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APPENDIX A

RESIDENTIAL CLARIFICATIONS

OUTLINING DIFFERENCES IN RESIDENTIAL NEEDS

The Hammond Historic District (HHD) Design Guidelines revolve around a few key guiding principles. It is important to consider these goals when interpreting this document for your residential renovation and/or repair process. They will help you recognize the spirit of the guidelines and remember that this entire document is meant to guide your process, not necessarily dictate your design. History is not static and the Commission welcomes change. The guidelines therefore derive from the wish to:

- 1. Maintain and repair historic fabric to the greatest degree possible**
- 2. Replace what cannot be retained with the same quality of material (“in-kind”)**
- 3. Ensure the health of historic buildings as well as historic building materials (“preserve and protect”)**
- 4. Keep consistent records of buildings in the HHD through the application process for future generations to be able to reference**

These principles should be considered when interpreting and applying these Residential Design Guidelines to your specific project.

The Hammond Historic District Commission compiled this appendix to clarify the intent of the Design Guidelines as they pertain to residential buildings within boundaries of the HHD. Please see the following section excerpts for a few clarifications that can assist in guiding your project process. Unless otherwise outlined in this section, the same guidelines would apply to residential and commercial projects, so referencing the other chapters will still be relevant to your project.

If you have more questions about what is covered here, please contact the Hammond Historic District Commission Administrative Officer:

Leah Solomon
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(985) 277 - 5684

Or visit our website:

www.HammondHistoricDistrict.org

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WINDOWS AND DOORS

It is a common misconception that wood windows are valued purely for their aesthetic. As Goal 3 outlined at the beginning of this appendix, the health of a building is paramount and wood windows are the preferred, most sustainable option. The majority of historic homes were built before the invention of regulated climate control systems and therefore your house was likely built with passive climate control in mind (i.e. designed to allow for a cross-breeze to keep residents cool in the summer or to let water vapor out after collecting inside the house) and wood windows are a big factor in that. As you can see from the infographic in the Design Guidelines (p. 22-23), wood windows also can be maintained easier than any other material and they have a less taxing lifespan than manufactured materials.

Therefore, retrofitting your wood window opening (but keeping the wood windows in place) is the best way to counterbalance their perceived energy in-efficiency with the highest return on investment. New interior window inserts are created from laser measurements of each window to fit perfectly and breath with those windows while preventing the draft. Storm windows can provide a similar effect.



(An example of window inserts. Many options are available with similar and a manageable price point)

Maintaining the glazing on your windows is another critical component of wood window efficiency and is something you can even do yourself. There are a few alternative, more readily available options to traditional glazing putty that have the same effect. Research and recommendations are out there, so it is highly recommended to consult a professional source before mounting a window project.



To put it simply, if you are worried about energy efficiency, keep the window. If your wood window breaks, repair it and keep the window. The quick facts on the right are helpful in understanding the positive impact that wood windows have on your home and why it is important to keep them for the utility of your home. While there often is more cost in the short run, longterm payoffs are myriad.

It is not the goal of these guidelines to encourage returning wood windows where they have already been replaced. Non-historic wood windows are actually not the same quality as the historic wood windows because the new wood is new growth, which is less dense and does not have the same life span. Therefore, if you already have vinyl or metal windows in your home, the HHDC **does not** recommend replacing them with wood when the time comes to swap them out. Putting vinyl windows back where vinyl windows were before is a non-issue. As long as the historic profile is maintained and the shape of the window opening is not altered, one may replace in kind with whatever material was there before.

In summary, while there are no changes to the guidelines for residential interpretation per se, the key to understanding them is learning about options one has when renovating or rehabilitating your historic wood windows.

If your historic wood windows are beyond repair, please salvage them for reuse. Feel free to contact the HHDC Administrative Officer if you would like help in doing so or have other questions about windows:

(985) 277 - 5684
historicdistrict@hammond.org



Replacement windows are called "replacement" for a reason. Manufacturers often offer lifetime warranties for their windows. What they don't make clear is that 30% of the time, a replacement window will be replaced within 10 years. *Rypkema, 2006*



More heat is typically lost through your roof and un-insulated walls than through your windows. Adding just 3 and 1/2 inches of insulation in your attic can save more energy than replacing your windows and will likely cost less. *Rypkema, 2006*



If your wood windows are 60 years old or older, chances are that the wood they are made of is old growth, dense and durable wood that is now scarce. Even high-quality new wood windows, except for mahogany, won't last as long as historic wood windows.



Studies have demonstrated that a **historic wood window, properly maintained, weather-stripped and with a storm window, can be just as energy efficient as a new window.** *Sedovic, 2005*



Each year, Americans demolish 200,000 buildings. That is 124 million tons of debris, or enough waste to construct a wall 30 feet high and 30 feet thick around the entire U.S. coastline. Every window that goes into the dump is adding to this problem. *Hadley, 2006*



According to studies, **it can take 240 years to recoup enough money in energy savings to pay back the cost of installing replacement windows.** Calculations by Keith Heberern available at www.historichomeworks.com/hhw/education/windowshandout/windowenergyanalysis.pdf



Replacement windows that contain vinyl or PVC are toxic to produce and create toxic by-products. Installing these in your house is not a "green" approach. *Sedovic, 2005*



Historic windows are an important part of what gives your older building its character.



With a little bit of practice, **it can be easy—and inexpensive—to repair and maintain your windows.**



Not a DIY-er? There are people near you who can do it for you. **Hiring a skilled tradesperson to repair your windows fuels the local economy and provides jobs.** *Rypkema, 2006*

For more information...
www.PreservationNation.org

RESIDENTIAL 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.



LIGHTING

The main change to the lighting guidelines for a residential structure is the clarification that lighting should simply be compatible within the context of the neighborhood. Different types of lighting will be considered on a case-by-case basis because the HHDC recognizes the importance exterior lighting plays in a property's safety. There is a lot of space to work with on residential lots, so the guidelines may be more flexible for residential areas than for applications from dense commercial spaces

The Unified Development Code (UDC) adopted by the City of Hammond also guides lighting - street lighting in particular.

RESIDENTIAL GUIDELINES FOR LIGHTING

1. New exterior lighting must be understated and compatible with the historic quality of the structure, the property, or the historic district. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, material, use, size, scale, color, and brightness.
2. Unless original lighting features exist, selection of lighting fixtures should be based on compatibility with the building and the site.
3. Lighting must be kept subtle by carefully locating light sources, rather than indiscriminately lighting broad areas.
4. Lighting levels that provide adequate safety, yet to not detract from or overly emphasize the structure or the property must be used.
5. Low level lighting at the public-private edge of the property should be used for the safety of pedestrians.
6. Directional lighting should be used to avoid spilling light into adjacent properties. Exterior lighting must not be directed unto neighboring properties because it may adversely affect enjoyment of such properties.
7. ~~Façade lights should be screened from public view.~~
8. Installation of tall security lights in locations that are visible to the public shall be avoided.

NOTE: This is a "good neighbor guideline". As long as you are conscious of the effect that your security lights have on the surrounding properties and that the installation of those lights do not damage any historic materials on your property, the application will likely be simply a documentation measure.
9. Introduction or removal of exterior lighting features that would alter the historic or architectural character of the structure, the property, or the historic district is not permitted.

PAINT AND COLOR

As mentioned previously, the HHDC is concerned about the **health of historic materials**, which can be affected by certain types of paint. Also, documenting a structure's change over time adheres to one of the four main goals outlined at the beginning of this appendix. These are the main reasons why the HHDC requires a Certificate of Appropriateness (COA) for all exterior painting.

For the purpose of this appendix, **colors will not be a factor** in determining renovation appropriateness. However, the HHDC will still require that **a swatch be put on file** with an application for the reference of future generations.

The following paragraph from the original Design Guidelines offers a good background as to the history of painted structures from the Historic District's point of view and might be a further guide in choosing a paint palette:

"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."

The key concern with paint is the **composition of the paint**. Therefore an application will likely be rejected if an applicant is requesting to paint their wood siding with certain types of paint that do not allow the material underneath to breath or has the potential to lock in moisture, thereby destroying the historic material over time. The type of paint that does this is called "elastomeric" and many different brands manufacture it. Elastomeric paint (a rubber base) sounds great because it is a complete shield from water. However, when moisture cannot get in, it also cannot get out. In this humid climate and with the amount of rain this region receives, it is all but impossible to keep moisture from getting trapped in your building material under an elastomeric coating. Latex, oil, and milk-based paints are recommended.

RESIDENTIAL 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 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.

NEW CONSTRUCTION

New buildings should be visually compatible while also a reflection of their time of construction. It is important that new buildings not be confused with old buildings and that they show the evolution and growth of local culture. However, it is still important that they are in harmony with the historic structures around them. The Unified Development Code (UDC) identifies what is possible. The HHDC mostly just documents to ensure that any new construction has no negative effect on nearby historic materials or neighborhood context.

RESIDENTIAL BUILDING GUIDELINES FOR NEW CONSTRUCTION

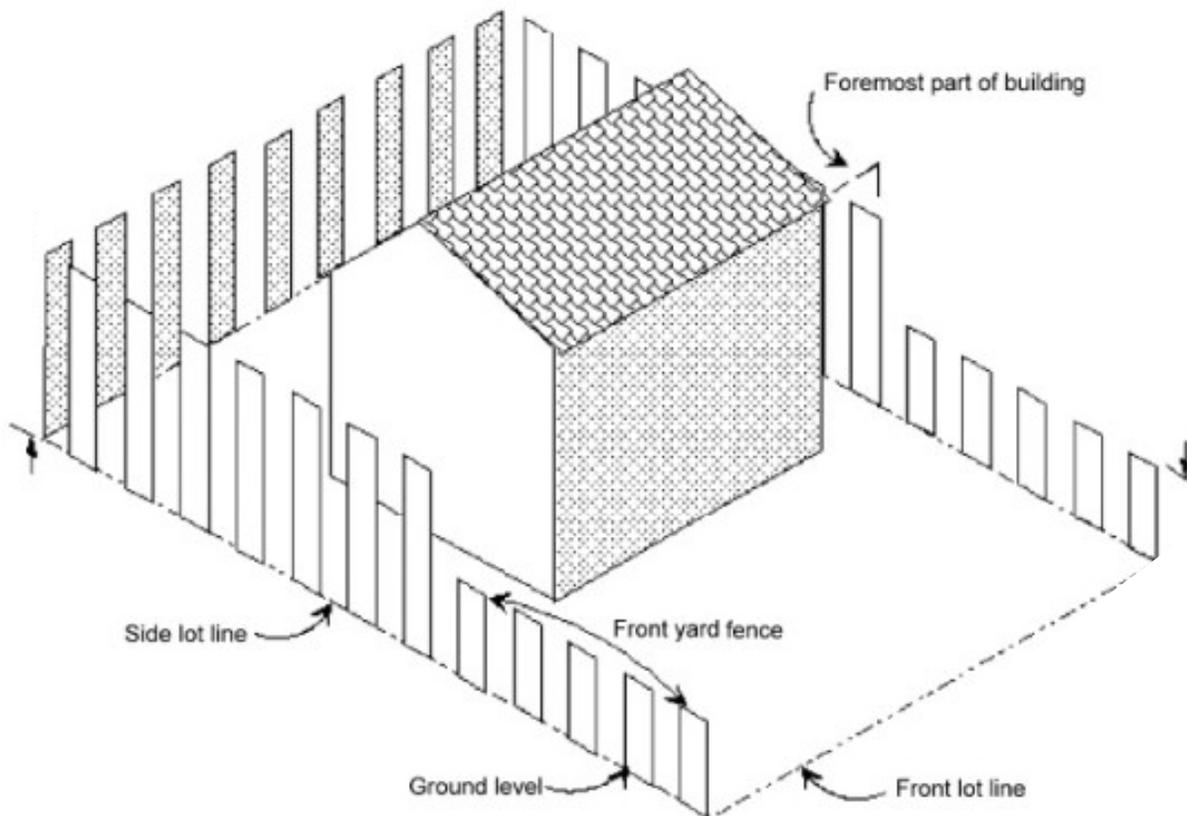
1. The height of the proposed building must be compatible with the height of historic buildings on the block or the street, not varying more than ten percent from their average height. The height of proposed features not intended for human occupancy, such as chimneys, steeples, spires, and cupolas, shall be reviewed on an individual basis.
2. The proportion (ratio of the height to the width) of the proposed building's front elevation must be compatible with the proportion of contributing front elevations in the district.
3. New windows and doors must be compatible in proportion, shape, position, location, pattern, and size with windows and doors of contributing structures in the district. However, they should not exactly duplicate historic windows.
4. The roof shape and proportion of the proposed building must be consistent with roof shapes in the district: gable, hip, gambrel, flat, and mansard.
5. The predominant material of the proposed building must be visually consistent with historic materials in the district: brick, stone, stucco, glass, metal, and wood. Imitation masonry, vinyl and aluminum sidings are prohibited, but fiber cement or other composite siding may be considered.
6. The predominant texture of the proposed building must be consistent with the texture of materials of contributing structures in the district.
7. The scale (the relationship of a building's mass and details to the human figure) of the proposed building must be compatible with the scale of contributing structures in the district.
8. Architectural details of the proposed building must complement (not detract from or clash with) the architectural details of contributing structures in the district.
9. Contemporary design that does not directly copy from historic buildings in the district but is compatible with them in height, proportion, roof shape, material, texture, scale, detail, and color, is strongly recommended.

FENCES AND WALLS

The fence guidelines for the residential district will remain the same, save for the height restrictions. For the residential portion of the HHD, max fence height will be increased to match the Unified Development Code (UDC) with front yard fencing able to reach a new height of four (4) feet and rear/side yard fencing increased to an allowed max height of eight (8) feet.

To prevent confusion and to further assist in defining what constitutes a front, rear, and side yard, below is a diagram. A side fence can be parallel to the street along the side of the house without being considered a "front yard" fence. Any fencing **beyond the foremost part of the building** is considered in the front yard. Beyond that are the side and back yards.

Per the UDC, **corner lots' front yard shall be provided facing the street upon which the lot has its lesser dimensions, except in certain cases.**



RESIDENTIAL GUIDELINES FOR FENCES AND WALLS

1. **Original** fences and walls must be retained and preserved to the fullest extent possible.
2. All architectural features that are character-defining elements of original fences and walls, including gates, pillars, hardware, decorative pickets, and rails should be retained and preserved to the fullest extent possible.
3. Historic fence and wall material must be retained and preserved to the fullest extent possible. If replacement is deemed to be necessary by a preservation professional, new material that matches the historic material in composition, size, shape, color, pattern, and texture must be used. Substitute material may be considered if they exactly match these characteristics. Any applications for substitute materials must include a material sample.
4. If replacement of a fence or a wall element is deemed to be necessary by a preservation professional, replacement must be limited to only the deteriorated element. Any replacement must match the original in size, scale, proportion, material, texture, and detail.
5. Unpainted wall or fence materials that were not historically coated should not be painted or otherwise coated.
6. If a new fence or wall is to be constructed, the design must be based on accurate documentation of a historic fence or wall, or must be a new design compatible with the historic character of the building and the district.
7. New picket fences must be substantially open in character, and painted white or a color appropriate to the color of the building.
8. Generally, new fences or walls should be constructed to follow property lines and not to abut existing structures.
9. Front and side yard fences generally shall not exceed four (4) feet in height. Special exceptions may be considered for public or commercial properties. When measuring fence height, consider all fence elements including posts
10. Rear yard fences shall not exceed eight (8) feet in height and may not extend forward of the rear wall of the structure.
11. Elements or details must not be added to a fence or a wall in an attempt to create a false historical appearance.
12. Contemporary fence or wall materials, such as vinyl and chain link fencing that were not historically available and are inconsistent with the character of the district are not permitted.
13. Whenever possible, existing chain link fences should be screened with vegetation, such as climbing vines, ivy, or shrubbery.
14. Utilitarian fences are not permitted in the front yard. Restrict utilitarian fences to rear yards, and screen them from view.
15. Fences or walls higher than four (4) feet may not be used to screen front yards. Privacy fences must be limited to side and rear yards and not exceed eight (8) feet in height. If possible, use wooden privacy fences to screen parking areas, mechanical equipment, or other intrusive site features on residential properties. ~~Relate privacy fences and walls for commercial buildings to the materials of the building or adjacent fences and walls.~~

LANDSCAPING

The key to interpreting the landscape guidelines is to look to the hardscape features in one's yard.

“Hardscape” - Man-made features used in landscape architecture, e.g. paths or walls, as contrasted with vegetation.

This means that the HHDC is most concerned with preserving historic features that are unique and character-defining to one's lawn. **The guidelines are not meant to limit or define how one curates their vegetation.** For instance, if brick pavers and a fountain have been a part of your lawn for 100 years, the HHDC will likely not approve an application to remove them. However, if a homeowner would like to install raised beds for a vegetable garden or line their fence with flowers, the HHDC is likely to give little comment. The application process in the latter cases are simply to be able to document the history of changes to the home.

There is cause for concern when it comes to planting too close to your historic structure, however. From the guidelines: *“it is recommended that all plants, bushes, and short shrubs be planted half their mature width plus one (1) foot away from building walls or foundation. Trees should be given an allowance of five (5) feet past their canopy to a building. Groundcovers should be kept at least one (1) foot away from foundations”* to ensure they remain as dry as possible.

Planting too close to your structure includes vines growing on exterior walls, which should **not** be purposefully planted because they are detrimental to your structure. Vegetation actively collects and holds water to your building, causing damage over time.

Per the UDC, **corner lots' front yard shall be provided facing the street upon which the lot has its lesser dimensions, except in certain cases.**

RESIDENTIAL GUIDELINES FOR LANDSCAPING

1. Landscaping and heritage plants that contribute to the character of the historic district should be retained and preserved as much as possible.
2. Specific landscape features that are character-defining elements of the historic district, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, patios, terraces, fountains, and gardens must be retained and preserved as much as possible.
3. ~~If it is necessary to remove a large tree or a hedge because of disease or storm damage, it must be replaced with a new tree or hedge of the same species or with a similar appearance as long as it will not damage adjacent historic buildings or utilities. Older specimens that will more quickly achieve a mature size are preferred.~~
4. Historic ground-cover materials, or **“Hardscape”** such as brick or granite pavers, **should** be retained and preserved as much as possible. If replacement is necessary, materials traditionally found in the historic district **should** be used.

(continued on next page)

RESIDENTIAL GUIDELINES FOR LANDSCAPING (continued)

5. ~~If a landscape feature is completely missing, it should be replaced with a new feature compatible with the character of the district. (See recommendations on preceding page regarding spacing between plantings and buildings.)~~
6. ~~New landscaping features should be consistent with similar elements in the historic district. (See recommendations on preceding page regarding spacing between plantings and buildings.)~~
7. ~~The location of new landscaping features should be consistent with the location of similar elements in the district.~~
8. Existing large trees and other significant landscape elements must be incorporated into plans for additions and new construction. Paving over tree roots should be avoided.
9. The proportion of green area to built area on an individual lot must not be significantly reduced through additions, new construction, or surface paving.
10. Swimming pools must be located only in a rear or side yard position that is discrete. ~~On corner lots, pools shall be located in the portion of the rear yard furthest from the street.~~ The fencing for the purpose of pool security shall be in compliance with these design guidelines.
11. ~~Edging materials that are inconsistent with the character of the historic district, such as exposed landscaping timbers, are not permitted.~~
12. Diseased, mature trees may only be removed with written certification of condition by a licensed arborist.

DECKS

The design of a deck's railing and the screening of its frame are both opportunities to tie it visually to the historic building. No matter the style or design, however, a homeowner should ensure that in the installation process no harm comes to their historic structure. Key factors in this are where the deck is constructed, if it will shed water back onto the historic home, or if where its connect will pull on or otherwise damage historic material over time.

RESIDENTIAL GUIDELINES FOR DECKS

1. Decks must be located ~~in inconspicuous areas, usually~~ on the rear or side elevation of the historic building.
2. ~~Decks must be screened from public view.~~
3. Decks should be compatible in material, color, and detail with the historic building.
4. Deck railings should be compatible in material, color, scale, and detail with the historic building.
5. Decks must be constructed so that they can be removed in the future without damaging the historic structure.
6. Decks must be constructed so that there is the least possible loss of historic fabric. Character-defining features of the historic building must not be obscured, damaged, or destroyed.
7. Removal of significant features or elements of a historic building, such as a porch, to construct a deck is not permitted.
8. ~~Decks should be painted or stained in colors compatible with the color of the historic building if desired.~~
9. ~~The height of the deck should generally align with the floor level of the historic building. If applicable, install compatible skirt boards and, where appropriate, lattice panels to screen deck framing.~~

UTILITIES AND RETROFIT

When introducing new mechanical and electrical equipment and lines, care must be taken that historic features of the building are not damaged or obscured. All such equipment should be located in the least visible location. Window air-conditioning units are acceptable in the district, but they should be located as inconspicuously as possible. **Portable air conditioners are preferable.** Large antenna and satellite dishes are intrusive, and inconsistent with the residential character of the historic district. Solar panels, like other new equipment, should be installed in as unobtrusive a manner as possible.

Sustainability Note

Many features of historic buildings are inherently energy efficient. For example, operable transoms, windows, awnings, and shutters provide opportunities for conserving energy. See windows and doors section for information on energy efficiency and windows. Enclosed vestibules, extending porches, and even plantings help buffer historic interiors from the elements. Capitalizing on energy-efficient historic features and sensitively retrofitting historic buildings can maximize their energy conserving potential.

Resources:

Preservation Brief 3: Improving Energy Efficiency in Historic Buildings

<http://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm>

NPS, Technical Preservation Services, Solar Panels on Historic Buildings

<http://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm>

RESIDENTIAL GUIDELINES FOR UTILITIES AND RETROFIT

1. New mechanical equipment such as heating and air conditioning units in must be installed in areas and spaces requiring the least amount of alteration to the appearance and the materials of the building. ~~The equipment must be screened from public view.~~
2. Exposed exterior pipes, wires, meters, and fuel tanks must be located on rear elevations or ~~along an inconspicuous side of the building and~~ otherwise screened from view.
3. ~~It is strongly encouraged that existing equipment in the public view be relocated when possible or screened from view.~~
4. Vents and mechanical connections through historic foundations or walls must be located on non-character defining elevations or inconspicuously on side or rear walls ~~where they will not be visible from the street.~~
5. ~~Window air-conditioning units must be located~~ ~~on rear or inconspicuous elevations whenever possible. The use of portable air conditioners is preferred.~~
6. Installation of large antennas and satellite dishes are not permitted.
7. Satellite dishes less than 24" in diameter, less than 5' tall, and not visible from the street shall be permitted.
8. New solar panels ~~shall be located on non-character defining slopes.~~ should be designed to be as unobtrusive as possible. Installation must not deface or damage any historic fabric.

VINYL ACCOUTREMENTS

As a last note in this appendix, there is a lot of concern and confusion over what vinyl products existing in/on a building are allowed to be replaced with. The HHDC is concerned with preserving historic material, but when it comes to replacing already switched-out windows or siding with more vinyl, the HHDC holds no issue. Your property does not have to be restored to its original materials after generations of homeowners have already replaced the historic fabric. At that point, the concern becomes maintaining the profile and style of the structure and documenting renovations and repairs for future homeowners.

THANK YOU FOR BEING A PART OF OUR DISTRICT!

We are not the first nor the last generation to enjoy these historic surroundings, so your dedication to the preservation and sustainability of this neighborhood is wonderful to be a part of. We appreciate it! The HHDC looks forward to working with you and seeing how the neighborhood evolves.