolution to rehabilitate this historic building can be met by the owner and the City of Hammond. Please let me know if there are any questions regarding my comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nicole Hobson-Morris". The signature is fluid and cursive, with a large initial "N" and "H".

Nicole Hobson-Morris  
Executive Director and Deputy SHPO

---

**RE: Acceptable Brick Treatments**

1 message

---

**Bailey Hall** <bhall@crt.la.gov>  
To: Heather Diebold <diebold\_hl@hammond.org>  
Cc: Amanda Lanata <alanata@crt.la.gov>

Mon, May 4, 2026 at 10:36 AM

Hi Heather,

This wouldn't be considered an alteration that significantly impacts historic integrity in National Register terms however, it does appear that this was intentional when the building was constructed as a design aesthetic. As such, limewashing wouldn't meet SOI standards and would likely be denied if this went through a formal NPS review process.

Best,

**Bailey Hall**

**National Register Coordinator**

**Division of Historic Preservation**

P.O. Box 44247, Baton Rouge, LA 70804

P 225.219.4595 // F 225-219-9772

[www.louisianahp.org](http://www.louisianahp.org)



---

**From:** Heather Diebold <diebold\_hl@hammond.org>

**Sent:** Friday, May 1, 2026 3:47 PM

**To:** Bailey Hall <bhall@crt.la.gov>

**Subject:** Acceptable Brick Treatments

Bailey:

Can you please advise if someone uses a limewash which is completely reversible, on natural, unpainted brick to blend 2 different brick together, would that make the building no longer contributing, and removed from the National registry?

Please see the attached photo of the west elevation of the building that is the issue.

The address is 408/410 W Thomas, right next to Eddie's Frozen Custard.

Your assistance is greatly appreciated.

Thank you,

Heather



## Heather Diebold, JD, Civil Law Notary

Historic District Coordinator | [City of Hammond](#)

[219 E. Robert Street, Hammond, LA 70401](#)

Office: [985.277.5684](#) | Mobile: [985.981.8981](#)

[Diebold\\_HL@Hammond.org](mailto:Diebold_HL@Hammond.org) | [www.hammondhistoricdistrict.org](http://www.hammondhistoricdistrict.org)

### Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.

## ATTACHMENT H

### AUDIO AND VIDEO RECORDINGS OF PUBLIC HEARING

The following audio and video recordings document the Hammond Historic District Commission meeting held on May 20, 2026, during which the Certificate of Appropriateness application for 408-410 West Thomas Street was considered.

These recordings are provided to assist the Hammond City Council in its review of the administrative record associated with this appeal and provide a complete record of the public hearing, including presentations, public comment, Commission discussion, motions, and final action.

As the draft meeting minutes included elsewhere within this packet have not yet been formally approved by the Commission, the audio and video recordings constitute the most complete record of the proceedings. Should any discrepancy arise between the draft minutes and the recordings, the recordings shall control.

The recordings are included as part of the administrative record associated with this appeal.

<b>Recording</b>	<b>Link</b>	<b>Discussion Begins</b>
Video Recording - May 20, 2026 Historic District Commission Meeting	<a href="#">Video Link</a>	39:22
Audio Recording - May 20, 2026 Historic District Commission Meeting	<a href="#">Audio Link</a>	39:25

## **ATTACHMENT I**

### **ILLUSTRATIVE MOCKUPS REFERENCED DURING COMMISSION REVIEW**

The attached illustrative mockups were prepared and referenced during discussion of the Certificate of Appropriateness application for 408-410 West Thomas Street.

The materials are included solely to provide context regarding discussion of preservation-compatible approaches and concepts referenced during the Commission's review of the application.

These materials are included as part of the administrative record associated with this appeal.

## **DISCLAIMER PAGE**

### **PURPOSE AND CONTEXT OF ILLUSTRATIVE MOCKUPS**

The enclosed materials are provided for contextual purposes only and consist of conceptual illustrations prepared to facilitate discussion regarding potential preservation-compatible approaches for the subject property.

These illustrations were intended to demonstrate examples of reversible and non-destructive concepts that could potentially soften visual transitions between differing building materials while preserving historic fabric and maintaining compatibility with applicable Historic District Standards.

The illustrations were presented solely as discussion tools and were not intended to represent:

- Required design solutions;
- Conditions of approval;
- Formal recommendations of the Historic District Commission;
- Exhaustive alternatives available to the applicant; or
- A substitute for an application submitted by the property owner.

No action was taken concerning these illustrations, and the Commission did not vote upon, approve, reject, endorse, or require any specific concept depicted therein.

The Commission's review and final determination were based upon the Certificate of Appropriateness application as submitted by the applicant, together with the evidence, testimony, Historic District Design Guidelines, Secretary of the Interior's Standards for Rehabilitation, and other materials contained within the administrative record.

The enclosed illustrations are included only to provide context concerning discussion of preservation-compatible approaches referenced during Commission deliberations.

## BEFORE



## AFTER (PROPOSED)



## WHAT WE DID

- ✓ Painted the upper fascia in SW 7048 Urbane Bronze (excluding the metal flashing)
- ✓ Painted the trim, doors, window frames, and transom frames in SW 7048 Urbane Bronze
- ✓ Removed all window coverings and door film for a clean, open look
- ✓ Added low maintenance landscaping with a mix of ornamental shrubs, perennials, and groundcover
- ✓ Cleaned and brightened concrete steps and walk

**OPTION 1: GREEN SCREENING (FREESTANDING TRELLIS / CABLE SYSTEM) – FULL LENGTH OF WALL**



- Freestanding – not attached to building
- Self-supporting posts with base plates
- Cable system or trellis
- Supports climbing plants
- Allows brick to breathe
- Fully reversible
- No holes in brick or mortar

**PLANTING EXPLANATION**

Climbing vines provide year-round greenery and soften the brick with natural texture.

Recommended Plants:  
Star Jasmine, Carolina Jessamine,  
Climbing Hydrangea, Boston Ivy

**OPTION 2: ARCHITECTURAL PANELS (FREESTANDING RAIN SCREEN) – FULL LENGTH OF WALL**



- Freestanding – not attached to building
- Mounted on self-supporting posts with base plates
- Creates an air gap for ventilation
- Perforated panels allow airflow
- Fully removable and reversible
- No drilling into brick
- No anchors in mortar
- Painted any color desired

**PLANTING EXPLANATION**

Layered plantings soften the base, add seasonal color, and enhance natural drainage.

Recommended Plants:  
Dwarf Yaupon Holly, Society Garlic,  
Muhly Grass, Liriope, Indian Hawthorn,  
Blue Daze, Salvia, Crape Myrtle,  
Italian Cypress, Palmetto

**IMPORTANT NOTES FOR BOTH OPTIONS**



Both systems maintain airflow and allow the brick to breathe.



Freestanding placement prevents any holes or anchors in the mortar or brick.



Fully reversible and leave no permanent marks or damage.



Ideal for historic masonry in humid climates like Hammond, LA.



**BOTH OPTIONS CAN BE APPLIED TO THE ENTIRE LENGTH OF THE WALL, PRESERVING ALL WINDOWS AND DOORS AND FULLY REVERSIBLE WITHOUT DAMAGE.**

## **ATTACHMENT J**

### **PRE-APPLICATION CORRESPONDENCE REGARDING HISTORIC DISTRICT REQUIREMENTS AND PROCEDURAL CONTEXT**

The attached correspondence is included to provide procedural context relevant to the Certificate of Appropriateness application submitted for 408-410 West Thomas Street.

The correspondence reflects communications concerning Historic District review requirements, applicable preservation standards, treatment limitations affecting contributing historic resources, and procedural matters discussed prior to submission of the application.

The materials are included solely to document notice of applicable Historic District requirements and to provide context regarding the procedural history preceding submission and review of the application.

For ease of compilation and to preserve the original format of the email communications, the correspondence is presented in reverse chronological order, with the most recent email appearing first. Individual email chains should be read from the bottom of each chain upward to follow the progression of the discussion.

The attached correspondence is included as part of the administrative record associated with this appeal.



Heather Diebold <diebold\_hl@hammond.org>

---

**Re: 408-410 W Thomas - Historic District Application / Alternative Options**

1 message

---

**Christopher Edwards** <[REDACTED]>  
To: Heather Diebold <diebold\_hl@hammond.org>

Wed, May 20, 2026 at 5:38 PM

Heather- thanks for your help in this process that I have zero experience. I have my application on the desktop of a computer that I don't have access to at the moment. Will you please email me a copy of the application I submitted?  
Thanks.

Sent from my iPhone

On May 20, 2026, at 10:24 AM, Heather Diebold <diebold\_hl@hammond.org> wrote:

The meeting will be at 4PM in Council Chambers (312 E Charles Street). If you have any other questions, please do not hesitate to reach out to me.

Thank you,

Heather

On Wed, May 20, 2026 at 10:14 AM Christopher Edwards <[REDACTED]> wrote:  
Thanks, Heather. Where does the meeting take place?  
Sent from my iPhone

On May 20, 2026, at 10:03 AM, Heather Diebold <diebold\_hl@hammond.org> wrote:

Good morning Mr. Edwards:

Before this afternoon's meeting, I wanted to provide you with an additional concept rendering for your consideration regarding 408/410 W. Thomas Street.

Attached is a mock-up of the front elevation of the building showing the upper fascia and window/door frames painted in your selected color, Sherwin Williams SW 7048 – Urbane Bronze, while leaving the honed limestone façade untouched. Landscaping has also been added to help soften the frontage and provide a more cohesive appearance, while maintaining the historic materials of the building. The intent is simply to provide an example of what may be possible without painting over the natural stone.

As we previously discussed, the Historic District Standards do not permit painting natural, unpainted masonry materials on contributing historic structures. However, I wanted to ensure you had an opportunity to see what could potentially be accomplished within the Standards before the meeting this afternoon.

This rendering is intended to be viewed in concert with the alternative concepts that were sent on Monday regarding the west elevation of the building, which explored ways to soften or visually mask the transition between the two brick types without altering the historic brick itself.

I wanted to make sure you had this information in advance so that you are fully aware of potential options and alternatives available for consideration.

Please let me know if you have any questions prior to the meeting.

Thank you,

Heather

On Mon, May 18, 2026 at 4:37 PM Christopher Edwards <[REDACTED]> wrote:

Thanks, Heather. I understand and that's what I expected.  
Sent from my iPhone

On May 18, 2026, at 3:53 PM, Heather Diebold <diebold\_hl@hammond.org> wrote:

Good afternoon Mr. Edwards:

Your application for [408-410 W Thomas St](#) was discussed during the Historic District Commission's work session on Friday.

As you and I have previously discussed, the Historic District Standards do not permit the painting of natural unpainted brick or masonry on a contributing historic structure. The Commission confirmed painting the natural brick on the sides of the building or the honed limestone on the front façade would not be permitted.

However, the Commission wished to offer alternatives to painting that may address your concerns about the transition between brick types. Attached are some concepts for your consideration. These mask the transition in a reversible manner without altering or damaging the historic materials of the building. As freestanding systems, they wouldn't even

require attachment to the building. You are welcome to suggest alternatives of your own.

The Commission discussed the proposed new windows. Vinyl windows are not an approved material for historic structures within the Historic District. If the current windows are repairable, they should be repaired and retained. If replacement is necessary, the Commission would require replacement windows that maintain the general profile and appearance of existing windows, including their four-pane configuration, though the Commission might not require replacement windows to operate in precisely the same manner.

The Commission understands portions of the front limestone have been damaged, but advises this damage is repairable. Holes can be patched, loose panels can be reattached, and the stone can be refinished/polished to restore much of its original appearance and luster.

The Commission is willing to discuss changes to the color(s) of the fascia and window and door frames.

I wanted to make sure you had this information ahead of Wednesday's meeting. Please see the attachment for reference.

Thank you,

Heather

--

**Heather Diebold, JD, Civil Law Notary**

Historic District Coordinator | City of Hammond  
219 E. Robert Street, Hammond, LA 70401  
Office: 985.277.5684 | Mobile: 985.981.8981

[Diebold\\_HL@Hammond.org](mailto:Diebold_HL@Hammond.org) | [www.hammondhistoricdistrict.org](http://www.hammondhistoricdistrict.org)

<408-410 W Thomas - uniformity options (freestanding).pdf>

--

**Heather Diebold, JD, Civil Law Notary**

Historic District Coordinator | City of Hammond  
219 E. Robert Street, Hammond, LA 70401  
Office: 985.277.5684 | Mobile: 985.981.8981

[Diebold\\_HL@Hammond.org](mailto:Diebold_HL@Hammond.org) | [www.hammondhistoricdistrict.org](http://www.hammondhistoricdistrict.org)

<408-410 W Thomas - front with landscaping.pdf>

--

**Heather Diebold, JD, Civil Law Notary**

Historic District Coordinator | City of Hammond  
219 E. Robert Street, Hammond, LA 70401  
Office: 985.277.5684 | Mobile: 985.981.8981



Heather Diebold <diebold\_hl@hammond.org>

**RE: Exterior Paint / Meeting Clarification - 408/410 West Thomas**

1 message

**Christopher Edwards** [REDACTED]  
To: Heather Diebold <diebold\_hl@hammond.org>

Mon, May 4, 2026 at 3:39 PM

Thanks for the response. I want to make clear now that I want to proceed with the 5/20 vote irrespective of what is stated at their 5/15 meeting. Not certain I will be at 5/15 meeting but I will be at the 5/20 meeting. Thanks again. CJE

Christopher J. Edwards, Jr.



[REDACTED]  
[REDACTED]

Hammond, LA 70403

[REDACTED]  
[REDACTED]

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may contain attorney-client materials and/or attorney work product, legally privileged and protected from disclosure. This e-mail is intended only for the addressee named above. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it and any and all copies of it. Thank you.

Please CC my paralegal Taylor Smith [REDACTED] on all email to me.

**From:** Heather Diebold <diebold\_hl@hammond.org>  
**Sent:** Monday, May 4, 2026 3:33 PM  
**To:** Christopher Edwards <[REDACTED]>  
**Subject:** Re: Exterior Paint / Meeting Clarification - 408/410 West Thomas

Chris:

Received.

Your application will be discussed at the work session on Friday, May 15th at 11AM in Council Chambers and voted on, should you wish to proceed, on Wednesday, May 20th at 4PM, also in Council Chambers.

You or a representative must be present at the May 20th meeting in order for the Commission to take action on your application.

Thank you,

Heather

On Mon, May 4, 2026 at 3:28 PM Christopher Edwards <[REDACTED]> wrote:

Heather- please confirm you received the application and that my matter will be voted on at the 5/20/2026 meeting. thanks

Christopher J. Edwards, Jr.



[REDACTED]

[REDACTED]

Hammond, LA 70403

[REDACTED]

[REDACTED]



Heather Diebold <diebold\_hl@hammond.org>

**RE: Exterior Paint / Meeting Clarification - 408/410 West Thomas**

1 message

**Christopher Edwards** [REDACTED]

Mon, May 4, 2026 at 3:28 PM

To: Heather Diebold <diebold\_hl@hammond.org>

Heather- please confirm you received the application and that my matter will be voted on at the 5/20/2026 meeting.  
thanks

**Christopher J. Edwards, Jr.**

[REDACTED]

[REDACTED]

[REDACTED]

Hammond, LA 70403

[REDACTED]

[REDACTED]

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may contain attorney-client materials and/or attorney work product, legally privileged and protected from disclosure. This e-mail is intended only for the addressee named above. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it and any and all copies of it. Thank you.

Please CC my paralegal Taylor Smith [REDACTED] on all email to me.

**From:** Heather Diebold <diebold\_hl@hammond.org>

**Sent:** Friday, May 1, 2026 1:06 PM

**To:** Christopher Edwards <[REDACTED]>

**Subject:** Re: Exterior Paint / Meeting Clarification - 408/410 West Thomas

Yes, ex parte communications do apply to Commission members.

Because the Commission acts in a quasi-judicial capacity, members must be careful to avoid any discussions outside of a properly noticed public meeting that could relate to a pending or potential application. This includes offering opinions, advice, or feedback on a project.

Providing information about the application process, applicable guidelines, or what the Code requires is appropriate. However, anything beyond that, such as indicating support, suggesting approval, or offering direction on how something might be viewed, can be interpreted as prejudgment or as granting informal permission, which can compromise the integrity of the review process.

For that reason, all substantive discussions about a project should occur on the record during a public meeting where all parties have the opportunity to hear and participate.

I hope that helps clarify.

Thank you,

Heather

Heather Diebold, JD, Civil Law Notary

Historic District Coordinator | City of Hammond

219 E. Robert Street, Hammond, LA 70401

Office: 985.277.5684 | Mobile: 985.981.8981

[Diebold\\_HL@Hammond.org](mailto:Diebold_HL@Hammond.org) | [www.hammondhistoricdistrict.org](http://www.hammondhistoricdistrict.org)

On Fri, May 1, 2026, 12:59 PM Christopher Edwards <[REDACTED]> wrote:

Exparte is applicable to a commission member?

Sent from my iPhone

On May 1, 2026, at 1:55 PM, Heather Diebold <diebold\_hl@hammond.org> wrote:

Chris:



Heather Diebold <diebold\_hl@hammond.org>

---

**Re: Exterior Paint / Meeting Clarification - 408/410 West Thomas**

1 message

---

**Christopher Edwards** <[REDACTED]>  
To: Heather Diebold <diebold\_hl@hammond.org>

Fri, May 1, 2026 at 1:04 PM

And if so, please accept my apology and I'll not speak with anyone else. My application will be turned in by Tuesday and if rejected I'll go through the appeal process with the City. Thanks for your time.

Sent from my iPhone

On May 1, 2026, at 1:58 PM, Christopher Edwards <[REDACTED]> wrote:

Exparte is applicable to a commission member?

Sent from my iPhone

On May 1, 2026, at 1:55 PM, Heather Diebold <diebold\_hl@hammond.org> wrote:

Chris:

Sorry I have not responded sooner, but I don't have another answer for you at this time. I have not received anything from SHPO.

I understand that all you're wanting to do is paint the whole building one color, but the painting is the issue. As it stands in the Standards, both at the local and federal levels, painting natural, unpainted brick is prohibited, and painting the marble/granite is also prohibited.

I have been trying to see if there were any other alternatives but, as I said, I have not received a response from the State yet.

I did discuss the possibility of adding some sort of "siding" to the brick on the west elevation, but that would be a question for the full Commission with a completed application for review; something that could be removed without damaging the brick underneath.

As a lawyer, you understand how rules and regulations work, and that is what the Commission bases their decisions upon - the rules that regulate historic districts.

Also, I do ask that you refrain from ex parte communication with individual Commission members. All they are able to advise you on is the process by which to submit an application for review, and the rules as they apply to your situation. I have already provided you with copies of the Standards and the application.

Again, I have reached out to the State, and will let you know their response once received.

Thank you,

Heather

**Heather Diebold, JD, Civil Law Notary**  
Historic District Coordinator | City of Hammond  
219 E. Robert Street, Hammond, LA 70401



Heather Diebold <diebold\_hl@hammond.org>

---

**Re: Exterior Paint / Meeting Clarification - 408/410 West Thomas**

1 message

---

**Christopher Edwards** <[REDACTED]>  
To: Heather Diebold <diebold\_hl@hammond.org>

Fri, May 1, 2026 at 12:58 PM

Exparte is applicable to a commission member?

Sent from my iPhone

On May 1, 2026, at 1:55 PM, Heather Diebold <diebold\_hl@hammond.org> wrote:

Chris:

Sorry I have not responded sooner, but I don't have another answer for you at this time. I have not received anything from SHPO.

I understand that all you're wanting to do is paint the whole building one color, but the painting is the issue. As it stands in the Standards, both at the local and federal levels, painting natural, unpainted brick is prohibited, and painting the marble/granite is also prohibited.

I have been trying to see if there were any other alternatives but, as I said, I have not received a response from the State yet.

I did discuss the possibility of adding some sort of "siding" to the brick on the west elevation, but that would be a question for the full Commission with a completed application for review; something that could be removed without damaging the brick underneath.

As a lawyer, you understand how rules and regulations work, and that is what the Commission bases their decisions upon - the rules that regulate historic districts.

Also, I do ask that you refrain from ex parte communication with individual Commission members. All they are able to advise you on is the process by which to submit an application for review, and the rules as they apply to your situation. I have already provided you with copies of the Standards and the application.

Again, I have reached out to the State, and will let you know their response once received.

Thank you,

Heather

**Heather Diebold, JD, Civil Law Notary**

Historic District Coordinator | City of Hammond  
219 E. Robert Street, Hammond, LA 70401  
Office: 985.277.5684 | Mobile: 985.981.8981

[Diebold\\_HL@Hammond.org](mailto:Diebold_HL@Hammond.org) | [www.hammondhistoricdistrict.org](http://www.hammondhistoricdistrict.org)

---

On Thu, Apr 30, 2026, 4:02 PM Christopher Edwards <[REDACTED]> wrote:

Thank you. I meant the commission. It doesn't make sense to me to invest what has to be invested in the building if I can't make the exterior more aesthetically pleasing while keeping the masonry

characteristics. It's pretty much dilapidated on the inside and I don't want a nice interior with the current exterior.

Just so I'm being clear; I'm not literally changing the material. I'm only seeking to paint the building one uniform earth tone color.

**Christopher J. Edwards, Jr.**

<image002.jpg>

[REDACTED]

[REDACTED]

Hammond, LA 70403

[REDACTED]

[REDACTED]

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may contain attorney-client materials and/or attorney work product, legally privileged and protected from disclosure. This e-mail is intended only for the addressee named above. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it and any and all copies of it. Thank you.

Please CC my paralegal Taylor Smith [REDACTED] on all email to me.

**From:** Heather Diebold <diebold\_hl@hammond.org>

**Sent:** Thursday, April 30, 2026 3:47 PM

**To:** Christopher Edwards [REDACTED]

**Subject:** Re: Exterior Paint / Meeting Clarification - 408/410 West Thomas

Hi Chris,

Yes, if you are referring to the Historic District Commission, this type of request would require review and approval by the full Commission. Because it involves a material change to the exterior of a contributing structure, it cannot be approved administratively.

I also wanted to make sure you are aware of the potential impact of that type of change. Alterations that significantly affect the historic character of the building, such as painting previously unpainted masonry, could result in the property losing its contributing status within the Historic District.

That designation is important not only from a preservation standpoint, but also because it directly affects eligibility for historic tax credits. Properties within the Historic District that maintain their contributing status may qualify for a combination of federal and state historic rehabilitation tax credits, which can total up to approximately 55% of eligible project costs, provided the work meets the applicable standards.

If the building were to lose its contributing status, it would no longer be eligible for those programs, which could be a significant consideration from an investment standpoint.

I am happy to provide more information on the tax credit programs or connect you with the appropriate resources if that would be helpful as you evaluate your options.

Please let me know if you have any questions.

Thank you,

Heather

On Thu, Apr 30, 2026 at 3:40 PM Christopher Edwards <[REDACTED]> wrote:

Thanks. Does the board get to vote on the matter?

Christopher J. Edwards, Jr.

<image003.jpg>  
[REDACTED]

[REDACTED]  
Hammond, LA 70403  
[REDACTED]  
[REDACTED]

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may contain attorney-client materials and/or attorney work product, legally privileged and protected from disclosure. This e-mail is intended only for the addressee named above. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it and any and all copies of it. Thank you.

Please CC my paralegal Taylor Smith ([REDACTED]) on all email to me.

---

**From:** Heather Diebold <diebold\_hl@hammond.org>

**Sent:** Thursday, April 30, 2026 3:39 PM

**To:** Christopher Edwards <[REDACTED]>

**Subject:** Re: Exterior Paint / Meeting Clarification - 408/410 West Thomas

Hi Chris:

I attempted to reach you on your cell earlier today and wanted to follow up here as well.

I met with Carlee regarding your concerns about the property at 408/410 W Thomas. I have also reached out to the State Historic Preservation Office to explore whether there is any flexibility that would allow a treatment to help visually blend the difference in brick on the west elevation, while still maintaining the building's contributing status within the Historic District.

I have explained that this is a time-sensitive matter and am awaiting their response. While I cannot guarantee the outcome, I will let you know as soon as I hear back.

One option that may be worth considering, if allowed, is a limewash treatment on that side of the building. This can help blend the appearance of the different brick types, is breathable, and is generally considered reversible without damaging the masonry.

With respect to the granite on the front façade, that is an original material and cannot be altered or painted. I want to be upfront about that so you have a clear understanding as you evaluate your decision.

I will be in touch as soon as I receive additional guidance.

Thank you,

Heather

On Thu, Apr 30, 2026 at 2:19 PM Christopher Edwards <[REDACTED]> wrote:

I was under the impression that I could paint the building one earth tone color. If I cannot, I will not buy the building. Please let me know so I can cancel the agreement by tomorrow at lunch.

Sent from my iPhone

On Apr 30, 2026, at 1:43 PM, Heather Diebold <diebold\_hl@hammond.org> wrote:

Good afternoon:

Thank you for your email.

I do want to clarify that the information you were given regarding next week's meeting would apply to the Downtown Development District (DDD) Design Review Committee. Because this property is located within the Historic District, any exterior work must first be reviewed and approved by the Historic

District Commission. The DDD is not able to grant approval for work on properties within the Historic District.

The meeting dates and times for the Historic District Commission were included in my previous email. The next meeting is scheduled for Wednesday, May 20th at 4:00 PM, with a work session on Friday, May 15th at 11:00 AM.

With respect to the building itself, I did take a closer look, and it appears to be constructed of natural brick along with granite/marble elements. These are original architectural features of the building and are significant to its historic character. As such, natural, unpainted brick and stone materials (including granite and marble) cannot be painted.

The variation in materials and colors you are seeing is actually reflective of the building's evolution (originally constructed in the 1940s and later modernized in the 1950s) both of which fall within the period of significance for the Historic District. Because of this, those materials are considered contributing features and need to remain unaltered.

The only area that may be appropriate for painting would be the plastered upper fascia (not including the metal flashing at the roofline).

In order to move forward, I will need a completed application that clearly outlines the full scope of work. This should include:

- Any proposed painting (location and color)

- Paint samples and specifications
- Any work proposed to the aluminum frames/storefront system
- Any work related to the soffit or other exterior elements
- Current photographs of the building

I understand from Ashley with the DDD that the proposed color is Benjamin Moore “Aegean Olive.” While this is technically within the earth tone family, it is on the darker end of the spectrum for the District, and a lighter tone would likely be more appropriate.

Please feel free to submit the application when ready, but please note that the **deadline** for applications for the May meeting is **Tuesday, May 6th** and I am happy to discuss any of this with you further to help guide the project in a direction that will meet the guidelines.

Thank you,

Heather

On Thu, Apr 30, 2026 at 11:36 AM Christopher Edwards

<[REDACTED]> wrote:

I am just wanting to paint the exterior a In earth toned color because the building has three colors right now from two different bricks and granite on the front. I was told yesterday when I dropped off the application the next meeting is Thursday of next week and I would receive a calendar invite today. Was that information incorrect?

Sent from my iPhone

On Apr 30, 2026, at 10:21 AM, Heather Diebold

<[REDACTED]> wrote:

Good morning Chris:

I understand that you recently visited the DDD regarding an application to paint the building. I wanted to reach out to clarify the review process, as properties within the Historic District are subject to an additional layer of review.

For any work affecting the exterior of a building (any part thereof), including, but not limited to, painting (whether full or partial), signage, roofing, and certain landscaping that may impact the visibility of the structure or streetscape, an application must first be submitted to and approved by the Historic District Commission.

With respect to painting specifically:

- If you are proposing to repaint the building the exact same color as it currently exists, an application is still required; however, that type of request may be approved administratively.
- If you are proposing any change in color, the application will need to be reviewed by the full Commission.

Our next meeting is scheduled for **Wednesday, May 20th at 4:00 PM** in Council Chambers. There will also be a **work session on Friday, May 15th at 11:00 AM** in Council Chambers. The work session is not

required, but it does provide an opportunity for open discussion between applicants and Commissioners prior to the formal meeting and vote.

Additionally, if you are planning to pursue a façade grant through the DDD, please note that a **Certificate of Appropriateness (COA)** from the Historic District Commission must be obtained prior to review by the DDD Design Review Committee.

I have attached the application for your convenience. Please feel free to reach out if you have any questions or would like to discuss your project further. I am happy to assist in guiding you through the process.

Thank you,

Heather

On Wed, Apr 29, 2026 at 4:30 PM Christopher Edwards

<[REDACTED]> wrote:

Thanks, Heather. It appears the City Planner is out until Monday.

Christopher J. Edwards, Jr.

<image003.jpg>

[REDACTED]

[REDACTED]

Hammond, LA 70403

[REDACTED]

## **APPENDIX A**

### **RELEVANT UNIFIED DEVELOPMENT CODE PROVISIONS**

The following provisions of the City of Hammond Unified Development Code are included for reference because they are relevant to the Hammond Historic District Commission's review of the Certificate of Appropriateness application for 408-410 West Thomas Street and the City Council's consideration of this appeal.

The enclosed provisions establish the purpose of the Historic District, the authority of the Historic District Commission, applicable review procedures, and the appeal process governing Certificates of Appropriateness.

These provisions are included as part of the administrative record associated with this appeal.

## **Article 8. Overlay Districts**

### **8.1 Hammond Historic District (-H)**

#### **8.1.1 Commission established**

There is hereby created a commission to be known as the Historic District Commission of the City of Hammond as provided herein.

#### **8.1.2 Recommendation and appointment of members**

The commission shall consist of seven (7) members, all of whom shall be residents and electors of the City of Hammond. They shall be appointed by the mayor, subject to approval by a majority vote of the city council. All Commission members shall have a demonstrated interest, competence, or knowledge in historic preservation. At least one member shall be qualified architect. The City shall make a good faith effort to appoint professional members from the disciplines of architecture, history, architectural history, planning, archaeology, or other related fields, to the extent that such professionals are available in the City. The City shall advertise any vacancy in the officially designated city newspaper and request nominations for appointment of members to the commission. (rev. #17-5530, 8/22/2017)

#### **8.1.3 Term; vacancies**

Each of the members of the commission shall be appointed as follows: Two (2) members shall be appointed for an initial term of two (2) years and five (5) members shall be appointed for an initial term of three (3) years. Thereafter, commission members shall serve a term of four (4) years. Whenever the term of a member of the commission expires, the mayor shall appoint his successor, subject to approval by the city council. The members may serve consecutive terms. The commission shall elect annually from its own number a chairman, vice chairman and any other officers it deems appropriate. All members shall serve without compensation.

#### **8.1.4 Employees and committees**

The commission may select existing city employees, with the mayor's approval, as may be necessary to carry out the purposes for which it is created. The city attorney shall be ex-officio the attorney for the commission. The commission may designate and appoint, from among its members, various committees with such powers and duties as the commission may have and prescribe. Subject to appropriations by the city council, services of compensated clerical and technical assistance may be retained.

#### **8.1.5 Rules and regulations; meetings; report and recommendations**

The commission shall make such rules and regulations as it may deem advisable and necessary for the conduct of its affairs not inconsistent with the laws of the city and state. The commission shall meet at least quarterly, but meetings may be held at any time by the commission on the written request of any of the seven (7) members or on call of the chairman of the commission or the mayor. The commission shall make quarterly reports to the mayor and council containing a statement of its activities. It shall make its recommendations for the future, but recommendations may be made by the council to the commission at any time. Rules of Operation for the Hammond Historic District Commission are located in [Appendix D](#) of this UDC.

#### **8.1.6 Purpose of historical district**

The Hammond Historical District shall have for its purpose the promotion of the educational, cultural, economic, and general welfare of the public through the preservation and protection of all such buildings, sites, monuments, and structures of historic interest or importance through their protection, maintenance, and development as historic landmarks and their recognition as such in the history and traditions of the state and nation; to establish and improve property values; and to foster the economic development of the areas affected.

### **8.1.7 Definition of historical district**

The following area of the City of Hammond is hereby designated as the "Hammond Historical District," to-wit: Beginning at the corner of West Morris and South Spruce Streets in the City of Hammond and thence running northerly along Spruce Street to its intersection with West Charles Street and thence easterly along West Charles Street to North Magnolia Street; thence northerly along North Magnolia Street to West Robert Street; thence easterly along Robert Street to North Cypress Street; thence southerly along North Cypress to East Charles Street; thence easterly to North Cherry Street; thence southerly to East Morris Street, thence westerly along East Morris Street to South Magnolia Street; thence southerly along South Magnolia Street to West Hanson Street; thence westerly along West Hanson to South Spruce Street; thence northerly along Spruce Street to the .said point beginning at the corner of West Morris and South Spruce Streets. The historical district above designated shall include all building sites or lots and all structures, houses or other buildings on a building site or lot touching any of the streets of the perimeter of the area. It is the intent of this definition to include all properties which are diagonally opposite (catty corner) from the intersection of streets on the perimeter of the area.

### **8.1.8 Commission enforcement powers; criminal penalty; continuing violations**

- A. The historic district commission shall have the power to institute suit in any court of competent jurisdiction to prevent any unlawful action in violation of the provisions of [Chapter 16 of Title 25 of the Louisiana Revised Statutes](#), as amended from time to time, or of any of the rules and regulations adopted by the commission in conformity with it.
- B. Any owner, agent, lessee, or other person acting for or in conjunction with him, who shall violate the ordinance or law or rules, regulations, or decision of the historic district commission shall for each offense be fined not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00), or suffer imprisonment for not more than thirty (30) days, or both fine and imprisonment. Any owner, agent, lessee, or other person acting for or in conjunction with him. Who shall demolish a structure or edifice without having been issued a certificate of appropriateness shall be fined a single fine of not less than one thousand dollars (\$1,000.00). (Appendix H)
- C. For violations other than demolition without a certificate of appropriateness, each day that a violation continues shall constitute a separate offense.

### **8.1.9 Injunctions**

Whenever any person has engaged in or is about to engage in any act or practice which constitutes or will constitute a violation of this chapter or of any of the rules and regulations of the commission, the commission may make application to the appropriate court for an order enjoining such act or practice, or requiring such person to refrain from such prospective violation or to remedy such violation by restoring the affected property to its previous condition. Upon a showing by the commission, the building inspector, or the city, that such person has engaged or is about to engage in such act or practice, a permanent or temporary injunction, temporary restraining order, or other appropriate action shall be granted without bond.

### **8.1.10 Submission of plans for exterior changes to commission**

Before the commencement of any work in the erection of any new building or in the alteration or addition to, or painting or repainting or demolishing of any existing building, any portion of which is to front on any public street or alley in the Hammond Historical District application by the owner for a permit therefore shall be made to the commission, accompanied by the full plans and specifications thereof so far as they relate to the proposed appearance, color, texture or materials, and architectural design of the exterior, including the front, sides, rear and roof of such building, alteration, addition and any outbuilding, party wall, courtyard, fence or other dependency thereof. Proposed Improvements shall be in accordance with the Design Guideline for the Hammond Historic District located in [Appendix E](#) of the UDC.

### **8.1.11 Certificate of appropriateness, commission recommendation and action thereon**

- A. Applications for certificates of appropriateness shall be considered' at a public hearing of the commission. Notice of the time and place of said hearing shall be given by publication in the form of a legal advertisement appearing in the official journal of the governmental unit or in a newspaper having general circulation in the area served by the governmental unit, provided it has one at least seven (7) days before such hearing, and by the posting of such notice on or near the main entrance of any hall or room where the commission usually meets.
- B. Within not more than forty-five (45) days after the filing of an application, the commission shall pass upon it and shall give written notice of its decision to the applicant setting forth the reason therefore. Evidence of approval shall be by certificate of appropriateness issued by the commission, and whatever its decision, notice in writing shall be given to the applicant. The commission shall keep a record of all applications for certificates of appropriateness and of all its proceedings.
- C. No building permit shall be authorized by the governing body which affects a site or structure in the historic preservation district without a certificate of appropriateness except as otherwise permitted by the governing authority.
- D. The commission shall have the right to make such recommendations for changes and modifications as it may deem to be necessary in order to enable the applicant to meet with its requirements.

### **8.1.12 Appeals**

- A. Any person or persons aggrieved by any decision, act, or proceeding of this commission shall have a right to apply in writing to the governing body of the governmental unit for reversal or modification thereof. The chief executive official, or presiding officer of the governing body, shall have the authority to stay all further action until the governing body may affirm a decision of the commission by majority vote of all its members at any regular or special meeting of said governing body. Any such appeal shall be taken within ten (10) days from the date of decision and the governing body may consider said appeal at its next general or special meeting, but in any event, not more than forty-five (45) days thereafter. The governing body shall have the right to reverse, change, or modify any decision of the commission only by a majority vote of all its members.
- B. Any person or persons aggrieved by any decision of the governing body affecting said historic preservation district shall have the right to file a civil suit within thirty (30) days from date of decision in a court of competent jurisdiction under the usual rules of procedure governing same, with the right to stay orders and injunctive relief provided the situation warrants it.

### **8.1.13 Private floodlights**

The public sidewalks, places and alleys, exteriors, roofs, outer walls and fences of buildings and other constructions and signs visible from any Public Street, place or position in the Hammond Historical District shall not be illuminated by privately-controlled floodlights or other illumination except by express approval of the historic district commission. Compliance shall be effective within six (6) months after enactment of this chapter.

### **8.1.14 Overhang balconies**

New or additional balconies may be erected if: (a) they are at least nine (9) feet above the level of the sidewalk; and (b) conform to the distinctive architecture of the Hammond Historical District. The permits for all such new construction or any renovation shall be subject to the requirements of this chapter.

### **8.1.15 Removal of sheds and marquees**

There shall be no restrictions against the removal of sheds. These must be removed or repaired when in dangerous condition. But any changes may be made only after first securing a written order or permit required by this chapter and may be executed only in accordance therewith.

### **8.1.16 Stopping work commenced without permits**

The building inspector shall promptly stop any work attempted to be done without or contrary to a permit issued under this chapter and shall promptly prosecute any person responsible for such a violation of this chapter or engaged in violation. Any officer or authorized agent of the historic district commission shall exercise concurrent or independent powers with the building inspector in prosecuting violations of this chapter and stopping work attempted to be done without or contrary to the permits required by this chapter.

## **APPENDIX B**

### **SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

The Secretary of the Interior's Standards for Rehabilitation are nationally recognized preservation standards developed by the National Park Service and used throughout the United States in evaluating work affecting historic properties.

The Hammond Historic District Commission considered the Secretary of the Interior's Standards for Rehabilitation in conjunction with the Hammond Historic District Design Guidelines and applicable provisions of the Unified Development Code during its review of the Certificate of Appropriateness application for 408-410 West Thomas Street.

The following Standards are included because they relate to preservation of historic character, retention of changes that have acquired historic significance, treatment of character-defining materials, repair and replacement of historic features, and compatibility of exterior alterations.

The enclosed Standards are reproduced from the National Park Service and are included as part of the administrative record associated with this appeal.

Source:

National Park Service

Secretary of the Interior's Standards for Rehabilitation

<https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm>

## **STANDARD 2**

The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.

## **STANDARD 4**

Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

## **STANDARD 5**

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

## **STANDARD 6**

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.

## **STANDARD 9**

New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.



## Historic Preservation Tax Incentives

[NPS.gov \(https://www.nps.gov/\)](https://www.nps.gov/) [Home \(https://www.nps.gov/subjects/taxincentives/index.htm\)](https://www.nps.gov/subjects/taxincentives/index.htm) The Secretary's Standa...

# The Secretary of the Interior's Standards for Rehabilitation

---

The **Standards for Rehabilitation** provide direction in making appropriate choices in planning the repairs, alterations, and additions that may be part of a rehabilitation project. The accompanying **Guidelines** apply the Standards and describe specific treatments that do and do not meet the Standards. The Standards for Rehabilitation are [codified in 36 CFR Part 67](#) (<https://www.nps.gov/subjects/taxincentives/upload/regs-nps-36-cfr-67.pdf>), are regulatory for the Historic Preservation Tax Incentives program, and are the Standards most often used by local historic district commissions nationwide.

The Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, [taking into consideration economic and technical feasibility](#).

<https://www.nps.gov/subjects/taxincentives/upload/role-economic-technical-feasibility-applying-standards.pdf>).

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 historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **Guidelines for Rehabilitating Historic Buildings**

The [Guidelines](https://www.nps.gov/articles/000/guidelines-rehabilitating-historic-buildings.htm) (<https://www.nps.gov/articles/000/guidelines-rehabilitating-historic-buildings.htm>) assist in applying the Standards to rehabilitation projects in general; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell a building owner which features of an historic building are important in defining the historic character and must be preserved or which features could be altered, if necessary, for the new use. Careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties.

The [Guidelines on Sustainability for Rehabilitating Historic Buildings](https://www.nps.gov/orgs/1739/upload/sustainability-guidelines.pdf) (<https://www.nps.gov/orgs/1739/upload/sustainability-guidelines.pdf>) stress the inherent sustainability of historic buildings and offer specific guidance on the the application of the

Standards to solar technology, weatherization, and other energy saving treatments.

The [Guidelines on Flood Adaptation for Rehabilitating Historic Buildings \(https://www.nps.gov/orgs/1739/upload/flood-adaptation-guidelines-2021.pdf\)](https://www.nps.gov/orgs/1739/upload/flood-adaptation-guidelines-2021.pdf) provide information about how to adapt historic buildings to be more resilient to flooding risk in a manner that will preserve their historic character and that will meet Standards for Rehabilitation.

Last updated: April 27, 2026

## Was this page helpful?

Yes

No

 An official form of the United States government. Provided by [Touchpoints \(https://touchpoints.app.cloud.gov/\)](https://touchpoints.app.cloud.gov/)

## Experience More

### SUBJECTS

**Historic Preservation**  
(<https://www.nps.gov/subjects/historicpreservation>)

**National Register of Historic Places**  
(<https://www.nps.gov/subjects/nationalregister>)

### ORGANIZATIONS

**Cultural Resources Partnerships and Science Directorate**  
(<https://www.nps.gov/orgs/1345>)

**Technical Preservation Services**  
(<https://www.nps.gov/orgs/1739>)

---