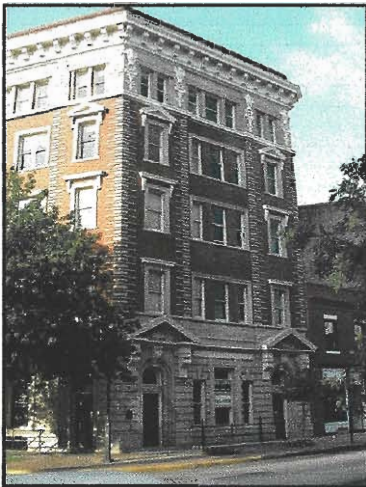


# Central Business District

## Design Guidelines And Property Owner Manual



**Prepared by  
The Macon-Bibb County  
Planning & Zoning  
Commission**

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# Introduction

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## Purpose

The Central Business District was established as a zoning district in 1997 with the intention of promoting a harmonious mix of residential, leisure, and business activities. The protection of the architectural character and ambiance of downtown, gateways into downtown, and significant historic structures is of primary concern in the Central Business District. Design review was established for proposed changes in the area as a means of furthering these goals for a livable and workable urban environment built on a pedestrian scale.

The purpose and theory behind design review is to follow the changes proposed for property within a determined district to ensure that those changes are characteristically appropriate for an individual building and a district as a whole. This theory goes beyond the preservation of the buildings already found in the district to include the review of new construction in the area. Design review serves to protect and enhance the qualities and characteristics of a district in this way, not precluding change but carefully reviewing changes for their appropriateness.

Applications for Certificate of Appropriateness are reviewed by the Design Review Board. This Board is composed of seven volunteer members with varied backgrounds. Regulations require certain backgrounds of the members. Two members must be architects with an additional member being an architect, landscape architect, or urban planner. Two members must have knowledge or background in historic preservation. One member must be a resident property owner within a designated local historic district and one member must be a business owner or property owner with the Central Business District. Each member is appointed to the Board by the Planning and Zoning Commission for a three-year term.

It is not the purpose of the Design Review Board to impose any particular change, but to look at those changes proposed by a property owner and review them based on set guidelines for the area. This manual serves as design guidelines to be used by property owners planning alterations within the district and as a basis for review by those volunteers serving on the Design Review Board. This manual is also to be a property owners' guide for living and working within the district. Information within the appendices is provided on the zoning regulations for the Central Business Districts, as well as professional contacts at the local, state, and national level on preservation and downtown concerns.

## History

The city of Macon was founded on December 23, 1822 just two weeks after the founding of Bibb County. A city plan was laid out that placed streets named for trees parallel with the river and numbered streets perpendicular to the river. The grid pattern was broken only by Cotton Avenue, which was named for the long established trade route along this path. By the time the land was posted for sale in the spring of 1823, many squatters had set up camp on the land, which was dubbed Tigertown after Tiger Jenkins,

the leader of that group. With the sale of lots, however, the squatters were removed from the city and the first developments were able to begin.

The first lots to be developed were along Fifth Street, Walnut Street, and Wharf Street, now known as Riverside Drive. The blocks bounded by Sixth, Seventh, Cherry, and Poplar Streets were set aside as burial grounds for church property; A use which remained until 1840 when Rose Hill Cemetery was begun. In 1825, the Macon branch of the Bank of Darien was the first brick building to be built in the city. It stood on the present site of the terminal station. At this time, Macon entered into a period of much development with schools, churches, and parks being constructed at a rapid rate.

Up until this time, the Ocmulgee River had been the primary source of Macon's growth, providing transport and trade with the coastal cities. When the rumor of a railroad from Macon to Savannah was first heard in 1831, the reaction was one of caution and fear. By 1835, when the first shares in the Central Railroad Company were sold the people of Macon had warmed to the idea. Construction of the railroad continued and on October 13, 1843 a celebration was held for the longest railroad in the world built and owned by one company. Railroad growth continued with the addition of new lines throughout the 1840's.

By the 1850's Macon had grown to a population of 7,453 within the incorporated city limits, which were not to reach the separate town of Vineville until after the turn of the century. This decade was to provide much change for the city of Macon. Up to this point, the majority of the buildings in Macon were wood and a series of devastating fires soon caused the city to need to rebuild. Brick was the chosen material and the majority of the remaining brick buildings in the central downtown business district are products of this age and the prosperous years to come.

With the 1860's came the Civil War and the long period of reconstruction to follow. While Macon saw very little actual fighting, the economic and population losses were keenly felt. While Macon saw a return to the economy and the population in the years after the war, the effect on race relations would persist long after all other reminders of war had ceased. Many civic improvements came to Macon in the 1880's including free mail delivery, city water mains and fire hydrants, and the introduction of electricity. The series of improvements continued into the 1890's with the introduction of a city sewer system, long distance telephone lines, new bridges, and street paving.

The early 1900's saw an increase in the boundaries of the city. During this time the then separate townships and areas of Vineville, Hugenin Heights, Napier Heights, East Macon, and South Macon were incorporated into the city. By 1910 the population of Macon had reached 40,665, almost double that of 10 years earlier, largely due to the great degree of annexation. Industrialization became a goal for the city and many new factories and manufacturing plants were added to the city in the 1920's. This was once again a time of great change for the city. The automobile had greatly increased in popularity and the complete paving of the highway from Macon to Atlanta was finished in 1925. The first traffic lights were installed downtown in 1927. The oncoming depression and Second World War soon superceded civic progress.

As the economy recovered, the reaches of the city spread with the popularity of the suburbs over city living. Residential developments and commercial services to accompany them drew attention away from the central business district and original City. The emphasis on life outside of the city continued with the introduction of the interstate highway system, and the construction of regional malls.

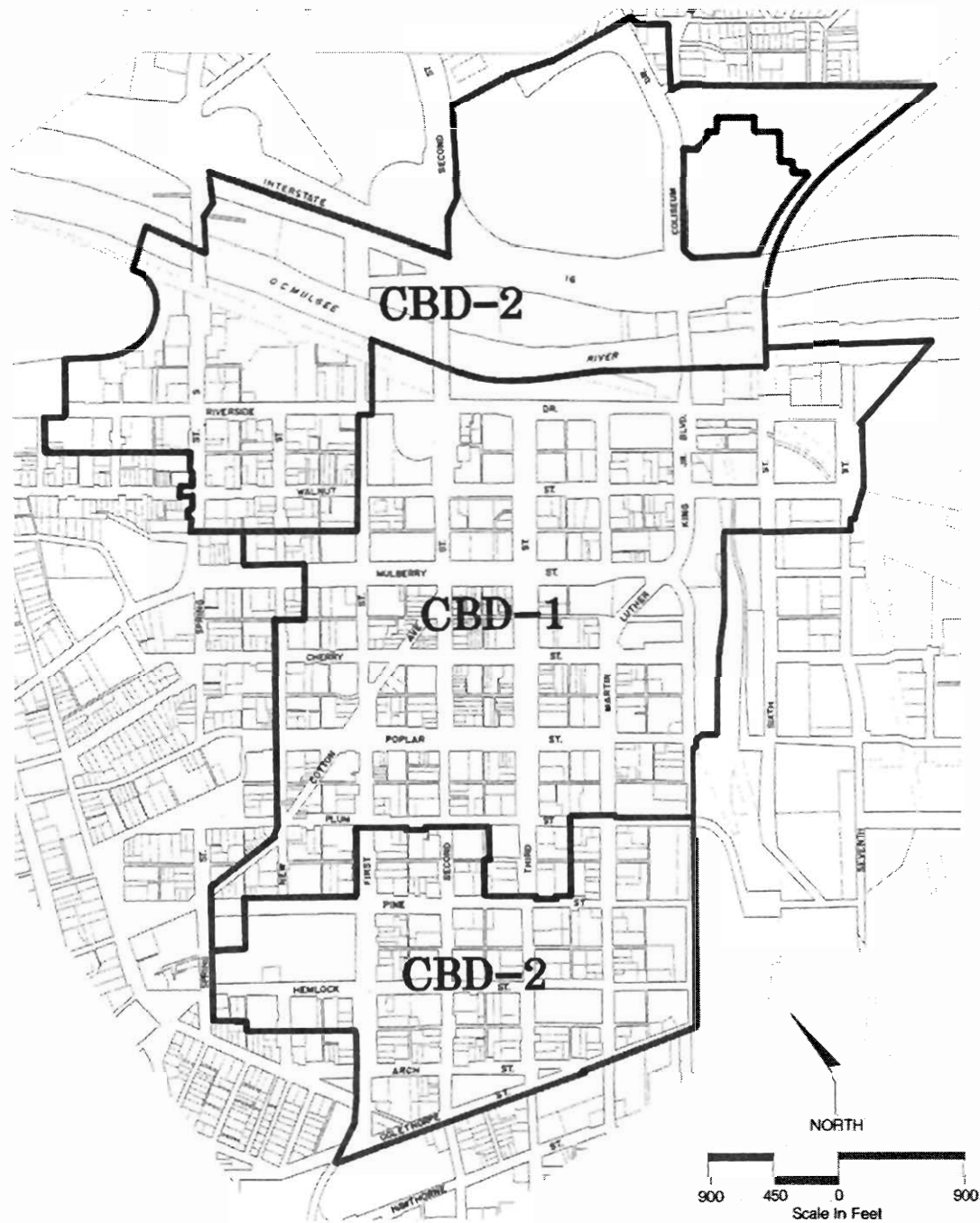
New hope has been placed in the revitalization of Macon's central business district as trends reverse, placing more emphasis on living and working locally. With the enthusiasm generated by the residents, the central location of the City, and the extensive reminders of Macon's history through its architecture, the City can once again thrive.

**References;**

- *History of Macon- The First One Hundred Years*, by Harriett Comer. Published in 1996 by Williams and Canady, Macon, Georgia.
- *Macon- Unknown Frontier to Modern City: Turn of the Century 1901-1945*, by Leila J. Horton. Published in 1983 by the Macon History Club, Macon, Georgia.

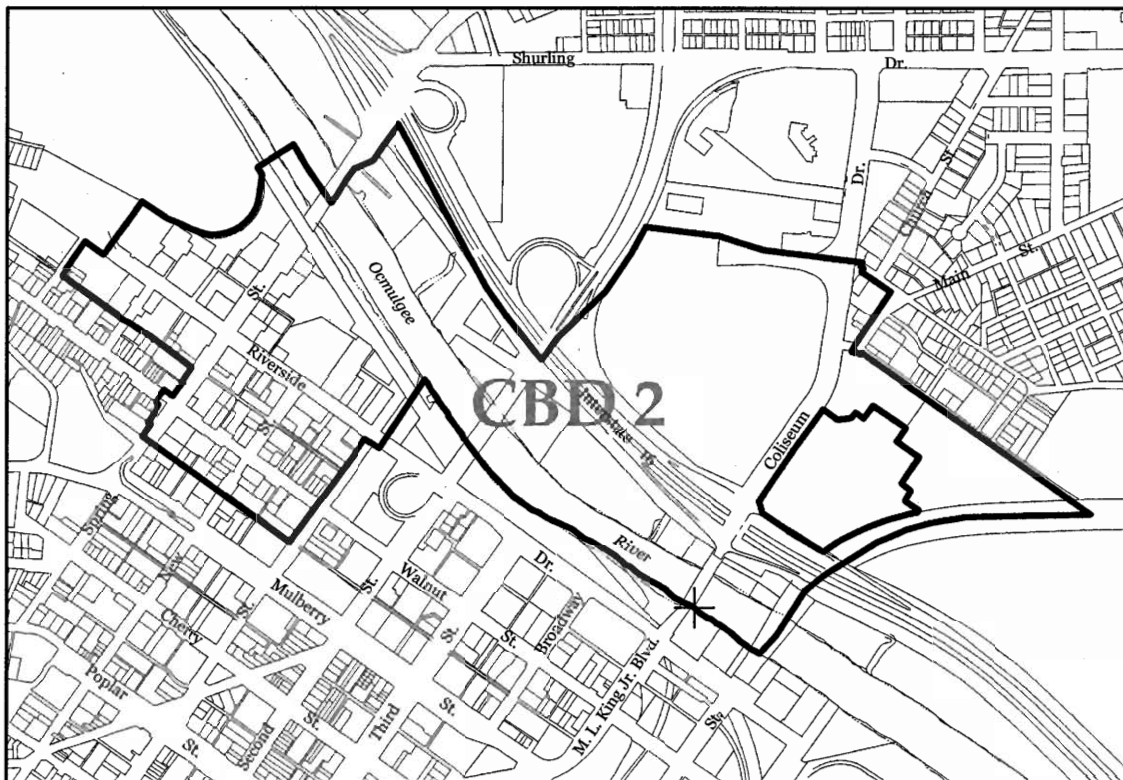
## Central Business District Boundaries

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## Central Business District Boundaries CBD-2 Eastern Section

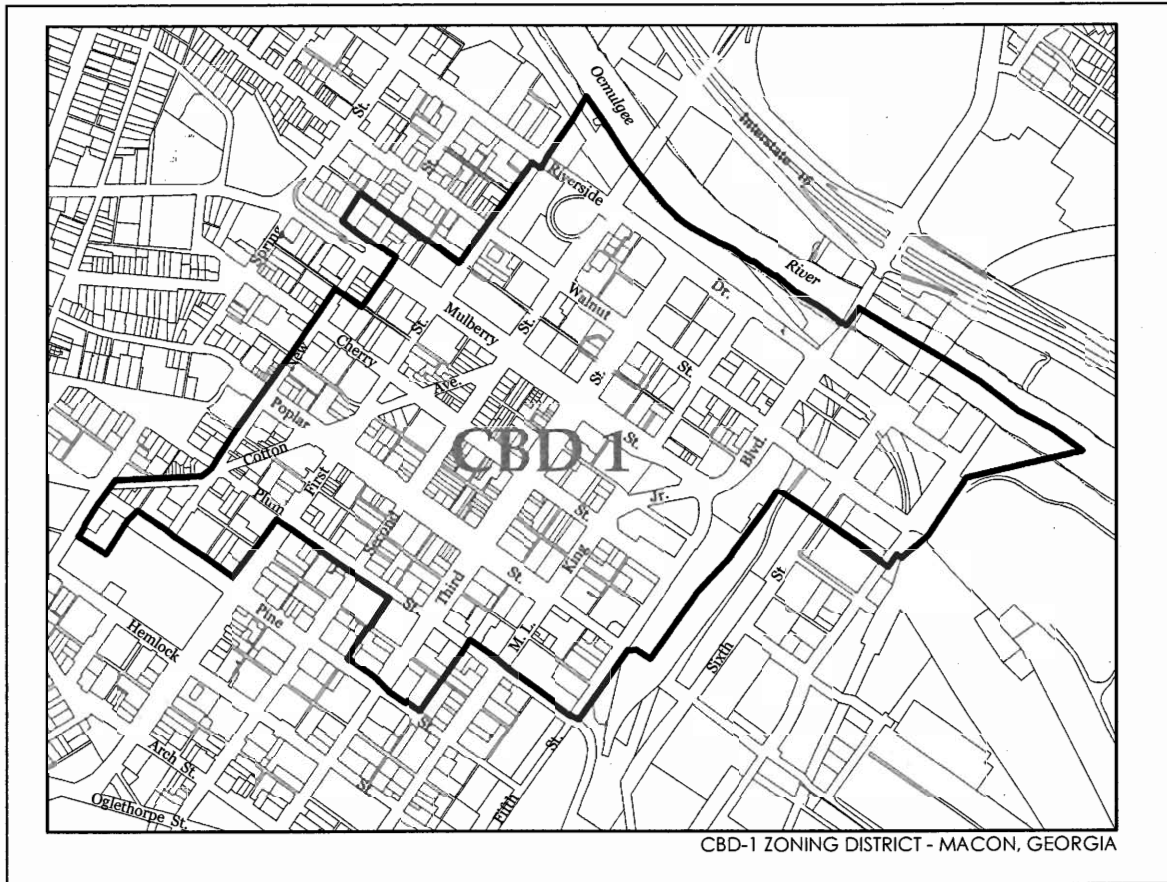
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CBD-2 ZONING DISTRICT - MACON, GEORGIA

## Central Business District Boundaries CBD-1 Central Section

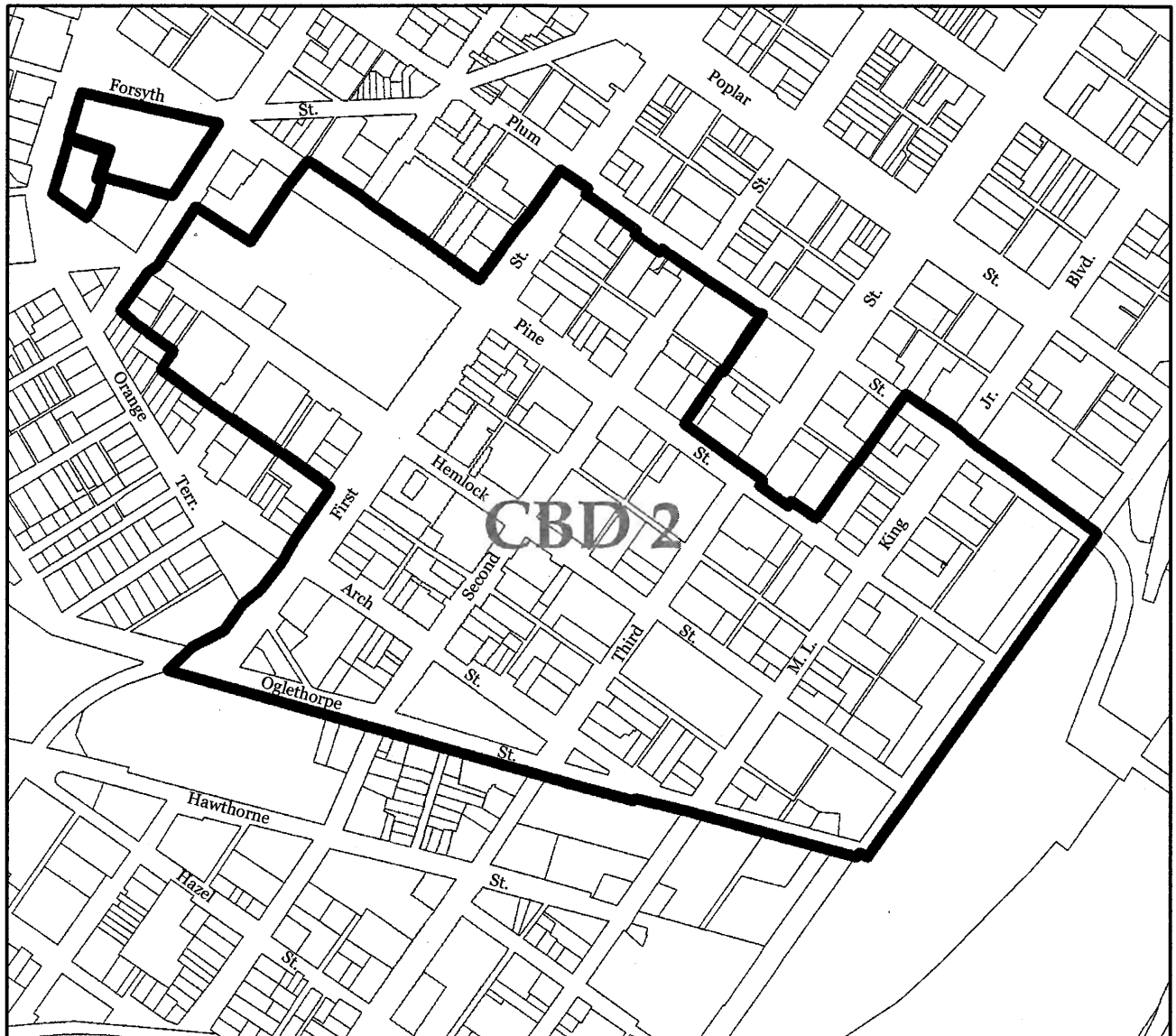
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## Central Business District Boundaries CBD-2 Western Section

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CBD-2 ZONING DISTRICT - MACON, GEORGIA

## Neighborhoods

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The area that we now know as the Central Business District did not develop at any one time, but grew through a gradual process as times and business changed. Because of this gradual growth, certain distinct areas or neighborhoods can be seen within the central business district of Macon. Many people think of a central business district as being only those buildings that look “downtown”. They picture areas such as Poplar Street or Second Street and the buildings along those streets. These buildings have common features in architectural components, setting along the street, and are usually attached to their neighbor. While this area is a very important and integral part of Macon’s Central Business District, it is just one of many areas that can be found here.



The railroad allowed a distinct neighborhood to form in the City that can still be seen in the industrial and warehouse structures remaining today. The majority of these types of structures are found in the area between Martin Luther King Boulevard or Broadway and the railroad tracks several blocks east. These are not the only warehouse buildings to be found in the central business district or the city, but where the densest examples are to be found. Properties in this area range greatly in age and commonly lack extraneous decoration. While subtle in style, the industrial and warehouse architecture is an important element in the downtown. This type of construction offers a great variety of potential uses as these large buildings can be divided for multiple spaces or maintained for the original purpose while maintaining the character of the area. New construction on the vacant lots found throughout this area should look to such architecture while planning new structures or additions.



Several areas of today’s central business district were not originally intended for commercial use at all. Many businesses can now be found in structures that originated as single family dwellings. As the commercial area expanded these buildings were given over to commercial use. These residential structures and areas are an important part of the district and must be treated with great care. A careful balance must be made to allow these properties to operate successfully as businesses, while maintaining the original character and residential feel of the neighborhood. In some instances nearby properties may still be found with residential uses and even in residential zoning districts. Extreme care must be used when making alterations in these areas. In some cases, applicants may wish to examine the design guidelines written for the Intown District as they plan alterations. Examples of buildings and areas that have faced such conversions can be found along Walnut Street and New Street.



The Ocmulgee River has played a major role in the shaping of Macon and continues to be a strong visual boundary for the central business district. The area of Spring Street and Riverside Drive and continuing to Martin Luther King Boulevard at Riverside Drive is a distinct portion of downtown Macon. This area is a gateway to the core downtown and the various commercial and industrial business found in the area. The riverfront is currently home to many service oriented businesses such as fast food restaurants, automobile stations, and motels. While in many instances, these properties are not historic in their use or their architecture they are deserving of careful attention regarding proposed improvements to the area. This area is often the first or the last glimpse local residents and visitors alike have of Downtown Macon. If the central business district is to be seen as an attractive destination, the gateways to that area must serve to draw motorists to the district.



One distinct area that is still in a phase of growth is the area centered around the Medical Center of Central Georgia that includes medical offices and support services.



This area is unique because it has transitioned into medical use with many non-medical uses remaining in the area. Because of this fact, the architecture has not centered around any one type of use and stylistically reflects many decades. This area has special considerations due to the variety within the area and the particular needs of medical office use. One of the special considerations in this area is the close proximity to the residential neighborhoods and a need to protect the integrity of that area without preventing growth within the medical district.

Because of the great diversity found within the central business district, strict guidelines for the area are not possible. These design guidelines are to be general in nature and will not apply to all situations. When a specific guideline or recommendation does not meet the design needs of an applicant, the Board and the applicant alike must return to the purpose of design review. If a proposed change respects the character of the area and strives to protect or enhance that character, an exception to specific guidelines may be warranted.

## Commercial Architecture Styles

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As with any architectural style, certain features are used and compiled together in a structure to create a desired result. A structure is called “high style” when the majority of its prominent features and decorative effects intend to create a certain fashion. It is more common for a structure to include elements of one or two styles popular at the time of construction. This is true of the oldest properties as well as the newest additions to the city. The following examples show how local buildings exhibit some stylistic features.



### Italianate:

The Italianate style of architecture is characterized by corbelled, or stair-stepped, window hoods and bold bracketed cornices. Such cornices are often found at the storefront level as well as the cap for the building.

### Queen Anne:

The Queen Anne style of architecture is characterized by the variety of materials and forms used in each façade. Projecting features such as turrets and bays are common to this architecture, as are decorative and stained glasses used in transoms.



### Romanesque:

The Romanesque style of architecture is best characterized by the presence of stone semi-circular arches. These massive arches can be found both alone and in pairs in this style of architecture.

### Classic Revival:

The Classic Revival style of architecture is reminiscent of the building features of Greek and Roman times. Features such as pediments used atop entire buildings or entries are common. Other prominent features include column type pilasters or piers and balustrade type parapet walls.





### Neoclassical:

Neoclassical architecture is common to civic and institutional buildings. This style of architecture is most often two stories high with a columned porch and pediment at the front façade.

### Tapestry Brick:

The Tapestry Brick style of architecture gets its name from the panels of patterned brickwork used for detail. These buildings are often very simple in design with the brick panels and parapet variations being the only decorative elements.



### Art Deco/Moderne:

Art Deco and Art Moderne are two styles typified by distinctive motifs used on the building details. Geometric patterns and reliefs are common, as are the use of shiny metals such as chrome and opaque glass.

### The Chicago Style:

While individual features from other building styles were often used for these buildings, the resulting style remains different from its smaller counterparts. These buildings are divided up into architectural sections called the base, shaft, and capital and range from the very simple to the ornate.



### International:

The international style structures commonly have flat roof, include little or no ornamentation on wall surfaces. Ribbon windows, cantilevering, and asymmetrical facades are also common.

Second Street  
at  
Cotton Avenue  
1907-2002



Courtesy of: Middle Georgia Archives, Washington Library, Macon, GA



## **General Guidelines for Existing Buildings in the Central Business District**

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As noted in previous chapters, a great variety of building types exist within the central business district. This chapter provides guidelines for the treatment of existing buildings within the district in the most general sense. Commercial architecture has a traditional structural form of a storefront with any number of upper stories and a cap, or cornice, commonly at the roofline. For those properties that do not reflect this tradition, the guidelines should be looked at for their intent of preservation and enhancement of the district character. For these reasons, exceptions to these guidelines may be warranted on occasion.

The following guidelines are not meant to prescribe any single correct or appropriate way to make changes to a property. The guidelines are starting points and general in nature. If a specific guideline is unclear as to how it may pertain to a particular project, staff can assist with an interpretation.

### **General Guidelines**

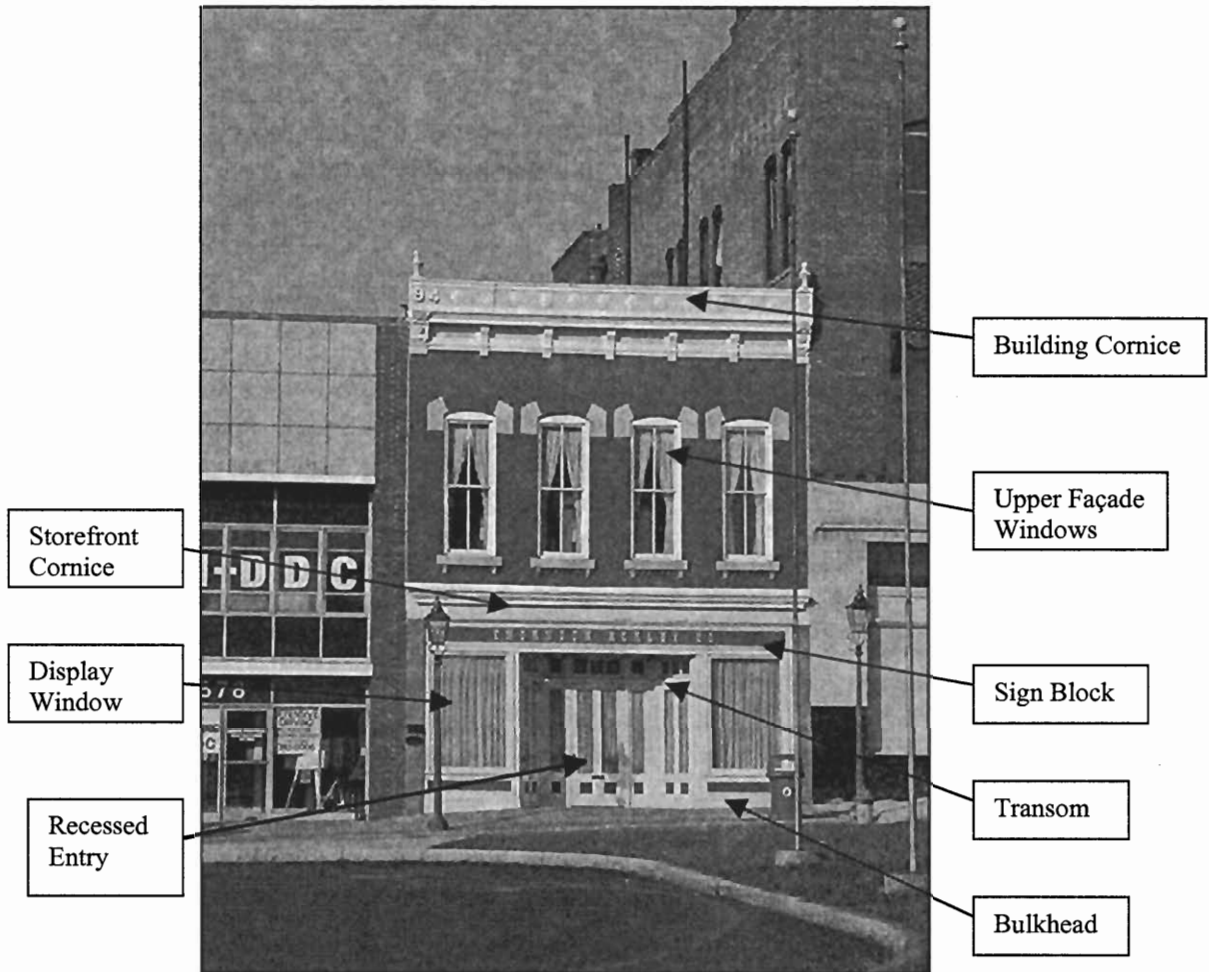
1. Commercial buildings of historic form are generally composed of a storefront, possibly with an upper façade consisting of one or more levels. When an upper façade exists, the building should be treated as a whole. When more than one business is located within a building, the building should be treated as a whole, with each storefront having separate signage and awnings, if desired.
2. Alterations to existing buildings should not remove or radically change façade features that are important in defining the overall historic character of the building. For those properties that are determined to not contribute architecturally to the district, alterations to existing building will be reviewed for their merit and cohesion with the district character. Age of a property is not the sole factor in determining a building's contribution to a district and comparatively new construction within the district can be important to a district's history and fabric.
3. Alterations to existing commercial buildings or new construction in the downtown district should reflect commercial character. Residential features, such as doors, windows, and lighting scaled to home use, are inappropriate in this district. Residential uses of upper levels of commercial property are encouraged, however the architecture should remain commercial especially at the storefront level. Alternately, those structures originating as residences or within an existing residential zone should reflect that residential character despite a commercial use. Applicants with property in these areas may wish to seek further information from the design guidelines developed for the more residential historic districts.

4. The introduction of features to a building that can not be documented historically and are not stylistically appropriate should not occur. Examples include coach lanterns, wood shakes, and small-paned windows. Any additions should be respectful of a building's history and architecture while remaining a feature obviously attributed to today.
5. Repairs to features of an existing building should occur whenever possible. If replacement is necessary, materials should be in kind or with compatible substitute materials. When using substitute materials for replacement the same visual appearance should be conveyed and the material should be physically and chemically compatible. The painting or treatment of untreated masonry is usually not appropriate. When using very new substitute materials, be sure that accurate testing has been done on the long-term performance of the material.
6. When a building is too deteriorated to repair and the overall form and details are evident, the physical evidence can serve as a model for replacement. If using the same material is not technically or economically feasible then compatible substitute materials may be considered. If the physical evidence is not adequate then replacement should be of a new design compatible with the size, scale, materials, and rhythm of the original building and surrounding properties. Copying a historic design is inappropriate and detracts from the authentic character and charm of the district. Demolition is not to be sought as a solution to social problems or general maintenance concerns. Demolition may, in rare instances, allow for an improvement to an area's character by enhancing prominent visual patterns. In most cases, demolition is not an adequate solution and is not recommended for the purpose of adding surface parking.
7. Design review is needed only for those changes that reflect a change in material or design that will be visible from any public right of way within the district. Public alleys are part of the right-of-way system and any changes visible from an alley within the district require a Certificate of Appropriateness be issued.



## Traditional Storefront Design

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## Guidelines for Specific Features of Existing Buildings

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1. *Bulkheads*: these are the panels on which the large plate glass panels rest.



- Repair and/or replacement should be made in kind or with compatible substitute materials. Common materials originally used include: wood, brick, marble, and metal.
- Removal of this feature or alteration such that the feature is lessened giving more space to display windows is inappropriate.

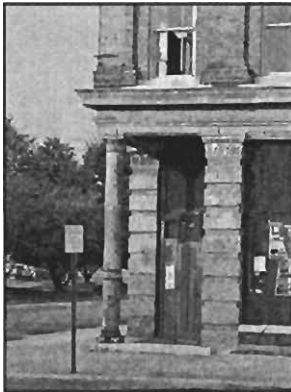
2. *Display windows*: these are generally composed of large sheets of plate glass for the purpose of display.



- The reconfiguration of this feature in order to alter the rhythm of fenestration or to increase or decrease the window area is inappropriate.
- The use of colored or tinted glass is generally inappropriate. Highly mirrored glass, regardless of the tinting hue, is not appropriate in the district.
- The most common original material for this feature was wood with clear glass panes. In some instances, replacement with painted metal frames

may be appropriate. Unpainted metal is not an appropriate finish within the district.

3. *Columns, Pilasters, and Piers*: these features provide the support necessary for the weight of the upper façade and provide articulation of the wall surface.



- Repair and/or replacement should be made in kind or with compatible substitute materials. Common materials originally used include: decorative cast iron, brick, and wood.
- Removal of this feature in order to alter the rhythm of the façade is inappropriate and may cause structural problems.
- This feature is integral to the form of commercial buildings and should not be covered-up as a part of remodeling or renovation.

4. *Entrances*: This feature was historically composed of either single or double doors and located on the same plane as the façade, recessed, or angled on corner properties.
- The alteration of the original entry configuration of a building is inappropriate. Recessed entries should be maintained despite any perceived loss of retail space. The addition of recessed entry is not appropriate without historical documentation to its original existence. Restoration of the historic configuration is recommended for those properties previously altered.

- Existing appropriate entryways should be maintained regardless of use or non-use by the business. The change in configuration created by closing the space would be inappropriate and the use of directional signage to the correct entrance is easily achieved.
  - Glazed, paneled, wooden doors are generally most appropriate. Metal doors of this same configuration can be painted to achieve a similar appearance. Unpainted metal doors are inappropriate.
  - Solid wood or metal doors are inappropriate for street facades. Entrances at alleys should consider utilizing the same type of glazed paneled doors as at the street if the entry is for public use.
5. *Transoms*: These are the window panels often found over entryways and display windows. Historically they served to allow light and air into the building.

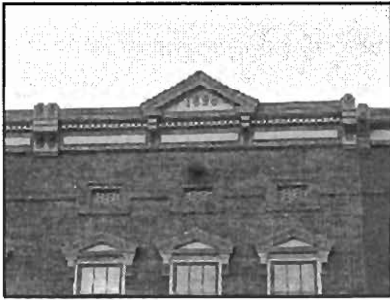


- Repair and/or replacement of this feature should be in kind or with a compatible substitute material. Common materials originally used include: clear glass, stained or colored glass, and textured glass. This feature was often stationary, but sometimes configured to tilt open, especially over entryways.
  - The removal of the feature due to lowered ceilings is inappropriate. When installing lowered ceilings, this feature can remain intact with no alteration. If the visibility of mechanical equipment is a problem the windows can be painted black or a dark gray from the inside of the window in order to achieve the look of darkness. Another option is to recess the lowered ceiling at least 1.5 feet from the transom area.
6. *Upper façade windows*: These features serve to promote the rhythm of the building as well as offer air and light to the upper levels of the building. Upper floors were often used for housing and offices. These uses are still possible today and can add vitality and income to an area.

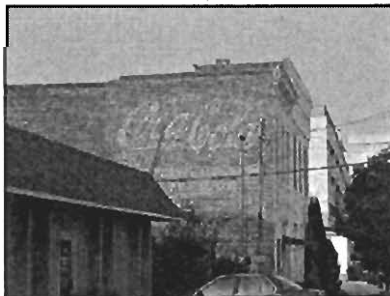


- The enclosing or bricking in of this feature is inappropriate. If this space is not to be used, it is recommended that plywood, painted black, be mounted behind the windows from the inside. This will allow the space to appear dark and prevent storage areas from visibility. \*Note: small holes in the plywood are needed for air circulation to avoid window cracking.
- Repair or replacement of this feature should be in kind or with appropriate substitute materials. The alteration of the number of windowpane divisions original to each window is inappropriate in most cases.
- The retention of any decorative materials such as hood moldings should occur. Technical information regarding the use of terra cotta, plaster, cast iron, wood and other materials is available. Replication of these features without accurate historical documentation is generally inappropriate.

7. *Cornices:* This feature serves as a visual cap to the building and may include features such as built-in gutters.



- Repair and/or replacement of this feature should be in kind or with compatible substitute materials. Common materials originally used include wood, terra cotta, and metal.
  - The removal of this feature is inappropriate.
  - If this feature is missing or lost a replacement with simple stylized designs is most appropriate. Complex or unique designs are inappropriate without historical documentation to the original appearance.
- A storefront cornice is common to many styles of commercial architecture. This feature served to visually separate the storefront from the upper floors. In many instances, this feature also served as a signboard space for the business. Treatment of this feature falls under the same guidelines as those for upper cornices.
8. *Roofs:*
- This feature is most often flat; though double pitched roofs were sometimes used.
  - Parapet walls were often found on the front and or sides of historic commercial buildings. These should be repaired or replaced in kind. Masonry is the most common material use for this feature. Alternate material proposed for this feature will be reviewed for appropriateness. Removal of this feature is inappropriate.
  - Mechanical equipment has been added to many roofs in modern times. When structurally supported and placed such that the equipment cannot be seen from the right-of-way, this can be an appropriate alternative if a different site is not available. Because of the varying height of commercial buildings downtown, an alternative location is preferable whenever possible.
  - Rooftop decks and terraces will become popular as residential uses downtown increase. These features should be incorporated on existing buildings following the same standards as other additions. These additions are best suited to flat roof tops and should not be highly visible from ground level.
9. *Masonry:* This generally refers to brick and stone used as the construction or facing material for a building. Generally, this involved individual pieces being placed together with mortar.



- Masonry can be kept clean by low-pressure washing as needed. Sandblasting is never an alternative, as it permanently damages the material and hastens deterioration.
- Mortar joints tend to deteriorate over time, generally at a faster rate than bricks. When deterioration occurs the area should be repointed in such a way that it is returned to its original

condition. This means that the same bricks are used, if possible, or that bricks matching the original are used. The mortar should be the same color, consistency, and spacing as the original. The use of new or non-blending bricks and unmatched mortar is inappropriate. Due to the often-complex nature of such repointing projects the use of a professional is recommended.

- The painting of unpainted masonry is inappropriate. The removal of paint from those structures originally unpainted is recommended only if the process can be successful without harming the material. The gentlest means possible should be used.

Cherry Street  
at  
Boadway  
1900-2002



Courtesy of: Middle Georgia Archives, Washington Library, Macon, GA



## New Construction in the Central Business District

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New construction within the Central Business District offers excellent opportunities for enhancing the streetscape and architectural variety of the downtown area. With certain guidelines in place, insuring that those new construction projects are compatible with and an asset to the district, becomes an easier and more defined process for both the applicant and those reviewing the proposal.

The guidelines are not meant to prescribe any certain design or architectural style, but to set general standards common to the existing structures and necessary for a compatible product. While these standards are found by looking to existing structures in the area of a proposed new construction project, replicating existing buildings should not be a goal or a desired result for these projects. In some areas a variety of features and styles exist in close proximity. For proposals in such areas, look for the predominate trends in the architecture and siting of the proposed structure.

The following general guidelines offer explanations of the design issues that influence appropriate design in the Central Business District. Because there is no single correct design and every property offers different opportunities and constraints, few specific guidelines are warranted. However, with creative use of the general guidelines for new construction and a strict adherence to the overriding goal of compatible construction, new buildings in the Central Business District can become assets to downtown.

### General Guidelines

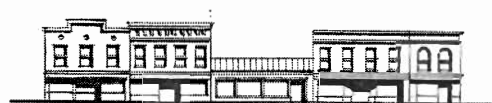
1. *Siting*: New construction should look to the surrounding properties for cues on the most appropriate siting of the proposed structure. For instance, if all of the remaining buildings on a block front directly on the sidewalk and are built connected to their neighbor, then the new building should continue this trend.
2. *Scale*: The overall massing of a building is very important to the appropriateness of the resulting structure. A building that lacks proper scale and appears too large or too small for its location is often inappropriate even if all other elements are successful. Scale is achieved through a combination of siting, height, and proportions. The materials used for a building and the texture of those materials can effect the perceived scale. Proper scale can be achieved for a proposed building taller than its counterparts by utilizing stepped design to minimize the mass. In some instances a deviation from the scale of adjacent buildings can allow for a varied and interesting streetscape. Requests for a deviation from the existing scale will be reviewed on an individual basis.

\* Note: The maximum height allowed, as a permitted use, is 35 feet, any proposal requesting a structure over 35 feet requires Planning and Zoning Commission approval.

### Appropriate



### Not Appropriate



3. *Façade Openings and Articulation*: Rhythm and proportion are two key elements that result with a successful design. The following points will help to insure that success;
- Maintain a similarity in horizontal and vertical elements from neighboring buildings. This serves to break up the building mass. This can be reveals and recesses as well as door or window openings.

**Appropriate**



**Not Appropriate**



4. Avoid the use of long unbroken expanses of wall surface along a building façade, this will allow the building to have a rhythm and human scale. Special consideration should be given to the street level treatment so that a pedestrian scale is maintained.
5. *Orientation*: Front facades and main entries should be designed to parallel the street. Orientation toward side or rear entries is inappropriate for the urban environment of the Central Business District.
6. *Parking*: Additional parking is a requirement for most new construction in the Central Business District. Parking lots and decks for new construction projects should be located in the interior of the blocks where possible. The ground levels of parking structures that have street front exposure should have storefront space in order to promote a contiguous urban pedestrian context in the district. Sensitive design and materials are required of parking structures. Adequate landscaping will be a requirement of all parking areas.
7. *Materials*: Brick, stucco, and stone are the predominate building materials used within the district. These and other building materials will be considered based on the ability of the material and the design to produce a structure compatible with the character of the area. If a very new building material is to be used, an applicant should provide research as to the long-term performance of the material.
8. *Roof Forms*: Flat roofs, usually with parapet walls, are the most common roof forms within the Central Business District. Those characteristically residential areas are an exception. The roof forms proposed for new construction should be in keeping with the predominate form found in the area.
9. *Additions to Existing Buildings*: Compatibility should be the primary goal when designing an addition to an existing building. The building's character and significant features should be preserved and the scale and massing carried through to the new addition. Avoid replicating the existing building with the addition. The addition should be representative of its own time while coordinating with the original structure.



## Signage

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Signage is a way to alert potential customers to particular business' location, as well as a way to help existing customers find the property easily. The amount and type of signage needed and allowed will differ with the architecture and location of the property. The first step to getting a sign for a property within the Central Business District is to determine how many square feet of signage is allowed. This is determined by the regulations of the Planning and Zoning Commission. Once the amount of signage allowed is known, an applicant can proceed with designing the sign and having that design approved. The following regulations address the five main types of signage found in the district: wall signs, window signs, awning signs, freestanding signs, and projecting signs. Because sign regulations are subject to change, refer to the current regulations regarding size and placement of signage when applying for this feature.



### General Standards

1. All signage should be designed for easy readability. Avoid the use of fancy lettering and consider using logos and icons rather than lengthy wording.
2. Signage within the district should not flash or blink.
3. Sign placement should not damage or obscure the building.
4. Sign materials and shape should visually relate to the building where the sign is to be placed.
5. More than one form of signage is generally not necessary and may cause a property to appear cluttered.

### Wall Signs

1. Many architectural styles include a sign area within the design of the façade. If such a space exists then it should be used for any proposed wall signage.
2. When a designated sign area does not exist, signs should be placed where they will not conceal architectural features.
3. Signs should be mounted in such a way that the building is not damaged, such as extending bolts through mortar joints rather than bricks on masonry buildings.
4. Signs should not be painted onto previously unpainted brick facades.
5. Wood, metal, and individually attached lettering are the most appropriate materials for wall signage



### ***Awning and Canopy Signs***

1. Signs located on awnings should be centered within the slope of the awnings or within the apron at the awning valance. Signage should be either screened or sewn onto the awning fabric.
2. Interior illuminated awnings are not allowed in the Central Business District.
3. Canopy signage should be located on the front fascia of the canopy.
4. Signage should not be mounted on top of canopies.



### ***Freestanding signs***

1. Freestanding signs include monument signs that rest on the ground, signs on posts, and pylon signs. The most appropriate size and type of freestanding sign is determined by the scale of the building, the location of the sign and the context of the streetscape.
2. Many of the locations where a freestanding sign is possible are those areas that either began or remain residential. Overly large or massive signs are inappropriate in these areas. The materials for these signs should reflect the construction and detail of the building and the streetscape. Common materials include brick, wood, and wrought iron.
3. Sign structures for freestanding signs should be in scale with the sign and the structure. Sign structures too large for the sign and property are inappropriate.
4. All freestanding signs must be placed a certain number of feet back from the right-of-way line. Refer to current zoning regulations for requirements as to the placement of freestanding signs.
5. Interior illuminated freestanding signs are generally inappropriate. Consider using ground lighting from the base of the sign.
6. Landscaping around the sign area is recommended. This can draw attention to signage and provide a means of concealing ground lighting fixtures.



### ***Projecting Signs***

1. Signs that project or hang perpendicular to the building should be mounted to the building without damaging the structure. For instance, bolts should be placed at mortar joints rather than bricks on masonry structures.
2. Projecting signs may not be internally illuminated. The use of neon will be considered for its appropriateness in relation to the architecture and streetscape.



3. Projecting signs should be at a pedestrian scale. Three dimensional projecting signage or icons will be considered on an individual basis based on the appropriateness in regards to the architecture and the street.
4. Projecting signs should be at a pedestrian scale. Three dimensional projecting signage or icons will be considered on an individual basis based on the appropriateness in regards to the architecture and the streetscape.
5. Sign projection may be limited when extending above public property such as city sidewalks.

### ***Window Signs***

1. Although Planning and Zoning does not currently require permits for window signage, the following guidelines provide property owners with guidance on appropriate window signage.
2. Apply signage to windows on the interior to prevent tampering.
3. It is recommended that window signage be limited to the business name and icon, used only where necessary. The use of multiple signs in the windows can create a cluttered and uninviting storefront.
4. Avoid the use of window signage on upper level windows.
5. The use of neon window signage should be considered on an individual basis based on the architecture and streetscape.



Mulberry Street  
at  
Third Street  
1904-2002



Courtesy of: Middle Georgia Archives, Washington Library, Macon, GA



## Awnings and Canopies

These features are often found on downtown commercial buildings. They serve as protection from rain and sun as well as a location for signage and to add color or vibrancy to a building. Awnings and canopies can have a major effect on a building so their use and placement must be considered carefully. In many cases the awning will project over public right-of-way, such as sidewalks, so additional requirements of the city may need to be met.



### General Guidelines



1. The most appropriate material for awnings is canvas with metal framing. The awning should be sized to the shape and fit of the storefront opening that it is protecting. The most appropriate awning shape is a 45 degree angle
2. from the building plane. Bubble awnings are not appropriate unless they are conforming to the existing window shape. Both stationary and retractable awnings are appropriate. Flat metal canopies may be appropriate for some locations. These should also be sized to the opening they are protecting.
3. Placement of this feature is critical to its appropriateness. Generally, the most appropriate location is over display windows or entryways, yet under any transoms. This serves to offer the same protection while still allowing the transom to be effective and visually reflective of the building's character. In some cases, it may be appropriate to place the awning or canopy between the transom and the signboard area.
4. For awnings and canopies located over public rights-of-way such as streets, alleys, and sidewalks, approval must be obtained from the Bureau of Inspection and Fees. A minimum height of 8 feet above the right-of-way and a setback of at least 2 feet from the curb is required.
5. In most cases the use of one awning for a façade is acceptable. In the case of larger or more unusual building configurations, multiple smaller awnings sized to individual openings may be more appropriate.
6. Internally illuminated awnings or canopies are not appropriate in the district.
7. Canopies that require support poles to be located on public sidewalks require approval from the City.
8. Refer to the guidelines for signage for any proposed signage or logos to be located on awnings or canopies.
9. Maintenance of awnings and canopies can extend the lifetime of these features. Keep them clean by hosing the exterior on a regular basis and checking the frame for signs



of rust or deterioration. Check with the manufacturer for more information on maintenance.



Courtesy of: Middle Georgia Archives, Washington Library, Macon, GA

## Walnut Street at First Street 1957-2002



## Streetscape

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The character and appearance of the Central Business District is shaped by more than the buildings found in the district. The layout of the streets, the presence of tree planted medians and streets, the use of streetlights and other factors can have a profound effect on the feel of the district. That character can be further enhanced and maintained with the addition of well-designed streetscape materials by individual property owners. The following regulations address the use of sidewalk cafes, landscaping, parking areas, and lighting.

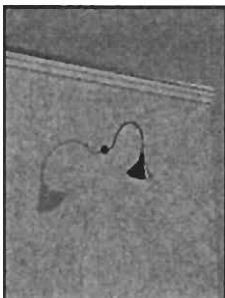


**Outdoor Restaurant Seating:** Sidewalk cafes are not regulated by the Planning and Zoning Commission or the Design Review Board, but require a separate approval from the City of Macon. Any alterations or additions to the building, in order to accommodate the addition of the seating area would require review by the Board, however. Railings and barriers used to define these areas should be appropriate for the architecture and streetscape.

**Landscaping:** For the majority of properties located in the Central Business District, landscaping is not possible, as the buildings are located at the sidewalk. For those areas that do have the ability to add landscaping, a plan should be submitted that would add visual interest and shade to the area. Avoid using plantings that will grow to dwarf or conceal the features of the building or that are too small in proportion to the building. Existing trees should not be removed without approval. Planters should not be used without a commitment to maintain the plant life.



**Parking Areas:** Generally, the best location for parking areas is to the rear and sides of the buildings. In some areas, where the buildings are set back from the street a great distance, parking may be available in the front. Large areas of parking should be broken up by trees and landscape plantings. Parking visible from public rights-of-way should be screened. Landscaping and lighting plans should be submitted for any surface parking areas.



**Lighting:** Property owners may wish to use lighting for signs, architectural features, or outdoor spaces. The light fixtures and placement for these purposes should not detract from the character of the building or the area. All lighting fixtures attached to commercial architecture should avoid residential designs and be scaled to the proportion of the building. Gooseneck lamps are in many cases appropriate for lighting signboards. Imitation historic lighting fixtures

are inappropriate if documentation of their original appearance and placement is not available. Freestanding lighting fixtures, such as those used for parking lots, should be compatible in size, material, and design with the surroundings. The type of lighting and placement should be carefully considered to allow for a safe environment without unnecessary light pollution.

**Rear Entrances:** If a rear entrance is to be utilized, the appearance of this façade should be maintained and the location of trash receptacles should be properly screened with wooden or masonry enclosures.

**Fences:** Fencing may be desired for visual or security purposes. Fences should reflect the character of the property they are enclosing and not detract from the overall character of the area. The use of piers within fencing offers an opportunity to instill a rhythm and proportion to a vacant lot. Fencing that includes a finished side should always have the finished side facing away from the enclosed property. Additional fencing regulations such as fence height and setback from the street may apply, contact the Planning and Zoning Commission for applicable regulations. Brick, wood, stucco, and iron are the most generally accepted materials for the district. The use of chain link will also be considered, however, only that coated in black is appropriate. Unpainted metal chain link fencing, barbed wire, and razor wire are inappropriate.

**Dumpsters:** most uses in the Central Business District require the use of a dumpster or other large commercial scale trash receptacle. These bins should be placed in such a manner that alleys are not blocked, while the bins remain distanced from the buildings due to the chance of fires spreading. The area around the bins should be kept free of refuse and debris. Screening should be used around the bins for those areas open to the public.





## Security

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The need for a safe and secure Central Business District is clear to both property owners and consumers. The design of security features is very important, however. Too many or too prominent security features can lend an impression of danger and have a negative impact on business in the district. The following guidelines allow for security that is effective, while maintaining the character of the area.



### General Guidelines

1. Storefront windows and doors should not be covered by opaque grills, even if these are not permanent and only visible when the business is closed. These grills detract from the character of district and prevent police from viewing the interior of the building, should a problem occur.
2. Fully retractable grilles are recommended, if needed, rather than stationary bars at openings.
3. Use adequate lighting to increase visibility for police and pedestrian safety.

Plum Street  
at  
Third Street  
1954-2002



Courtesy of: Middle Georgia Archives, Washington Library, Macon, GA



## Accessibility Features

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Accessibility is a need for most property owners, and a requirement for new buildings and those undergoing renovations. Requirements for accessibility are necessary for fire safety and to comply with the Americans with Disabilities Act of 1990. These codes are very strict in their requirements of new construction, but reductions in these requirements may be possible at the discretion of the Bureau of Inspections and Fees,

which is responsible for the regulations. Designs submitted for review that do not meet the full requirements of the codes, must be approved by Inspection and Fees prior to submitting an application for design review.

### General Guidelines

1. Ramps, lifts and fire escapes should be located on side or rear facades, whenever possible.
2. Avoid altering or concealing important architectural features with the addition of accessibility structures. Avoid adding these elements in such a way that irreversible damage is done to the structure.
3. Ramps should be constructed of materials that complement the building and its surroundings. Ramps proposed for front facades must be particularly sensitive to the design of this feature.
4. Exterior fire doors should be of a compatible design with the building and fit within the existing openings.
5. It is imperative that the applicant coordinate with the Bureau of Inspection and Fees and Planning and Zoning since conflicts occasionally arise between design issues and building code requirements.

## **Procedure and Sample Certificate of Appropriateness Application**

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The procedure for design review involves established deadlines and hearing dates for an application. The first step is to visit the zoning office to explain the proposal to staff. At this time, staff can explain any guidelines or regulations that apply, supply an application for a Certificate of Appropriateness, and relay deadlines and meeting dates. When an applicant submits a completed application form for a Certificate of Appropriateness to the zoning office, staff begins an initial review. A staff report is submitted to the Design Review Board Members detailing the proposal and explaining any pertinent guidelines or regulations. A copy of this staff report will be sent along with a reminder of the meeting to the applicant's mailing address.

At the time of the Design Review Board meeting, the members will already have received a copy of that staff report and any information the applicant supplied with the application. Each applicant will come before the Board to explain the proposal and answer any questions. When the Board feels that they have all the information they need they will reach a consensus on the appropriateness of the proposal. Their consensus is in the form of a recommendation to the Planning and Zoning Commission. If an applicant agrees with the recommendation of the Board, they need to alert the zoning office. The proposal can then be placed for ratification before the Planning and Zoning Commission. When a proposal is ratified an applicant does not need to attend the Commission hearing.

If an applicant does not agree with the recommendation of the Design Review Board, attending the Planning and Zoning Commission Hearing is required. This is the opportunity for the applicant to explain the proposal to the Commission and to appeal the decision of the Design Review Board. The Commission is only reacting to those recommendations made by the Design Review Board. If additional alterations are proposed that were not included on the application or recommendation of the Board, a separate application will need to be filed. The Commission will at that time decide to accept the decision of the Board, overrule the Board, or send the applicant back before the Board for additional review. When the Commission denies an application, a waiting period may apply before a new application can be made.

Because the design review process takes a minimum of four weeks, it is recommended that property owners and tenants plan any changes well in advance. The established time frame is a legal necessity and can not be altered by staff. To ensure the most complete and concise staff report is written for a proposal, an applicant must be sure that all necessary information is provided with an application. An incomplete application will be deferred by staff or the Design Review Board, causing an applicant further delays.

## Minimum Submittal Requirements

Include site plans, measurements, photographs, and sketches with an application. As the Design Review Board is charged with overseeing design and material changes, these images are paramount to a successful review. Applicants seeking approval of new construction should consider including a photograph or drawing with the proposed building superimposed on the site or possibly bringing a scale model to the Design Review Board meeting.

All proposals must include a complete application form and to-scale image of the proposed change at a minimum. Additional attachments to the application will vary based on the proposed change. The following chart details the types of attachments needed for certain types of applications. Contact the zoning office staff prior to submittal of an application for more information on the types of attachments needed for a particular application.

Application Type	Attachments Needed
Signage	Site plan marked with sign placement; Image of signs; image of building façade with placement indicated for all wall signage; complete sign permit application
Landscaping	Landscape plan that includes location of all plantings, plant sizes at time of planting, and species name.
Awnings and Canopies	Image of building façade(s) with indication of placement; Sample or sketch of design for all non-solid awning materials; Measurements including extension from building.
New Construction and Additions	Site plan of entire lot showing setbacks to all property lines, all adjacent streets, and driveways; façade elevations of each proposed or altered façade including adjacent properties; floor plan.
Modifications to Existing Structures	Site plan of entire lot showing setbacks to all property lines, all adjacent streets, and driveways; photos of each side of building; drawings showing proposed modifications.
Demolition	Site plan of existing structure on property; Narrative on proposed use of the property and reason existing structure cannot be adapted; Complete structural report for any property where building condition is cited as purpose of demolition; Site plan and elevations for proposed structure or use of property; Commission approval of any proposed conditional uses; Research on the age and history of changes to the building.

## Application for Certificate of Appropriateness

For office use only:

Map Number \_\_\_\_\_ District \_\_\_\_\_ District Name \_\_\_\_\_  
Code \_\_\_\_\_ Lot/Parcel \_\_\_\_\_

Certificate of Appropriateness to allow \_\_\_\_\_

Site Plan \_\_\_\_\_ Landscape Plan \_\_\_\_\_ Elevations \_\_\_\_\_ Details \_\_\_\_\_

Application accepted by \_\_\_\_\_ Date \_\_\_\_\_

Design Review Board hearing date \_\_\_\_\_

Commission hearing date \_\_\_\_\_ Result \_\_\_\_\_

Issued by \_\_\_\_\_ Date \_\_\_\_\_

Special Conditions \_\_\_\_\_

\*\*\*\*\*

Date \_\_\_\_\_

Address of Property of Proposed Use \_\_\_\_\_

Applicant Information: Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Owner Information: Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Are you aware that design guidelines exist for your area? Yes \_\_\_\_\_ No \_\_\_\_\_

### Narrative

Describe below, clearly and in detail, the appearance and nature of the proposed project. Attach drawings, specifications, renderings, photographs, etc. Include information on materials, location of any significant vegetation, parking areas, walkways, etc.

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Project starting date \_\_\_\_\_ Project completion date \_\_\_\_\_

Are Federal Tax Incentives being sought for this project? Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that this application is for a Certificate of Appropriateness only and that a zoning permit is required for any uses associated with this location. I realize that drawings and measurements must be exact and if errors result in a violation of the Board's approval, then appropriate changes will have to be made. All statements are true to the best of my knowledge and belief.

Owner's Name \_\_\_\_\_ Owner's Signature \_\_\_\_\_  
(printed) (required)

Agent's Name \_\_\_\_\_ Agent's Signature \_\_\_\_\_

Copies of all information submitted with the application must be retained by the Macon-Bibb County Planning and Zoning Commission.

**Please complete all categories on the following pages that apply to your proposal. All others may be marked "Not Applicable".**

## Material Standards for New and Existing Structures

Design Guidelines are available that explain the design criteria used by the Design Review Board and the Zoning Commission for review of an application for a Certificate of Appropriateness. Please refer to the Design Guidelines for information regarding appropriate changes. Please provide the following information only as it relates to the proposed changes on your property. Unrelated items may be marked "Not Applicable"

1.   Roofing Materials  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2.   Windows (include materials and light configuration)  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3.   Blinds and Shutters (include if operable or fixed)  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4.   Exterior Wall Siding (include material and width of lap siding)  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5.   Porches (include location on property and materials)  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6.   Doors (include material and configuration of any paneling)  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7.   Foundations (include materials and finish)  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Construction Standards for In-fill Structures and Additions

Design Guidelines are available that explain the design criteria used by the Design Review Board and the Zoning Commission for review of an application for a Certificate of Appropriateness.

For In-fill structures please relate existing neighborhood conditions for each topic with those of the proposed structure. For building additions, please relate existing property conditions to the proposed addition.

1. Height of the Structure (measured from ground level to ridge of roofline)  
Existing height \_\_\_\_\_ Proposed Height \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Directional Expression (horizontal or vertical)  
Existing conditions \_\_\_\_\_ Proposed Direction \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Rhythm of Spacing between buildings  
Existing conditions \_\_\_\_\_ Proposed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Rhythm of Entrances and Porch Projections (i.e. full width porch with center entry)  
Existing conditions \_\_\_\_\_ Proposed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Relationship of Materials  
Primary existing materials \_\_\_\_\_ Proposed materials \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Setback from property lines (include measurements)  
Existing setbacks \_\_\_\_\_ Proposed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Roof Shape (i.e. front gable, cross gable, hipped, pyramidal, flat, etc.)  
Existing conditions \_\_\_\_\_ Proposed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Streetscape and Yard Standards

Design Guidelines are available that explain the design criteria used by the Design Review Board and the Zoning Commission for review of an application for a Certificate of Appropriateness. Please refer to the Design Guidelines for information regarding appropriate changes. Please provide the following information only as it relates to the proposed changes on your property. Unrelated items may be marked "Not Applicable"

1. Fences and walls (include materials, location, height, and finish)

Existing Conditions \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Walkways, Driveways, and Parking (include materials, location, and measurements)

Existing Conditions \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Landscaping (include location and species of plantings)

Existing Conditions \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Signage (include materials, dimensions, and height of freestanding signs)

Existing Conditions \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Garages and other Accessory Buildings (include location, materials, and size)

Existing Conditions \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Accessory Structures (i.e. satellite dish)

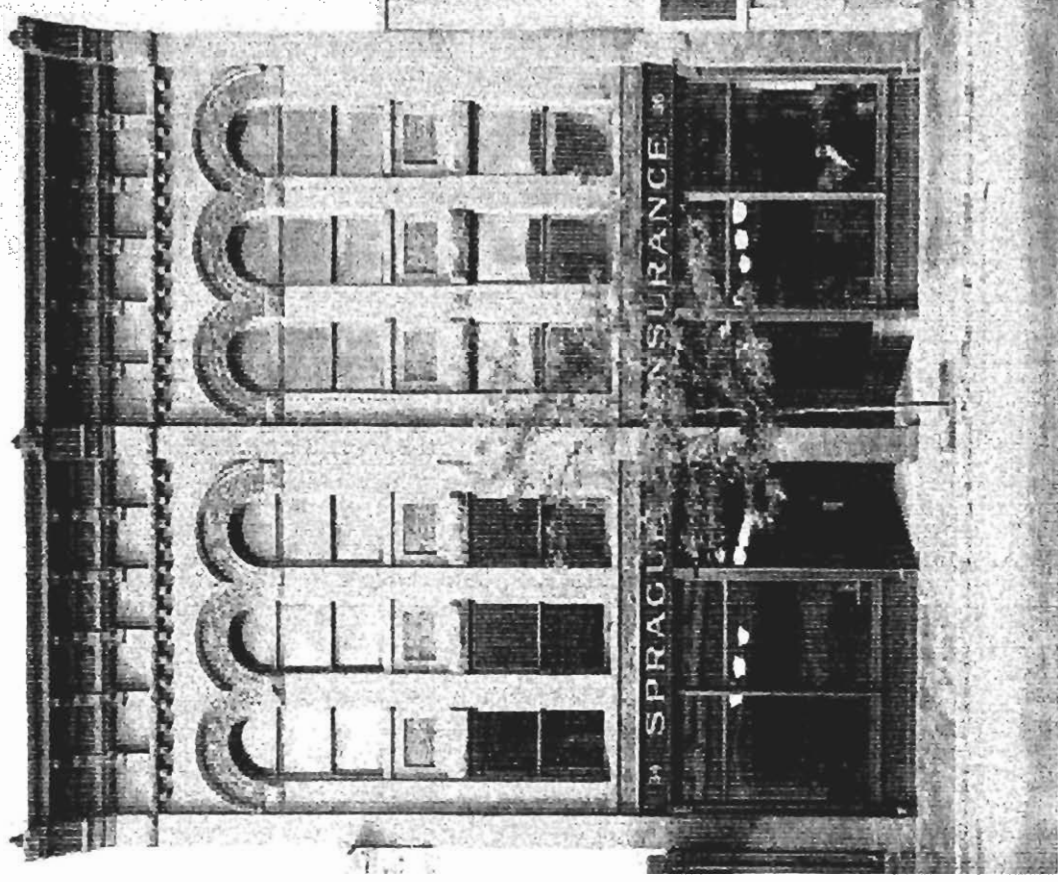
Existing Conditions \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Appendix A:

# Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings

*Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.*



The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places. The Secretary of the Interior's Standards for the Treatment of Historic Properties, apply to all proposed development grant-in-aid projects assisted through the National Historic Preservation Fund, and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects, and districts. They address four treatments: Preservation, Rehabilitation, Restoration, and Reconstruction. The treatment Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995 *Federal Register* (Vol. 60, No. 133). They replace the 1978 and 1983 versions of 36 CFR 68 entitled, "The Secretary of the Interior's Standards for Historic Preservation Projects." The Guidelines in this book also replace the Guidelines that were published in 1979 to accompany the earlier Standards.

Please note that The Secretary of the Interior's Standards for the Treatment of Historic Properties are only regulatory for projects receiving federal grant-in-aid funds; otherwise, the Standards and Guidelines are intended only as general guidance for work on any historic building.

*Finally, another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the IRS Code of 1986. The "Standards for Rehabilitation" cited in 36 CFR 67 should always be used when property owners are seeking certification for Federal tax benefits.*

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### Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a 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

## Introduction

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation; however, an assumption is made prior to work that existing historic fabric has become damaged or deteriorated over time and, as a result, more repair and replacement will be required. Thus, latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitation** to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only Rehabilitation includes an opportunity to make possible an efficient contemporary use through alterations and additions.

## Identify, Retain, and Preserve Historic Materials and Features

Like Preservation, guidance for the treatment Rehabilitation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character.

Therefore, guidance on *identifying, retaining, and preserving* character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior features, such as roofs, porches, and windows; interior

materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems.

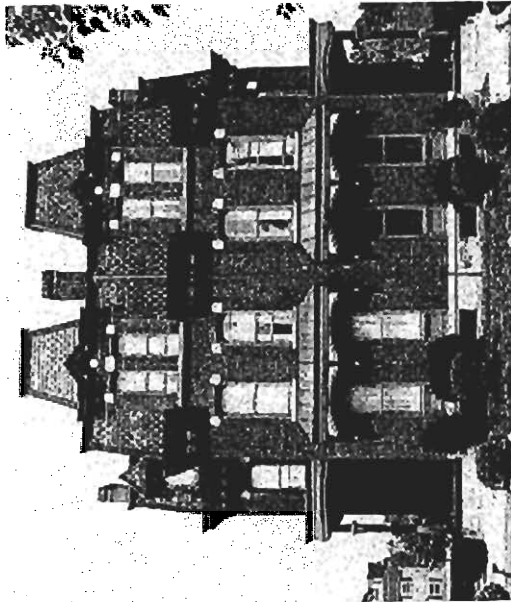
## Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of Rehabilitation work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

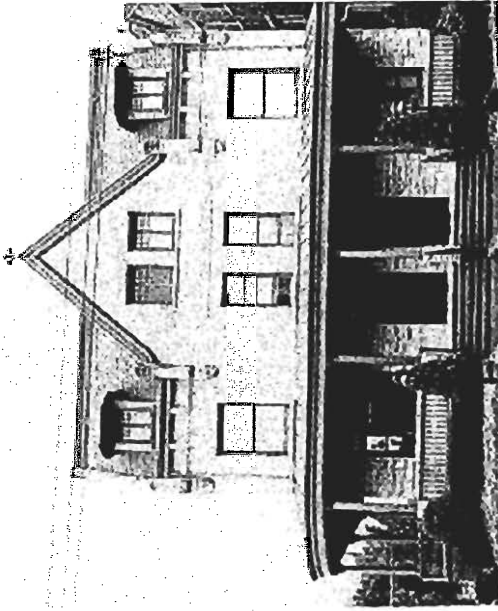
## Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work *repairing* is recommended. Rehabilitation guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind—or with

Note: The Guidelines for Rehabilitating Historic Buildings in this chapter have already appeared in *The Secretary of the Interior's Standards for Rehabilitation of Illustrated Guidelines for Rehabilitating Historic Buildings*, published in 1992.



*Originally built as single-family, semi-detached duplexes, these houses were rehabilitated for a new use as rental apartments. While some alteration to non-significant interior features and spaces was necessary in each one, the exteriors were essentially preserved. Photos: Mistick, Inc.*



compatible substitute material—of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

### **Replace Deteriorated Historic Materials and Features**

Following repair in the hierarchy, Rehabilitation guidance is provided for *replacing* an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior

staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, they never recommend removal and replacement with new material of a feature that—although damaged or deteriorated—could reasonably be repaired and thus preserved.

## Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Although accepting the loss is one possibility, where an important architectural feature is missing, its replacement is always recommended in the *Rehabilitation* guidelines as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a *second* acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

## Alterations/Additions for the New Use

Some exterior and interior alterations to a historic building are generally needed to assure its continued

use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition on a historic building may seem to be essential for the new use, but it is emphasized in the *Rehabilitation* guidelines that such new additions should be avoided, if possible, and considered *only* after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions and alterations to historic buildings are referenced within specific sections of the *Rehabilitation* guidelines such as Site, Roofs, Structural Systems, etc., but are addressed in detail in *New Additions to Historic Buildings*, found at the end of this chapter.



### Energy Efficiency/Accessibility Considerations/Health and Safety Code Considerations

These sections of the guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to improve energy efficiency. Although this work is quite often an important aspect of Rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of meeting code and energy requirements.

*Rehabilitation as a Treatment* When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

## Building Exterior

**Masonry:** Brick, stone, terra cotta, concrete, adobe, stucco and mortar

### *Recommended*

*Identifying, retaining, and preserving* masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and details such as tooling and bonding patterns, coatings, and color.

### *Not Recommended*

Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.

Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.

Removing paint from historically painted masonry.

Radically changing the type of paint or coating or its color.

Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.

Cleaning masonry surfaces without testing or without sufficient time for the testing results to be of value.

*Protecting and maintaining* masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.

Carrying out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests should be observed over a sufficient period of time so that both the immediate and the long range effects are known to enable selection of the gentlest method possible.

### *Recommended*

Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.

Inspecting painted masonry surfaces to determine whether repainting is necessary.

Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand-scraping) prior to repainting.

Applying compatible paint coating systems following proper surface preparation.

Repainting with colors that are historically appropriate to the building and district.

Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to masonry features will be necessary.

*Repairing* masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.

Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

### *Not Recommended*

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.

Applying high pressure water cleaning methods that will damage historic masonry and the mortar joints.

Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.

Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.

Failing to follow manufacturers' product and application instructions when repainting masonry.

Using new paint colors that are inappropriate to the historic building and district.

Failing to undertake adequate measures to assure the protection of masonry features.

Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

## *Recommended*

Duplicating old mortar in strength, composition, color, and texture.

Duplicating old mortar joints in width and in joint profile.

Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.

Using mud plaster as a surface coating over unfired, unstabilized adobe because the mud plaster will bond to the adobe.

Cutting damaged concrete back to remove the source of deterioration (often corrosion on metal reinforcement bars). The new patch must be applied carefully so it will bond satisfactorily with, and match, the historic concrete.

Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.

## *Not Recommended*

Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with a synthetic caulking compound.

Using a “scrub” coating technique to repoint instead of traditional repointing methods.

Changing the width or joint profile when repointing.

Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.

Applying cement stucco to unfired, unstabilized adobe. Because the cement stucco will not bond properly, moisture can become entrapped between materials, resulting in accelerated deterioration of the adobe.

Patching concrete without removing the source of deterioration.

Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.

## Recommended

Applying new or non-historic surface treatments such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

**Replacing** in kind an entire masonry feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

## Not Recommended

Applying waterproof, water repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerate its deterioration.

Removing a masonry feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

## Recommended

### Design for the Replacement of Missing Historic Features

Designing and installing a new masonry feature such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

## Not Recommended

Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new masonry feature that is incompatible in size, scale, material and color.

## Building Exterior

**Wood: Clapboard, weatherboard, shingles, and other wooden siding and decorative elements**

### *Recommended*

*Identifying, retaining, and preserving* wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.

*Protecting and maintaining* wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.

### *Not Recommended*

Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or "improved" appearance.

Radically changing the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.

Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."

Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grained finish to an exterior wood feature such as a front door.

Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.

Using chemical preservatives such as creosote which, unless they were used historically, can change the appearance of wood features.

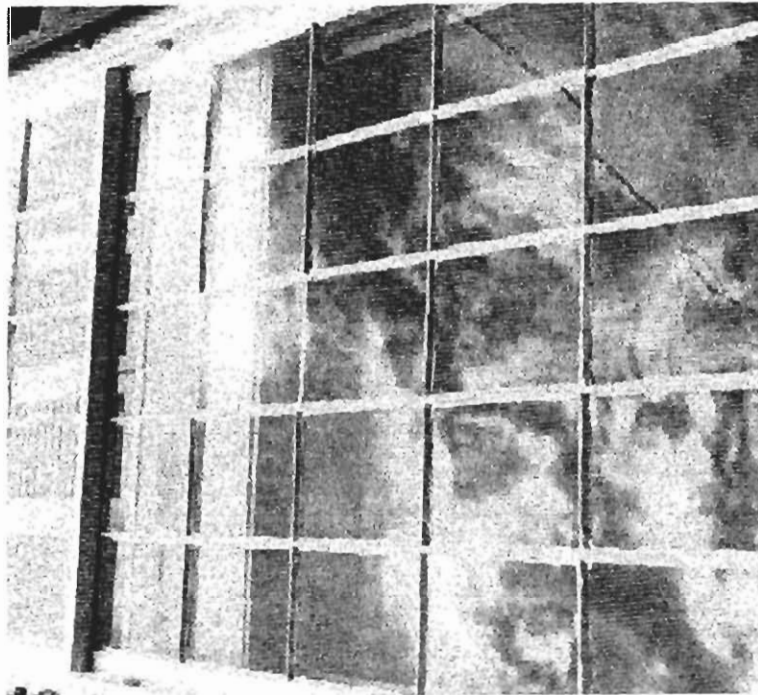
Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

### *Recommended*

Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (handscraping and handsanding), then repainting.

Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.



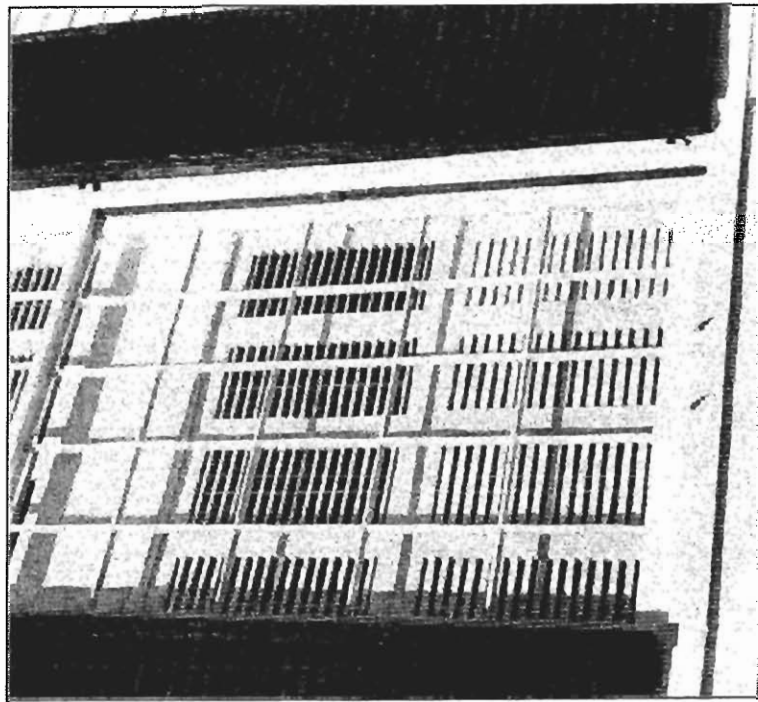
*According to the Standards for Rehabilitation, existing historic materials should be protected, maintained and repaired. In an exemplary project, the windows and shutters of this historic residence were carefully preserved.*

### *Not Recommended*

Removing paint that is firmly adhering to, and thus, protecting wood surfaces.

Using destructive paint removal methods such as propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.

Using thermal devices improperly so that the historic woodwork is scorched.



## *Recommended*

Using chemical strippers primarily to supplement other methods such as handscraping, handsanding and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may—with the proper safeguards—be chemically dip-stripped.

Applying compatible paint coating systems following proper surface preparation.

Repainting with colors that are appropriate to the historic building and district.

Evaluating the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.

*Repairing* wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, molding, or sections of siding.

*Replacing* in kind an entire wood feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

## *Not Recommended*

Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.

Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.

Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.

Using new colors that are inappropriate to the historic building or district.

Failing to undertake adequate measures to assure the protection of wood features.

Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.

Removing an entire wood feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.



*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

### *Recommended*

#### **Design for the Replacement of Missing Historic Features**

Designing and installing a new wood feature such as a cornice or doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

### *Not Recommended*

Creating a false historical appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new wood feature that is incompatible in size, scale, material and color.

## Building Exterior

**Architectural Metals:** Cast iron, steel, pressed tin, copper, aluminum, and zinc

### *Recommended*

*Identifying, retaining, and preserving* architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors. Identification is also critical to differentiate between metals prior to work. Each metal has unique properties and thus requires different treatments.

*Protecting and maintaining* architectural metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.

Cleaning architectural metals, when appropriate, to remove corrosion prior to repainting or applying other appropriate protective coatings.

Identifying the particular type of metal prior to any cleaning procedure and then testing to assure that the gentlest cleaning method possible is selected or determining that cleaning is inappropriate for the particular metal.

### *Not Recommended*

Removing or radically changing architectural metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic architectural metal from a facade instead of repairing or replacing only the deteriorated metal, then reconstructing the facade with new material in order to create a uniform, or "improved" appearance.

Radically changing the type of finish or its historic color or accent scheme.

Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.

Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal, e.g., copper will corrode cast iron, steel, tin, and aluminum.

Exposing metals which were intended to be protected from the environment.

Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.

Using cleaning methods which alter or damage the historic color, texture, and finish of the metal; or cleaning when it is inappropriate for the metal.

Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

## *Recommended*

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.

Using the gentlest cleaning methods for cast iron, wrought iron, and steel—hard metals—in order to remove paint buildup and corrosion. If handscraping and wire brushing have proven ineffective, low pressure grit blasting may be used as long as it does not abrade or damage the surface.

Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.

Repainting with colors that are appropriate to the historic building or district.

Applying an appropriate protective coating such as lacquer to an architectural metal feature such as a bronze door which is subject to heavy pedestrian use.

Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

*Repairing* architectural metal features by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods. Repairs may also include the limited replacement in kind—or with a compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balusters, column capitals or bases; or porch cresting.

## *Not Recommended*

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting which will abrade the surface of the metal.

Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.

Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.

Using new colors that are inappropriate to the historic building or district.

Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use or inappropriate maintenance such as salting adjacent sidewalks.

Failing to undertake adequate measures to assure the protection of architectural metal features.

Replacing an entire architectural metal feature such as a column or a balustrade when repair of the metal and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.

## *Recommended*

*Replacing* in kind an entire architectural metal feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples could include cast iron porch steps or steel sash windows. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

## *Not Recommended*

Removing an architectural metal feature that is unrepairable and not replacing it; or replacing it with a new architectural metal feature that does not convey the same visual appearance.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

## *Recommended*

### **Design for the Replacement of Missing Historic Features**

Designing and installing a new architectural metal feature such as a metal cornice or cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

## *Not Recommended*

Creating a false historical appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new architectural metal feature that is incompatible in size, scale, material, and color.

## Building Exterior

### Roofs

#### *Recommended*

*Identifying, retaining, and preserving* roofs—and their functional and decorative features—that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

#### *Not Recommended*

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.

Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.

Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials—masonry, wood, plaster, paint and structural members—occurs.

*Protecting and maintaining* a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to ensure that materials are free from insect infestation.

Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

Protecting a leaking roof with plywood and building paper until it can be properly repaired.

## *Recommended*

*Repairing* a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.

*Replacing* in kind an entire feature of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

## *Not Recommended*

Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse intact slate or tile when only the roofing substrate needs replacement.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

<i>Recommended</i>	<i>Not Recommended</i>
<b>Design for the Replacement of Missing Historic Features</b>	
<p>Designing and constructing a new feature when the historic feature is completely missing, such as chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new roof feature that is incompatible in size, scale, material and color.</p>
<b>Alterations/Additions for the New Use</b>	
<p>Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</p>	<p>Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.</p>
<p>Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</p>	<p>Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.</p>

## Building Exterior

### Windows

#### *Recommended*

*Identifying, retaining, and preserving* windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Conducting an indepth survey of the condition of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

*Protecting and maintaining* the wood and architectural metals which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Making windows weathertight by re-caulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

#### *Not Recommended*

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.

Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.



### *Recommended*

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.

*Repairing* window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind—or with compatible substitute material—of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

*Replacing* in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

### *Not Recommended*

Failing to undertake adequate measures to assure the protection of historic windows.

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

## Recommended

### Design for the Replacement of Missing Historic Features

Designing and installing new windows when the historic windows (frames, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

### Alterations/Additions for the New Use

Designing and installing additional windows on rear or other non-character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

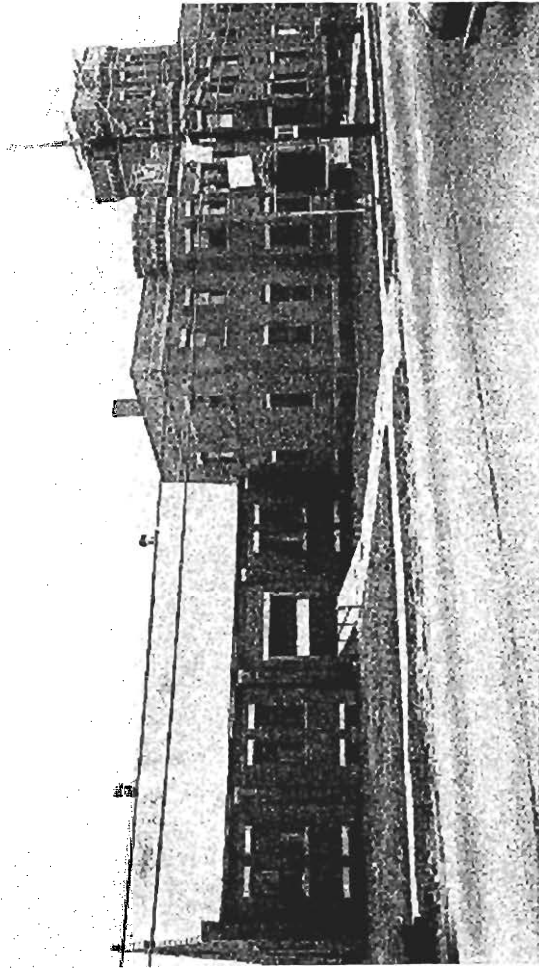
## Not Recommended

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

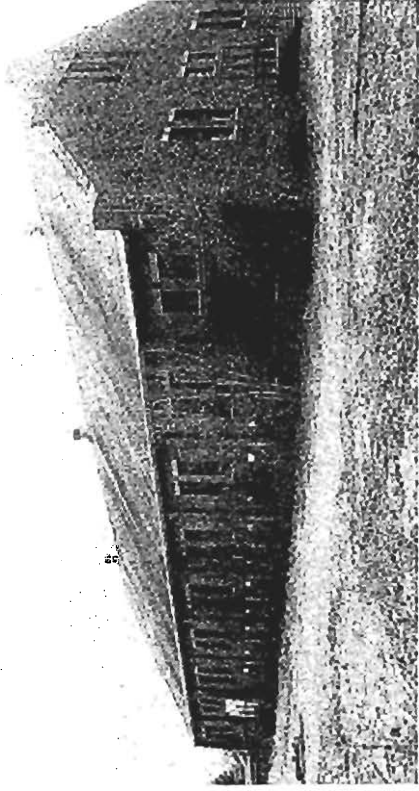
Introducing a new design that is incompatible with the historic character of the building.

Installing new windows, including frames, sash, and muntins configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

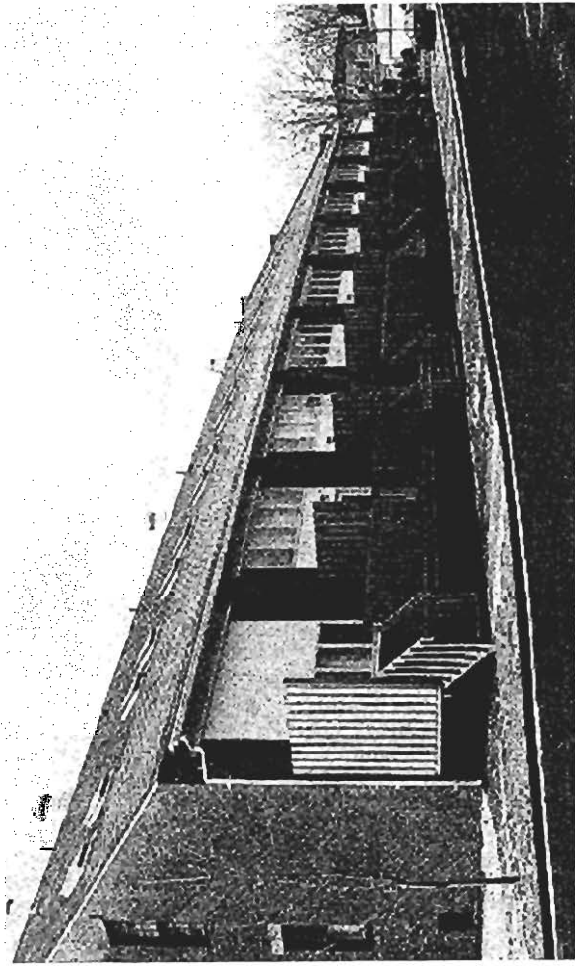


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b

(a) An armory complex was rehabilitated for rental housing. (b) This view of the rear elevation shows the paired, nine-over-nine wood sash windows and high sills that characterized the building. (c) After inappropriate rehabilitation work, the same rear elevation is shown with new skylights added to the roof, prefabricated panels filling the former brick areas, and new wood decks and privacy fences. Because the work changed the historic character, the project did not meet the Standards.



c

## Building Exterior

### Entrances and Porches

#### *Recommended*

*Identifying, retaining and preserving* entrances and porches—and their functional and decorative features—that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.

#### *Not Recommended*

Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Stripping entrances and porches of historic material such as wood, cast iron, terra cotta tile, and brick.

Removing an entrance or porch because the building has been re-oriented to accommodate a new use.

Cutting new entrances on a primary elevation.

Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

*Protecting and maintaining* the masonry, wood, and architectural metals that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, repairs to entrance and porch features will be necessary.

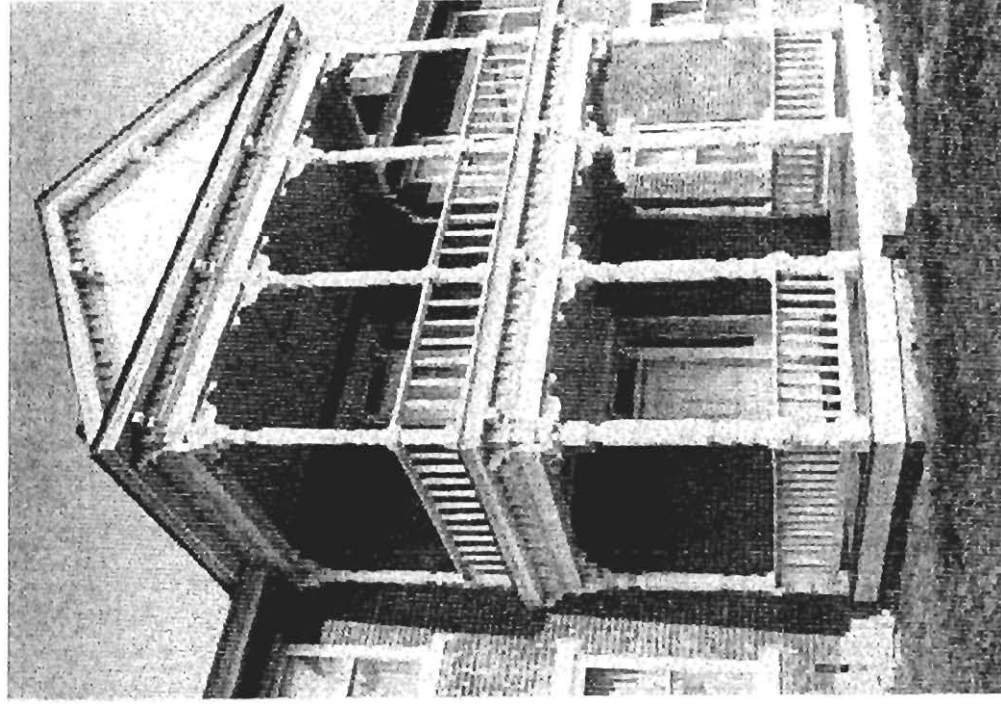
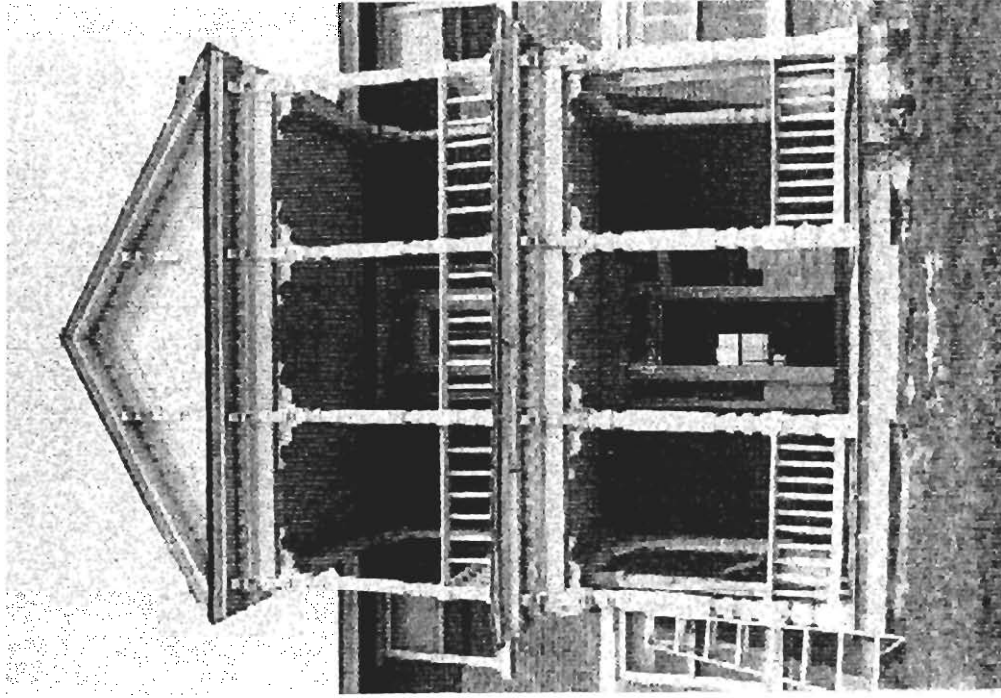
Failing to undertake adequate measures to assure the protection of historic entrances and porches.

*Repairing* entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—

of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.



*In Rehabilitation, deteriorated features should be repaired, whenever possible, and replaced when the severity of the damage makes it necessary. Here, a two-story porch is seen prior to treatment (left). The floor boards are rotted out and the columns are in a state of collapse, supported only by crude, temporary shafts. Other components are in varying stages of decay. Appropriate work on the historic porch (right) included repairs to the porch rails; and total replacement of the extensively deteriorated columns and floor boards. Some dismantling of the porch was necessary.*

## Recommended

*Replacing* in kind an entire entrance or porch that is too deteriorated to repair—if the form and detailing are still evident—using the physical evidence as a model to reproduce the feature. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

## Recommended

### Design for the Replacement of Missing Historic Features

Designing and constructing a new entrance or porch when the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character building.

### Alterations/Additions for the New Use

Designing enclosures for historic porches on secondary elevations when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Designing and installing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building, i.e., limiting such alteration to non-character-defining elevations.

## Not Recommended

Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

## Not Recommended

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in size, scale, material, and color.

Enclosing porches in a manner that results in a diminution or loss of historic character by using materials such as wood, stucco, or masonry.

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.



## Building Exterior

### Storefronts

#### *Recommended*

Identifying, retaining, and preserving storefronts—and their functional and decorative features—that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later alterations can help reveal the historic character of a storefront.

#### *Not Recommended*

Removing or radically changing storefronts—and their features—which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the storefront so that it appears residential rather than commercial in character.

Removing historic material from the storefront to create a recessed arcade.

Introducing coach lanterns, mansard designs, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.

Changing the location of a storefront's main entrance.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of storefront features results.

Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged by exposure to weather or vandalism.

Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.

Failing to undertake adequate measures to assure the preservation of the historic storefront.

*Protecting and maintaining* masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.

Evaluating the existing condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

## *Recommended*

*Repairing* storefronts by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind—or with compatible substitute materials—of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs.

*Replacing* in kind an entire storefront that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

## *Recommended*

### **Design for the Replacement of Missing Historic Features**

Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

## *Not Recommended*

Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.

Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.

Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.

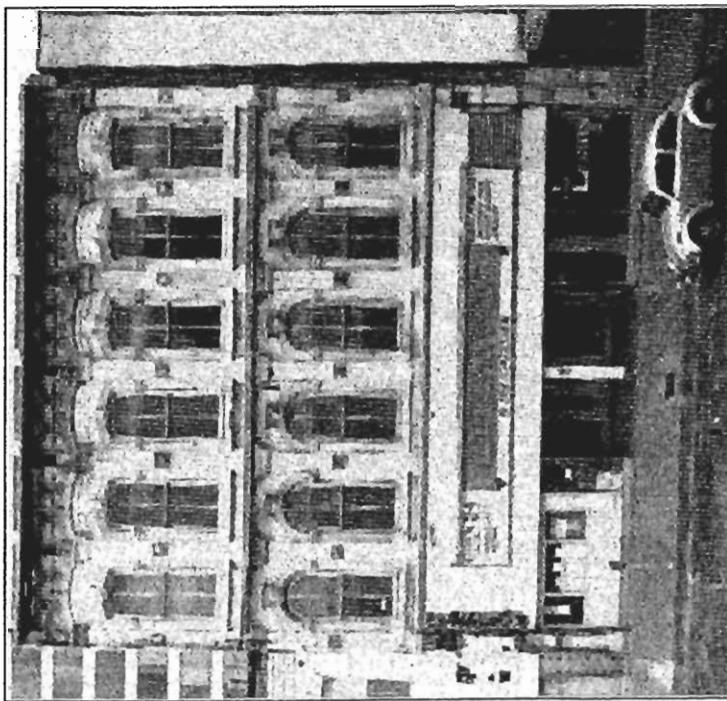
## *Not Recommended*

Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.

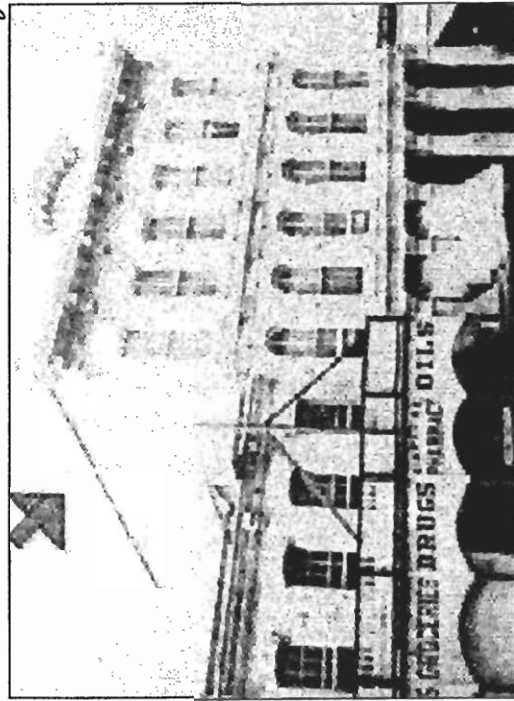
Introducing a new design that is incompatible in size, scale, material, and color.

Using inappropriately scaled signs and logos or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.

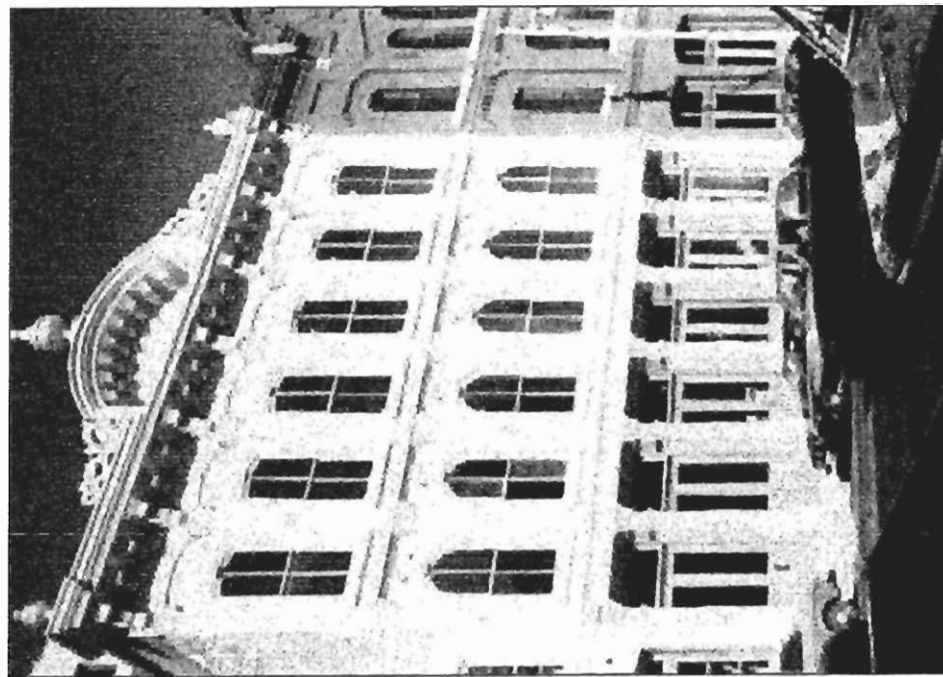




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b



c

*In the treatment, Rehabilitation, one option for replacing missing historic features is to use pictorial documentation and/or physical evidence to re-create the historic feature. (a) In this example, the ornamental cornice of an 1866 limestone building was missing; and the ground level storefront had been extensively altered. (b) and (c) Based on the availability of photographic and other documentation, the owners were able to accurately restore the cornice and storefront to their historic configuration. A substitute material, fiberglass, was used to fabricate the missing pressed metal cornice, an acceptable alternative in this project. All work met the Standards.*

## Building Interior

### Structural Systems

#### *Recommended*

*Identifying, retaining, and preserving* structural systems—and individual features of systems—that are important in defining the overall historic character of the building, such as post and beam systems, trusses, summer beams, vigas, cast iron columns, above-grade stone foundation walls, or load-bearing brick or stone walls.

#### *Not Recommended*

Removing, covering, or radically changing visible features of structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Putting a new use into the building which could overload the existing structural system; or installing equipment or mechanical systems which could damage the structure.

Demolishing a loadbearing masonry wall that could be augmented and retained, and replacing it with a new wall (i.e., brick or stone), using the historic masonry only as an exterior veneer.

Leaving known structural problems untreated such as deflection of beams, cracking and bowing of walls, or racking of structural members.

Utilizing treatments or products that accelerate the deterioration of structural material such as introducing urea-formaldehyde foam insulation into frame walls.

*Protecting and maintaining* the structural system by cleaning the roof gutters and downspouts; replacing roof flashing; keeping masonry, wood, and architectural metals in a sound condition; and ensuring that structural members are free from insect infestation.

Examining and evaluating the physical condition of the structural system and its individual features using non-destructive techniques such as X-ray photography.

Failing to provide proper building maintenance so that deterioration of the structural system results. Causes of deterioration include subsurface ground movement, vegetation growing too close to foundation walls, improper grading, fungal rot, and poor interior ventilation that results in condensation.

Utilizing destructive probing techniques that will damage or destroy structural material.

### *Recommended*

*Repairing* the structural system by augmenting or upgrading individual parts or features. For example, weakened structural members such as floor framing can be paired with a new member, braced, or otherwise supplemented and reinforced.

*Replacing* in kind—or with substitute material—those portions or features of the structural system that are either extensively deteriorated or are missing when there are surviving prototypes such as cast iron columns, roof rafters or trusses, or sections of loadbearing walls. Substitute material should convey the same form, design, and overall visual appearance as the historic feature; and, at a minimum, be equal to its loadbearing capabilities.

### *Not Recommended*

Upgrading the building structurally in a manner that diminishes the historic character of the exterior, such as installing strapping channels or removing a decorative cornice; or damages interior features or spaces.

Replacing a structural member or other feature of the structural system when it could be augmented and retained.

Installing a visible replacement feature that does not convey the same visual appearance, e.g., replacing an exposed wood summer beam with a steel beam.

Using substitute material that does not equal the loadbearing capabilities of the historic material and design or is otherwise physically or chemically incompatible.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

<i>Recommended</i>	<i>Not Recommended</i>
<b>Alterations/Additions for the New Use</b>	
Limiting any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings. Studies should be done to ascertain potential damage to archeological resources.	Carrying out excavations or regrading adjacent to or within a historic building which could cause the historic foundation to settle, shift, or fail; could have a similar effect on adjacent historic buildings; or could destroy significant archeological resources.
Correcting structural deficiencies in preparation for the new use in a manner that preserves the structural system and individual character-defining features.	Radically changing interior spaces or damaging or destroying features or finishes that are character-defining while trying to correct structural deficiencies in preparation for the new use.
Designing and installing new mechanical or electrical systems when required for the new use which minimize the number of cutouts or holes in structural members.	Installing new mechanical and electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to the structural members.
Adding a new floor when required for the new use if such an alteration does not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes.	Inserting a new floor when such a radical change damages a structural system or obscures or destroys interior spaces, features, or finishes.
Creating an atrium or a light well to provide natural light when required for the new use in a manner that assures the preservation of the structural system as well as character-defining interior spaces, features, and finishes.	Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are radically changed.
	Damaging the structural system or individual features, or radically changing, damaging, or destroying character-defining interior spaces, features, or finishes in order to create an atrium or a light well.

## Building Interior Spaces, Features, and Finishes

### *Recommended*

#### Interior Spaces

*Identifying, retaining, and preserving* a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial spaces.

### *Not Recommended*

Radically changing a floor plan or interior spaces—including individual rooms—which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Altering the floor plan by demolishing principal walls and partitions to create a new appearance.

Altering or destroying interior spaces by inserting floors, cutting through floors, lowering ceilings, or adding or removing walls.

Relocating an interior feature such as a staircase so that the historic relationship between features and spaces is altered.

#### Interior Features and Finishes

*Identifying, retaining, and preserving* interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantels, panelling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stencilling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

Removing or radically changing features and finishes which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Installing new decorative material that obscures or damages character-defining interior features or finishes.

Removing paint, plaster, or other finishes from historically finished surfaces to create a new appearance (e.g., removing plaster to expose masonry surfaces such as brick walls or a chimney piece).

Applying paint, plaster, or other finishes to surfaces that have been historically unfinished to create a new appearance.

Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and panelling.

Radically changing the type of finish or its color, such as painting a previously varnished wood feature.

## Recommended

*Protecting and maintaining* masonry, wood, and architectural metals which comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Protecting interior features and finishes against arson and vandalism before project work begins, erecting protective fencing, boarding-up windows, and installing fire alarm systems that are keyed to local protection agencies.

Protecting interior features such as a staircase, mantel, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.

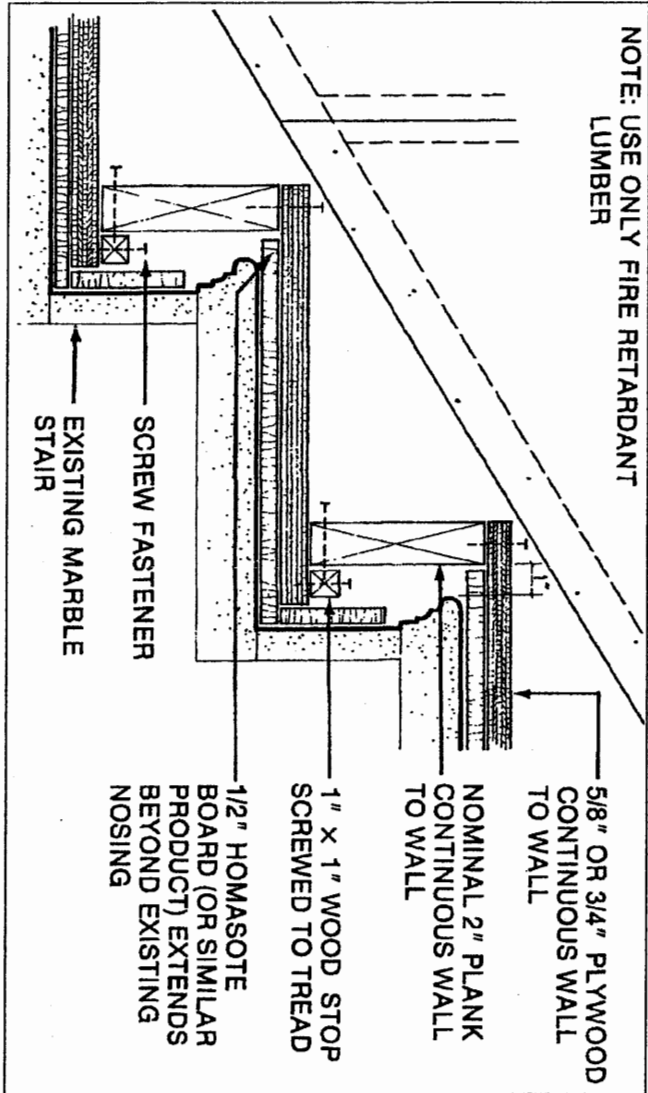
## Not Recommended

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior features results.

Permitting entry into historic buildings through unsecured or broken windows and doors so that the interior features and finishes are damaged by exposure to weather or vandalism.

Stripping interiors of features such as woodwork, doors, windows, light fixtures, copper piping, radiators; or of decorative materials.

Failing to provide proper protection of interior features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.



*Historic features that characterize a building should always be protected from damage during rehabilitation work. The drawing shows how a resilient, temporary stair covering was applied over the existing marble staircase. Drawing: National Park Service staff, based on material originally prepared by Emery Roth and Sons, P.C.*

### *Recommended*

Installing protective coverings in areas of heavy pedestrian traffic to protect historic features such as wall coverings, parquet flooring and panelling.

Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.

Repainting with colors that are appropriate to the historic building.

Limiting abrasive cleaning methods to certain industrial warehouse buildings where the interior masonry or plaster features do not have distinguishing design, detailing, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning should only be considered after other, gentler methods have been proven ineffective.

Evaluating the existing condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior features and finishes will be necessary.

*Repairing* interior features and finishes by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood panelling, columns; or decorative wall coverings or ornamental tin or plaster ceilings.

### *Not Recommended*

Failing to take new use patterns into consideration so that interior features and finishes are damaged.

Using destructive methods such as propane or butane torches or sandblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior features.

Using new paint colors that are inappropriate to the historic building.

Changing the texture and patina of character-defining features through sandblasting or use of abrasive methods to remove paint, discoloration or plaster. This includes both exposed wood (including structural members) and masonry.

Failing to undertake adequate measures to assure the protection of interior features and finishes.

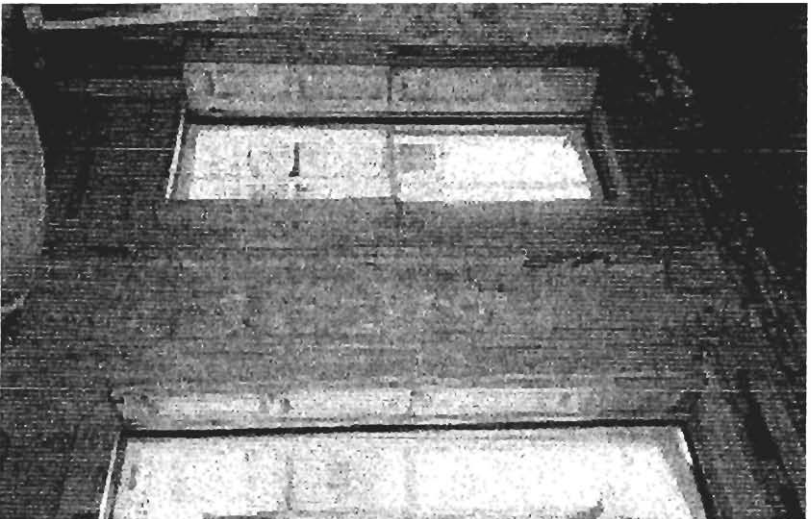
Replacing an entire interior feature such as a staircase, panelled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of such parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior feature or finish or that is physically or chemically incompatible.



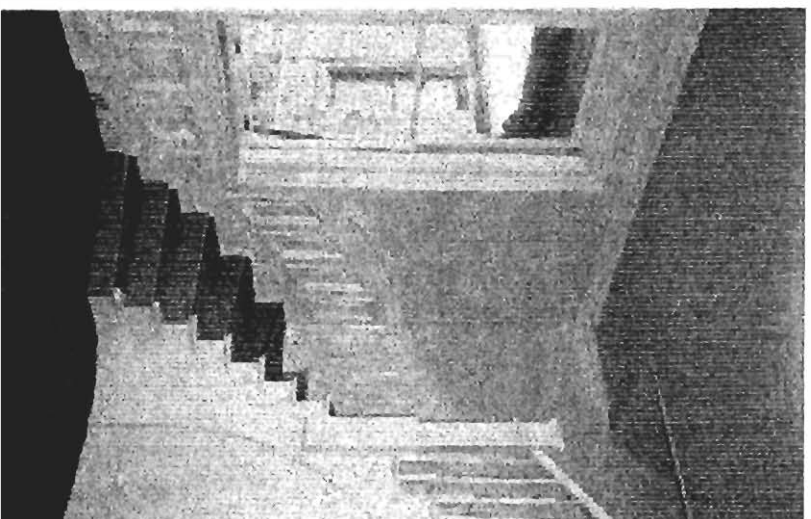
## Recommended

*Replacing* in kind an entire interior feature or finish that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model for reproduction. Examples could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.



## Not Recommended

Removing a character-defining feature or finish that is unrepairable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.



*Rehabilitating historic dwelling units often includes some level of lead-paint hazard abatement. Whenever lead-based paint begins to peel, chip, craze, or otherwise comes loose (a), it should be removed in a manner that protects the worker as well as the immediate environment. In this example (b), the deteriorating lead-paint was removed throughout the apartment building and a compatible primer and finish paint applied.*

Photos: Sharon C. Park, ALA



*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

## Recommended

### Design for the Replacement of Missing Historic Features

Designing and installing a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate "renovations." The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighborhood.

### Alterations/Additions for the New Use

Accommodating service functions such as bathrooms, mechanical equipment, and office machines required by the building's new use in secondary spaces such as first floor service areas or on upper floors.

Reusing decorative material or features that have had to be removed during the rehabilitation work including wall and baseboard trim, door molding, panelled doors, and simple wainscoting; and relocating such material or features in areas appropriate to their historic placement.

Installing permanent partitions in secondary spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character-defining interior space.

Enclosing an interior stairway where required by code so that its character is retained. In many cases, glazed fire-rated walls may be used.

## Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.

Introducing a new interior feature or finish that is incompatible with the scale, design, materials, color, and texture of the surviving interior features and finishes.

Dividing rooms, lowering ceilings, and damaging or obscuring character-defining features such as fireplaces, niches, stairways or alcoves, so that a new use can be accommodated in the building.

Discarding historic material when it can be reused within the rehabilitation project or relocating it in historically inappropriate areas.

Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.

Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.

<i>Recommended</i>	<i>Not Recommended</i>
Placing new code-required stairways or elevators in secondary and service areas of the historic building.	Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.
Creating an atrium or a light well to provide natural light when required for the new use in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural system.	Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.
Adding a new floor if required for the new use in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.	Inserting a new floor within a building that alters or destroys the fenestration; radically changes a character-defining interior space; or obscures, damages, or destroys decorative detailing.

## Building Interior

### Mechanical Systems: Heating, Air Conditioning, Electrical, and Plumbing

#### *Recommended*

*Identifying, retaining, and preserving* visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, plumbing fixtures, switchplates, and lights.

*Protecting and maintaining* mechanical, plumbing, and electrical systems and their features through cyclical cleaning and other appropriate measures.

Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.

Improving the energy efficiency of existing mechanical systems to help reduce the need for elaborate new equipment. Consideration should be given to installing storm windows, insulating attic crawl space, or adding awnings, if appropriate.

*Repairing* mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.

*Replacing* in kind—or with compatible substitute material—those visible features of mechanical systems that are either extensively deteriorated or are prototypes such as ceiling fans, switchplates, radiators, grilles, or plumbing fixtures.

#### *Not Recommended*

Removing or radically changing features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.

Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.

Installing unnecessary air conditioning or climate control systems which can add excessive moisture to the building. This additional moisture can either condense inside, damaging interior surfaces, or pass through interior walls to the exterior, potentially damaging adjacent materials as it migrates.

Replacing a mechanical system or its functional parts when it could be upgraded and retained.

Installing a visible replacement feature that does not convey the same visual appearance.

## Rehabilitation

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

### *Recommended*

#### **Alterations/Additions for the New Use**

Installing a completely new mechanical system if required for the new use so that it causes the least alteration possible to the building's floor plan, the exterior elevations, and the least damage to the historic building material.

Providing adequate structural support for new mechanical equipment.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

### *Not Recommended*

Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.

Installing vertical runs of ducts, pipes, and cables in places where they will obscure character-defining features.

Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of historic building material.

Installing a "dropped" acoustical ceiling to hide mechanical equipment when this destroys the proportions of character-defining interior spaces.

Cutting through features such as masonry walls in order to install air conditioning units.

Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

Installing air conditioning units if required by the new use in such a manner that historic features are not damaged or obscured and excessive moisture is not generated that will accelerate deterioration of historic materials.

Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.

## Building Site

### *Recommended*

*Identifying, retaining, and preserving* buildings and their features as well as features of the site that are important in defining its overall historic character. Site features may include circulation systems such as walks, paths, roads, or parking; vegetation such as trees, shrubs, fields, or herbaceous plant material; landforms such as terracing, berms or gradings; furnishings such as lights, fences, or benches; decorative elements such as sculpture, statuary or monuments; water features including fountains, streams, pools, or lakes; and subsurface archeological features which are important in defining the history of the site.

Retaining the historic relationship between buildings and the landscape.

*Protecting and maintaining* buildings and the site by providing proper drainage to assure that water does not erode foundation walls; drain toward the building; or damage or erode the landscape.

Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying or damaging important landscape features or archeological resources.

### *Not Recommended*

Removing or radically changing buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.

Removing or relocating buildings or landscape features, thus destroying the historic relationship between buildings and the landscape.

Removing or relocating historic buildings on a site or in a complex of related historic structures—such as a mill complex or farm—thus diminishing the historic character of the site or complex.

Moving buildings onto the site, thus creating a false historical appearance.

Radically changing the grade level of the site. For example, changing the grade adjacent to a building to permit development of a formerly below-grade area that would drastically change the historic relationship of the building to its site.

Failing to maintain adequate site drainage so that buildings and site features are damaged or destroyed; or alternatively, changing the site grading so that water no longer drains properly.

Introducing heavy machinery into areas where it may disturb or damage important landscape features or archeological resources.

## *Recommended*

Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features or archeological resources.

Protecting, e.g., preserving in place important archeological resources.

Planning and carrying out any necessary investigation using professional archeologists and modern archeological methods when preservation in place is not feasible.

Preserving important landscape features, including ongoing maintenance of historic plant material.

Protecting the building and landscape features against arson and vandalism before rehabilitation work begins, i.e., erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

Providing continued protection of historic building materials and plant features through appropriate cleaning, rust removal, limited paint removal, and re-application of protective coating systems; and pruning and vegetation management.

Evaluating the overall condition of the materials and features of the property to determine whether more than protection and maintenance are required, that is, if repairs to building and site features will be necessary.

## *Not Recommended*

Failing to survey the building site prior to the beginning of rehabilitation work which results in damage to, or destruction of, important landscape features or archeological resources.

Leaving known archeological material unprotected so that it is damaged during rehabilitation work.

Permitting unqualified personnel to perform data recovery on archeological resources so that improper methodology results in the loss of important archeological material.

Allowing important landscape features to be lost or damaged due to a lack of maintenance.

Permitting the property to remain unprotected so that the building and landscape features or archeological resources are damaged or destroyed.

Removing or destroying features from the building or site such as wood siding, iron fencing, masonry balustrades, or plant material.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building and site features results.

Failing to undertake adequate measures to assure the protection of building and site features.

### *Recommended*

*Repairing* features of the building and site by reinforcing historic materials.

*Replacing* in kind an entire feature of the building or site that is too deteriorated to repair if the overall form and detailing are still evident. Physical evidence from the deteriorated feature should be used as a model to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Replacing deteriorated or damaged landscape features in kind.

### *Not Recommended*

Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and limited compatible replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.

Removing a feature of the building or site that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Adding conjectural landscape features to the site such as period reproduction lamps, fences, fountains, or vegetation that are historically inappropriate, thus creating a false sense of historic development.



*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation project work and should only be considered after the preservation concerns listed above have been addressed.*

## Recommended

### Design for the Replacement of Missing Historic Features

Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.

### Alterations/Additions for the New Use

Designing new onsite parking, loading docks, or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of the historic relationship between the building or buildings and the landscape.

Designing new exterior additions to historic buildings or adjacent new construction which is compatible with the historic character of the site and which preserves the historic relationship between the building or buildings and the landscape.

Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

## Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new building or site feature that is out of scale or of an otherwise inappropriate design.

Introducing a new landscape feature, including plant material, that is visually incompatible with the site, or that alters or destroys the historic site patterns or vistas.

Locating any new construction on the building site in a location which contains important landscape features or open space, for example removing a lawn and walkway and installing a parking lot.

Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features, or be intrusive to the building site.

Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color, and texture; which destroys historic relationships on the site; or which damages or destroys important landscape features.

Removing a historic building in a complex of buildings; or removing a building feature, or a landscape feature which is important in defining the historic character of the site.



## Setting (District/Neighborhood)

### *Recommended*

*Identifying retaining, and preserving* building and landscape features which are important in defining the historic character of the setting. Such features can include roads and streets, furnishings such as lights or benches, vegetation, gardens and yards, adjacent open space such as fields, parks, commons or woodlands, and important views or visual relationships.

Retaining the historic relationship between buildings and landscape features of the setting. For example, preserving the relationship between a town common and its adjacent historic houses, municipal buildings, historic roads, and landscape features.

*Protecting and maintaining* historic building materials and plant features through appropriate cleaning, rust removal, limited paint removal, and reapplication of protective coating systems; and pruning and vegetation management.

Protecting building and landscape features such as lighting or trees, against arson and vandalism before rehabilitation work begins by erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

Evaluating the overall condition of the building and landscape features to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

### *Not Recommended*

Removing or radically changing those features of the setting which are important in defining the historic character.

Destroying the relationship between the buildings and landscape features within the setting by widening existing streets, changing landscape materials or constructing inappropriately located new streets or parking.

Removing or relocating historic buildings or landscape features, thus destroying their historic relationship within the setting.

Failing to provide adequate protection of materials on a cyclical basis which results in the deterioration of building and landscape features.

Permitting the building and setting to remain unprotected so that interior or exterior features are damaged.

Stripping or removing features from buildings or the setting such as wood siding, iron fencing, terra cotta balusters, or plant material.

Failing to undertake adequate measures to assure the protection of building and landscape features.

*Recommended*

Repairing features of the building and landscape by reinforcing the historic materials. Repair will also generally include the replacement in kind—or with a compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balustrades or paving materials.

*Replacing* in kind an entire feature of the building or landscape that is too deteriorated to repair—when the overall form and detailing are still evident—using the physical evidence as a model to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

*Not Recommended*

Replacing an entire feature of the building or landscape when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or landscape, or that is physically, chemically, or ecologically incompatible.

Removing a feature of the building or landscape that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

## Recommended

### Design for the Replacement of Missing Historic Features

Designing and constructing a new feature of the building or landscape when the historic feature is completely missing, such as row house steps, a porch, a streetlight, or terrace. It may be a restoration based on documentary or physical evidence; or be a new design that is compatible with the historic character of the setting.

### Alterations/Additions for the New Use

Designing required new parking so that it is as unobtrusive as possible, thus minimizing the effect on the historic character of the setting. "Shared" parking should also be planned so that several businesses can utilize one parking area as opposed to introducing random, multiple lots.

Designing and constructing new additions to historic buildings when required by the new use. New work should be compatible with the historic character of the setting in terms of size, scale design, material, color, and texture.

Removing nonsignificant buildings, additions or landscape features which detract from the historic character of the setting.

## Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient documentary or physical evidence.

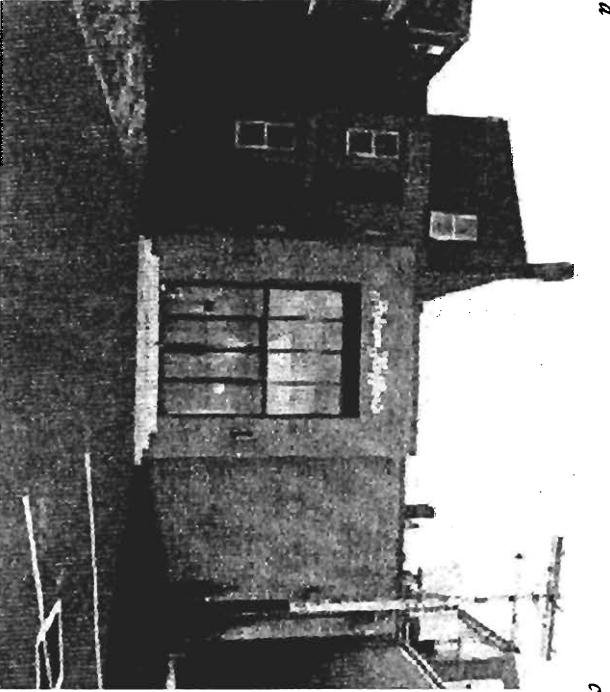
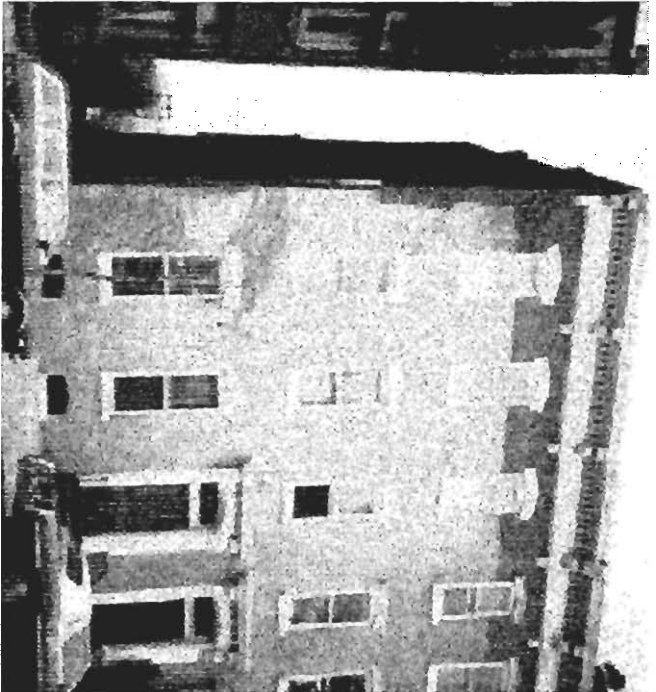
Introducing a new building or landscape feature that is out of scale or otherwise inappropriate to the setting's historic character, e.g., replacing picket fencing with chain link fencing.

Placing parking facilities directly adjacent to historic buildings which result in damage to historic landscape features, such as the removal of plant material, relocation of paths and walkways, or blocking of alleys.

Introducing new construction into historic districts that is visually incompatible or that destroys historic relationships within the setting.

Removing a historic building, building feature, or landscape feature that is important in defining the historic character of the setting.

## Rehabilitation



*If a rear elevation of a historic building is distinctive and highly visible in the neighborhood, altering it may not meet the Standards. (a and b) This 3-story brick rowhouse featured a second story gallery and brick kitchen wing characteristic of other residences in the district which backed onto a connecting roadway. (c) In the rehabilitation, the wing and gallery were demolished and a large addition constructed that severely impacted the building's historic form and character.*

*Although the work in these sections is quite often an important aspect of rehabilitation projects, it is usually not part of the overall process of preserving character-defining features (maintenance, repair, replacement); rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work.*

## Energy Efficiency

### Recommended

### Not Recommended

#### Masonry/Wood/Architectural Metals

Installing thermal insulation in attics and in unheated cellars and crawlspaces to increase the efficiency of the existing mechanical systems.

Applying thermal insulation with a high moisture content in wall cavities which may damage historic fabric.

Installing insulating material on the inside of masonry walls to increase energy efficiency where there is no character-defining interior molding around the windows or other interior architectural detailing.

Installing wall insulation without considering its effect on interior molding or other architectural detailing.

#### Windows

Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.

Removing historic shading devices rather than keeping them in an operable condition.

Improving thermal efficiency with weatherstripping, storm windows, caulking, interior shades, and if historically appropriate, blinds and awnings.

Replacing historic multi-paned sash with new thermal sash utilizing false muntins.

Installing interior storm windows with air-tight gaskets, ventilating holes, and/or removable clips to ensure proper maintenance and to avoid condensation damage to historic windows.

Installing interior storm windows that allow moisture to accumulate and damage the window.

Installing exterior storm windows which do not damage or obscure the windows and frames.

Installing new exterior storm windows which are inappropriate in size or color.

Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.

## *Recommended*

### **Entrances and Porches**

Maintaining porches and double vestibule entrances so that they can retain heat or block the sun and provide natural ventilation.

### **Interior Features**

Retaining historic interior shutters and transoms for their inherent energy conserving features.

### **Mechanical Systems**

Improving energy efficiency of existing mechanical systems by installing insulation in attics and basements.

### **Building Site**

Retaining plant materials, trees, and landscape features which perform passive solar energy functions such as sun shading and wind breaks.

### **Setting (District/Neighborhood)**

Maintaining those existing landscape features which moderate the effects of the climate on the setting such as deciduous trees, evergreen wind-blocks, and lakes or ponds.

### **New Additions to Historic Buildings**

Placing a new addition that may be necessary to increase energy efficiency on non-character-defining elevations.

## *Not Recommended*

Changing the historic appearance of the building by enclosing porches.

Removing historic interior features which play an energy conserving role.

Replacing existing mechanical systems that could be repaired for continued use.

Removing plant materials, trees, and landscape features that perform passive solar energy functions.

Stripping the setting of landscape features and landforms so that effects of the wind, rain, and sun result in accelerated deterioration of the historic building.

Designing a new addition which obscures, damages, or destroys character-defining features.

## New Additions to Historic Buildings

### *Recommended*

Placing functions and services required for the new use in non-character-defining interior spaces rather than constructing a new addition.

Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.

Designing a new addition in a manner that makes clear what is historic and what is new.

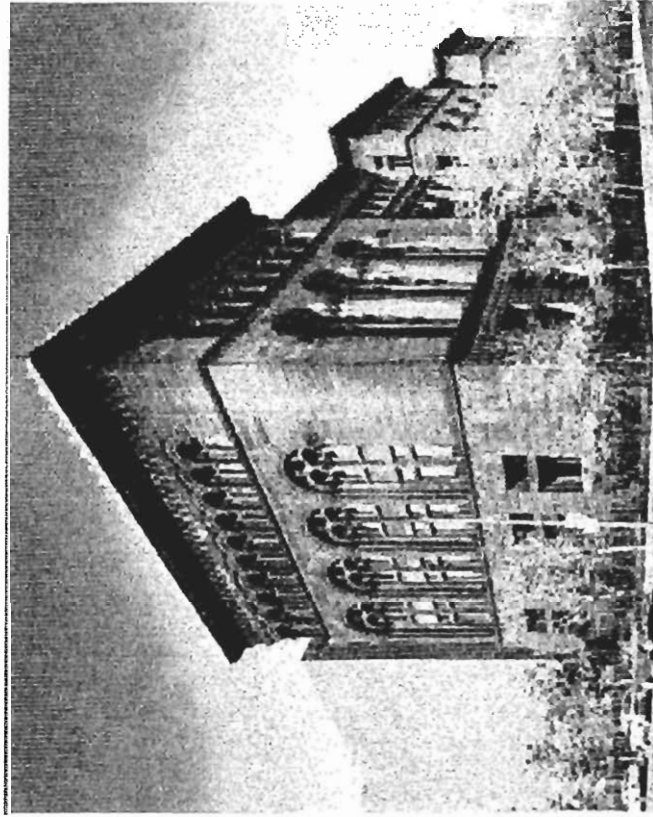
### *Not Recommended*

Expanding the size of the historic building by constructing a new addition when the new use could be met by altering non-character-defining interior spaces.

Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.

Duplicating the exact form, material, style, and detailing of the historic building in a new addition so that the new work appears to be part of the historic building.

Imitating a historic style or period of architecture in a new addition.



*Rehabilitation, like Preservation, acknowledges a building's change over time; the retention and repair of existing historic materials and features is thus always recommended. However, unlike Preservation, the dual goal of Rehabilitation is to—respectfully—add to or alter a building in order to meet new use requirements. This downtown Chicago library was expanded in 1981 when additional space was required with light and humidity control for the rare book collection. The compatible 10-story wing was linked to the historic block on side and rear elevations. Its simple design is compatible with the historic form, features, and detailing old and new are clearly differentiated.*

*Photo: Dave Clifton.*

## *Recommended*

Considering the design for an attached exterior addition in terms of its relationship to the historic building as well as the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.

Placing a new addition on a non-character-defining elevation and limiting the size and scale in relationship to the historic building.

Designing a rooftop addition when required for the new use, that is set back from the wall plane and as inconspicuous as possible when viewed from the street.

## *Not Recommended*

Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.

Designing a new addition that obscures, damages, or destroys character-defining features of the historic building.

Constructing a rooftop addition so that the historic appearance of the building is radically changed.



## Accessibility Considerations

### Recommended

Identifying the historic building's character-defining spaces, features, and finishes so that accessibility code-required work will not result in their damage or loss.

Complying with barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Working with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

Providing barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

Designing new or additional means of access that are compatible with the historic building and its setting.

### Not Recommended

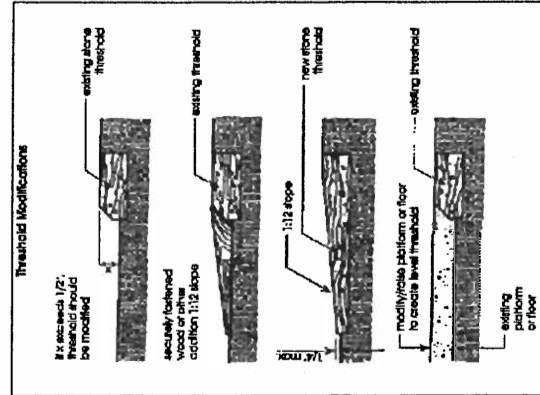
Undertaking code-required alterations before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Altering, damaging, or destroying character-defining features in attempting to comply with accessibility requirements.

Making changes to buildings without first seeking expert advice from access specialists and historic preservationists, to determine solutions.

Making access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Designing new or additional means of access without considering the impact on the historic building and its setting.



*Making a building accessible to the public is a requirement under the Americans with Disabilities Act of 1990, whatever the treatment. Full, partial, or alternative approaches to accessibility depends upon the historical significance of a building and the ability to make changes. In these examples, thresholds that exceed allowable heights were modified several ways to increase accessibility without jeopardizing the historic character. Drawing: Uniform Federal Accessibility Standard (UFAS) Retrofit Manual.*

## Health and Safety Considerations

### *Recommended*

Identifying the historic building's character-defining spaces, features, and finishes so that code-required work will not result in their damage or loss.

Complying with health and safety codes, including seismic code requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Removing toxic building materials only after thorough testing has been conducted and only after less invasive abatement methods have been shown to be inadequate.

Providing workers with appropriate personal protective equipment for hazards found in the worksite.

Working with local code officials to investigate systems, methods, or devices of equivalent or superior effectiveness and safety to those prescribed by code so that unnecessary alterations can be avoided.

Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation, i.e., so that they are not damaged or obscured.

Installing sensitively designed fire suppression systems, such as sprinkler systems that result in retention of historic features and finishes.

Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.

Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and spaces.

Placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be on an inconspicuous elevation.

### *Not Recommended*

Undertaking code-required alterations to a building or site before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to a building or site to comply with safety codes.

Destroying historic interior features and finishes without careful testing and without considering less invasive abatement methods.

Removing unhealthful building materials without regard to personal and environmental safety.

Making changes to historic buildings without first exploring equivalent health and safety systems, methods, or devices that may be less damaging to historic spaces, features, and finishes.

Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.

Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.

Using fire-retardant coatings if they damage or obscure character-defining features.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway or elevator.

Constructing a new addition to accommodate code-required stairs and elevators on character-defining elevations highly visible from the street; or where it obscures, damages, or destroys character-defining features.

## **Appendix B:**

### **The National Register District and What That Means to You**

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Congress passed the National Historic Preservation Act in 1966, creating national policy on historic preservation as well as the National Register of Historic Places, which is maintained by the U.S. Department of the Interior.

The Georgia State Historic Preservation Division administers the National Register program with the state and makes the initial review of any proposed property or district for the Register. Additional reviews at the state and national levels are required as well. In order for a property or district to be considered for listing on the Register certain criteria must be met.

1. Properties must generally be at least 50 years old to meet the age requirements and remain in much the same appearance as in the past.
2. Properties must (a) be associated with events, activities, or developments that were important in the past; or (b) be associated with the lives or people who were important in the past; or (c) be significant in the areas of architectural history, landscape history, or engineering; or (d) have the potential to yield information through archeological investigation that would answer questions about our past.
3. Generally, properties that have been moved or reconstructed are not eligible for listing on the National Register.

#### **What listing on the National Register of Historic Places Does:**

Listing on the National Register can effect properties by identifying their significance and thereby encouraging their preservation. Listing also facilitates the review of all federally funded, licensed or permitted projects for their effect on the property, makes owners eligible for federal grants for preservation projects, and provides tax credit benefits for income producing properties.

#### **What Listing on the National Register of Historic Places Does Not Do:**

Listing on the National Register involves many misconceptions. Plaques and marker indicating listing on the Register are not provided, but available at the owners expense. Listing does not automatically alter local zoning, restrict property rights, or require compliance with preservation standards. Additionally, listing does not guarantee the availability of grant funding or property tax incentives.

#### **Further Information:**

Further information on the National Register of Historic Places can be obtained from the Georgia State Historic Preservation Division. Contact information can be found in Appendix C.

## Appendix C:

### Resources and Contacts

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#### Local Contacts:

1. Macon-Bibb County Planning and Zoning Commission  
Suite 1000, Southern Trust Building  
682 Cherry Street  
Macon, Georgia 31201

Phone: 478-751-7450  
Web: [www.mbpz.org](http://www.mbpz.org)

This office issues permits for land use, signage, and exterior alterations within the district.

2. Macon Heritage Foundation  
652 Mulberry Street  
Macon, Georgia 31201

Phone: 478-742-5084  
Web: [www.maconheritage.com](http://www.maconheritage.com)

This is a non-profit organization specializing in the promotion of preservation through buying, selling, and restoring historic properties and other advocacy measures.

3. Economic and Community Development Department  
439 Cotton Avenue  
Macon, Georgia 31201

Phone: 478-751-7190  
Web: [www.macon.ga.us/ecd.htm](http://www.macon.ga.us/ecd.htm)

This office assists owner-occupants with repair of a home or business.

4. Bureau of Inspection and Fees  
Suite 500, Southern Trust Building  
682 Cherry Street  
Macon, Georgia 31201

Phone: 478-751-7280  
Web: [www.cityofmacon.net/CityDept/inspection.htm](http://www.cityofmacon.net/CityDept/inspection.htm)

This office issues building permits for all construction within Bibb County.

5. Middle Georgia Historical Society  
935 High Street  
Macon, Georgia 31201

Phone: 478-743-3851

This is a private membership organization that promotes historic preservation activities in the area.

6. New Town Macon  
200 Cherry Street  
Macon, Georgia 31201

Phone: 478-722-9909  
Web: [www.newtownmacon.com](http://www.newtownmacon.com)

7. Downtown Council  
305 Coliseum Drive  
Macon, Georgia 31217

Phone: 478-621-2000

8. Washington Memorial Library  
Genealogy and History Room/ Middle Georgia Archives  
1180 Washington Avenue  
Macon, Georgia 31201

Phone: 478-744-0800

Important resources such as Sanborn Insurance Maps, historic photos, and other resources can be found here.

## State Contacts

1. Georgia Trust for Historic Preservation  
1516 Peachtree Street, N.W.  
Atlanta, Georgia 30309

Phone: 404-881-9980  
Web: [www.georgiatrust.org](http://www.georgiatrust.org)

This is a private membership organization working to promote historic preservation within Georgia.

2. Georgia Conservancy  
1776 Peachtree Street, NW  
Atlanta, Georgia 30309

Phone: 404-876-2900  
Web: [www.gaconservancy.org](http://www.gaconservancy.org)

This is a private membership organization working toward conservation of Georgia's resources.

3. Georgia Alliance of Preservation Commissions  
UGA School of Environmental Design  
325 South Lumpkin Street  
Athens, Georgia 30602-1861

Phone: 706-542-4731

This is a non-profit organization that coordinates information relevant to historic preservation and assists local district review boards.

4. Georgia State Historic Preservation Division  
156 Trinity Avenue, SW, Suite 101  
Atlanta, Georgia 30303-3600

Phone: 404-656-2840  
Web: [www.gashpo.org](http://www.gashpo.org)

This is a state agency responsible for directing and coordinating historic preservation programs in Georgia.

## National Contacts

1. National Alliance of Preservation Commission  
UGA School of Environmental Design  
325 South Lumpkin Street  
Athens, Georgia 30602-1861

Phone: 706-542-4731

Web: [www.arches.uga.edu/~napc/](http://www.arches.uga.edu/~napc/)

This is a national non-profit organization that coordinates materials and provides a network of preservation commissions around the country.

2. National Trust for Historic Preservation  
Southern Regional Office  
William Aiken House  
Charleston, SC 29403

Phone: 843-722-8552

Web: [www.nationaltrust.org](http://www.nationaltrust.org)

This is a national private membership organization chartered by Congress to encourage public participation in the preservation of the built environment. Assistance provided includes educational resources, counsel, and technical aid for preservation projects.

3. Preservation Action  
1350 Connecticut Avenue NW  
Washington, DC 20036

Phone: 202-659-0915

Web: [www.preservationaction.org](http://www.preservationaction.org)

This is a private membership organization that advocates federal legislation to further the impact of historic preservation at the local, state, and national levels.

4. National Register of Historic Places  
National Park Service  
1849 C Street NW  
NC 400  
Washington DC 20240

Phone: 202-343-9536

Web: [www.cr.nps.gov/nr](http://www.cr.nps.gov/nr)

This is a listing of individual structures, places, and districts throughout the country recognized for their contribution at the national level.



## **Appendix D:**

### **Glossary of Terms**

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1. Articulation – clear and precise division and placement of features such as windows
2. Balustrade – a handrail and the rails that support it
3. Bay – a compartment or section of a building if it were to be divided into sections vertically
4. Cantilevering – the projecting of a structure supported only at one end
5. Corbeling- an overlapping arrangement of bricks or stones in which each course extends farther out from the vertical of the wall than the course below.
6. Façade – a side or face of a building
7. Fenestration – the design and placement of windows
8. Orientation – the location or placement of a building in relation to particular features such as adjacent streets.
9. Parapet wall – a low wall along the edge of a roof
10. Pediment – a wide triangular decorative feature sometimes used over an entry or over an entire building
11. Pilaster – a rectangular column set into a wall, it may be structural or decorative
12. Preservation – to maintain, treat, or repair so to prevent decay
13. Public Right-of-Way – land on which public features and utilities are placed including roads, sidewalks, alleys, and power lines.
14. Relief – the projection of figures or forms from a flat background
15. Renovation – a revival through repairing or remodeling
16. Restoration – to bring back to a previous or original condition
17. Scale – the level or degree of building mass relative the existing buildings
18. Siting – the situating or locating of a building on a piece of land
19. Turret – a tower shaped projection on a building
20. Window hood – a decorative feature atop a window opening





# Appendix E:

## Zoning Regulations for the Central Business Districts

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### Comprehensive Land Development Resolution For City of Macon and Bibb County Georgia

#### Chapter 13A CBD-1 : Central Business District

**Editor's note**--Amendment No. ZA97-08-01, § 3, adopted August 14, 1997, added a new Ch. 13A, §§ 13A.01--13A.10, to read as herein set out.

#### Section 13A.01. Intent.

The CBD-1 Central Business District is intended to promote an harmonious tenant mix and to encourage an environment which complements both residential and business activities. This district is also concerned with the protection of significant historic structures, and the preservation of the architectural character and ambiance of the downtown area.

(Added August 14, 1997, ZA97-08-01)

#### Section 13A.02. Required conditions.

Storage of merchandise must be within a completely enclosed building, except that the commission may grant an exception to this requirement (as a conditional use) where it finds that the enforcement would create an unreasonable hardship.

(Added August 14, 1997, ZA97-08-01)

#### Section 13A.03. Permitted uses.

- 1] All permitted uses allowed in a C-1 Neighborhood Commercial District; except for general farming and horticulture. Grocery, fruit, vegetable, and meat markets, delicatessens, catering stores, supermarkets, hardware stores, and paint stores shall be limited to twenty thousand (20,000) square feet in ground floor area.
- [2] Printing, blueprinting, bookbinding, photostating, lithography, and publishing establishments.
- [3] Bars, taverns, saloons, and restaurants with or without alcohol.
- [4] Newspaper publishing establishments.
- [5] Auction houses.
- [6] Theaters, but not including drive-in theaters.
- [7] Museums and institutions of a similar nature.
- [8] Dwelling units in existing buildings subject to the following requirements as permitted uses. Development beyond the following requirements shall be considered a conditional use.

a) All dwelling units shall be located on upper floors.

(b) Lot area requirements shall be governed by the following table:

Unit Type	Min. Lot Area per Dwelling Unit (sq. ft.)
Efficiency	450
One (1) bedroom	600
Two (2) bedroom	750

[9] Communication towers and antennas subject to the requirements of Section 23.27. (Added October 13, 1997, ZA97-10-01)

(Added August 14, 1997, ZA97-08-01; Amended March 26, 2001, ZA01-02-01)

#### **Section 13A.04. Conditional uses.**

- [1] Single and two-family dwellings on the ground floor of existing buildings and dwelling units in existing buildings which do not conform to the lot area requirement table established for permitted uses in Section 13A.03[8](b).
  - [2] Accessory buildings and uses located either on the same lot or parcel of land under the same ownership and customarily incidental to the permitted or conditional use, provided that the requirements of Section 4.07 are met.
  - [3] All uses without outside storage or sales, smaller than twenty thousand (20,000) square feet in size and retail in nature, including:
    - (a) Electrical supplies,
    - (b) Heating and plumbing equipment,
    - (c) Dairy products,
    - (d) Bakeries, and
    - (e) Tires, batteries, and other automotive accessories, including the installation of accessories sold.
  - [4] Public utility structures and buildings, excluding communication towers and antennas, provided that the installation is properly screened and serves the immediate area. No office shall be permitted, and no equipment shall be stored on the site. (Amended October 13, 1997, ZA97-10-01)
  - [5] Churches and other places of worship with attendant educational and recreational buildings.
  - [6] Swimming, tennis, public and private community clubs or associations, parks, and recreational areas. The size and intensity of the proposed use as it relates to adjacent land uses shall be a determinative factor.
  - [7] Motels and hotels.
  - [8] Temporary uses including sale of Christmas trees, carnivals, church bazaars, and sale of seasonal fruit and vegetables from roadside stands, but such use is not to be permitted for a period to exceed two (2) months in any calendar year.
  - [9] Bus and railroad facilities.
  - [10] Produce and farmers markets.
  - [11] Recreational amusement, or entertainment facilities.
  - [12] Temporary tents for revivals.
  - [13] Multifamily dwellings on the ground floor, high-rise multifamily dwellings and high-rise multifamily dwelling for the elderly.
  - [14] Automobile service stations, provided that the requirements of Section 23.11 are met.
  - [15] Shopping centers, provided that the shopping center guidelines in Section 23.12 governing the construction of shopping centers are met.
  - [16] Parking garages and lots.
  - [17] Undertaking or mortuary establishments and ambulance services.
  - [18] Retail sales, displays of merchandise, and storage pursuant to Section 13.02.
  - [19] Colleges, universities, and other educational facilities.
  - [20] Hospitals and other medical facilities limited to twenty thousand (20,000) square feet in ground floor area.
  - [21] Nightclubs.
  - [22] Day care facilities.
  - [23] Automobile showrooms. (Added August 14, 1997, ZA97-08-01)
  - [24] Communication towers and antennas subject to the requirements of Section 23.27. (Added October 13, 1997, ZA97-10-01)
  - [25] Radio and television broadcasting studios.
- (Added September 13, 1999, ZA99-09-01; Amended March 26, 2001, ZA01-02-01)

**Section 13A.05. Lot and area requirements.**

The following lot and area requirements set out in this section shall be met for all construction and land uses:

Land use	Minimum lot area requirement	
(a)	Single family dwellings on the ground floor	As provided for in Section 11.04
(b)	Two-family dwelling on the ground floor	As provided for in Section 11.05
(c)	Multifamily dwellings on the ground floor	As provided for in Section 11.06
(d)	High-rise multifamily and high rise multifamily for the elderly	As provided for in Section 11.07
	All other uses	None

(Added August 14, 1997, ZA97-08-01)

**Section 13A.06. Yard requirements (building setback distance).**

There shall be no minimum setback requirements, except as provided below:

[1] Setbacks may be required to meet design standards,

2] A setback to twenty (20) feet shall be required from any property line that abuts a residential district, and

[3] Special setbacks shall be as required in Section 32.09.

Added August 14, 1997, ZA97-08-01)

**Section 13A.07. Building height requirements.**

The maximum height for buildings and structures shall be thirty-five (35) feet except as allowed by Section 4.03. The commission may however, allow construction and erection of buildings or structures exceeding thirty-five (35) feet in height, except that any application to exceed the maximum permitted height shall be treated as an application for a conditional use and a certificate of appropriateness.

(Added August 14, 1997, ZA97-08-01)

**Section 13A.08. Off-street parking and loading regulations.**

Spaces for off-street parking and provisions for loading and unloading spaces shall be provided in accordance with the provisions of Chapter 26.

Added August 14, 1997, ZA97-08-01)

**Section 13A.09. Signs.**

Signs as allowed in this zoning district shall comply with the provisions of Chapter 25.

(Added August 14, 1997, ZA97-08-01)

**Section 13A.10. Certificate of appropriateness required.**

No building or structure, including walls, fences, steps, and paving that can be seen from the public right-of-way, shall be erected, reconstructed, altered, restored, moved, or demolished within the CBD-1 central business district, and no sign, fence, wall, or other appurtenant structure shall be erected or displayed on any lot, building, or structure located within said district unless a certificate of appropriateness has been approved by the commission pursuant to the provisions of Chapter 27A.

(Added August 14, 1997, ZA97-08-01)

## **Chapter 13B CBD-2--CENTRAL BUSINESS DISTRICT**

**\*Editor's note--**Amendment No. ZA97-08-01, § 4, adopted August 14, 1997, added a new Ch. 13B, §§ 13B.01--13B.10, to read as herein set out.

### **Section 13B.01. Intent.**

The CBD-2 Central Business District is intended to encourage an harmonious tenant mix and an environment which complements both residential and business activities within the CBD-1 Central Business District by protecting gateways into said district and offering compatible uses as well as ancillary services for residents and businesses located therein. This district is also concerned with the protection of significant historic structures, and the preservation of the architectural character and ambiance of the downtown area.

(Added August 14, 1997, ZA97-08-01)

### **Section 13B.02. Required conditions.**

Storage of merchandise must be within a completely enclosed building, except that the commission may grant an exception to this requirement (as a conditional use) where it finds that the enforcement would create an unreasonable hardship.

(Added August 14, 1997, ZA97-08-01)

### **Section 13B.03. Permitted uses.**

[1] All permitted uses allowed in a CBD-1 Central Business District.

(Added August 14, 1997, ZA97-08-01)

### **Section 13B.04. Conditional uses.**

[1] All conditional uses allowed in a CBD-1 Central Business District.

[2] Automobile sales, which need not be enclosed, but any mechanical or body repair must be conducted entirely within an enclosed structure which may not have an opening, other than a stationary window, facing a residential district if such structure is located within one hundred (100) feet of a residential district.

[3] Automobile laundries or car washes, provided that a paved area shall be located on the same lot for the storage of vehicles waiting entrance to the washing process sufficient to contain the number of vehicles (at two hundred (200) square feet per vehicle) equal to one-third ( $\frac{1}{3}$ ) of the capacity of the washing machines, and in addition, that curb breaks be limited to two (2), each not to exceed thirty (30) feet in width and located no closer than twenty (20) feet to a street intersection.

[4] Drive-in restaurants.

[5] Wholesale warehouses.

[6] Auto repair garages, provided that no buildings for such use located within one hundred (100) feet of a residential district shall have any openings, other than stationary windows or doors for pedestrian (non-vehicular) ingress and egress, facing such residential district.

[7] Veterinary hospitals or clinics, provided any structure for such purpose shall be a minimum of one hundred (100) feet from any residential district, and provided further that such use shall not adversely affect adjacent uses.

[8] Group personal care, homes and supportive living homes.

[9] Hospitals and medical facilities greater than twenty thousand (20,000) square feet in ground floor area.

(Added August 14, 1997, ZA97-08-01)

**Section 13B.05. Lot and area requirements.**

The following lot and area requirements set out in this section shall be met for all construction and land uses:

	Land Use	Minimum Lot and Area Requirements
(a)	Single family dwellings on the ground floor	As provided for in Section 11.04
(b)	Two-family dwellings on the ground floor	As provided for in Section 11.05
(c)	Multi-family dwellings on the ground floor	As provided for in section 11.06
(d)	High-rise multifamily and high-rise multifamily for the elderly	As provided for in Section 11.07
(e)	All other uses	None

(Added August 14, 1997, ZA97-08-01)

**Section 13B.06. Yard requirements (building setback distance).**

There shall be no minimum setback requirements, except as provided below:

[1] Setbacks may be required to meet design standards,

[2] A setback of twenty (20) feet shall be required from any property line that abuts a residential district, and

[3] Special setbacks shall be as required in Section 32.09.

(Added August 14, 1997, ZA97-08-01)

**Section 13B.07. Building height requirements.**

The maximum height for buildings and structures shall be thirty-five (35) feet except as allowed by Section 4.03. The commission may, however, allow construction and erection of buildings or structures exceeding thirty-five (35) feet in height, except that any application to exceed the maximum permitted height shall be treated as an application for a conditional use and a certificate of appropriateness.

(Added August 14, 1997, ZA97-08-01)

**Section 13B.08. Off-street parking and loading regulations.**

Spaces for off-street parking and provisions for loading and unloading spaces shall be provided in accordance with the provisions of Chapter 26.

(Added August 14, 1997, ZA97-08-01)

**Section 13B.09. Signs.**

Signs as allowed in this zoning district shall comply with the provisions of Chapter 25.

(Added August 14, 1997, ZA97-08-01)

**Section 13B.10. Certificate of appropriateness required.**

No building or structure, including walls, fences, steps and paving that can be seen from the public right-of-way, shall be erected, reconstructed, altered, restored, moved, or demolished within the CBD-2 Central Business District, and no sign, fence, wall, or other appurtenant structure shall be erected or displayed on any lot, building, or structure located within said district unless a certificate of appropriateness has been approved by the commission pursuant to the provisions of Chapter 27A.

(Added August 14, 1997, ZA97-08-01)

**Appendix F:**  
**Adoption of Guidelines for the Central Business District**

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**A RESOLUTION ADOPTING DESIGN GUIDELINES  
FOR THE CENTRAL BUSINESS DISTRICTS**

**WHEREAS**, the Central Business Districts were created on August 14, 1997 by the Macon-Bibb County Planning and Zoning Commission; and

**WHEREAS**, design review is required for changes in design and materials pursuant to Chapter 27A; and

**WHEREAS**, the Macon-Bibb County Planning and Zoning Commission desires to establish design guidelines for the Central Business Districts to govern all building and structure rehabilitation and construction in any Central Business District.

**NOW, THEREFORE, BE IT RESOLVED** that the Macon-Bibb County Planning and Zoning Commission in regulation session assembled hereby adopts the "Central Business District Design Guidelines and Property Owner Manual," which are attached hereto and made a part of this Resolution.

SO ADOPTED THIS 11<sup>th</sup> DAY OF February, 2002.

**MACON-BIBB COUNTY PLANNING  
AND ZONING COMMISSION**

BY:

Jennifer Taylor  
Jennifer Taylor, Vice-Chairman

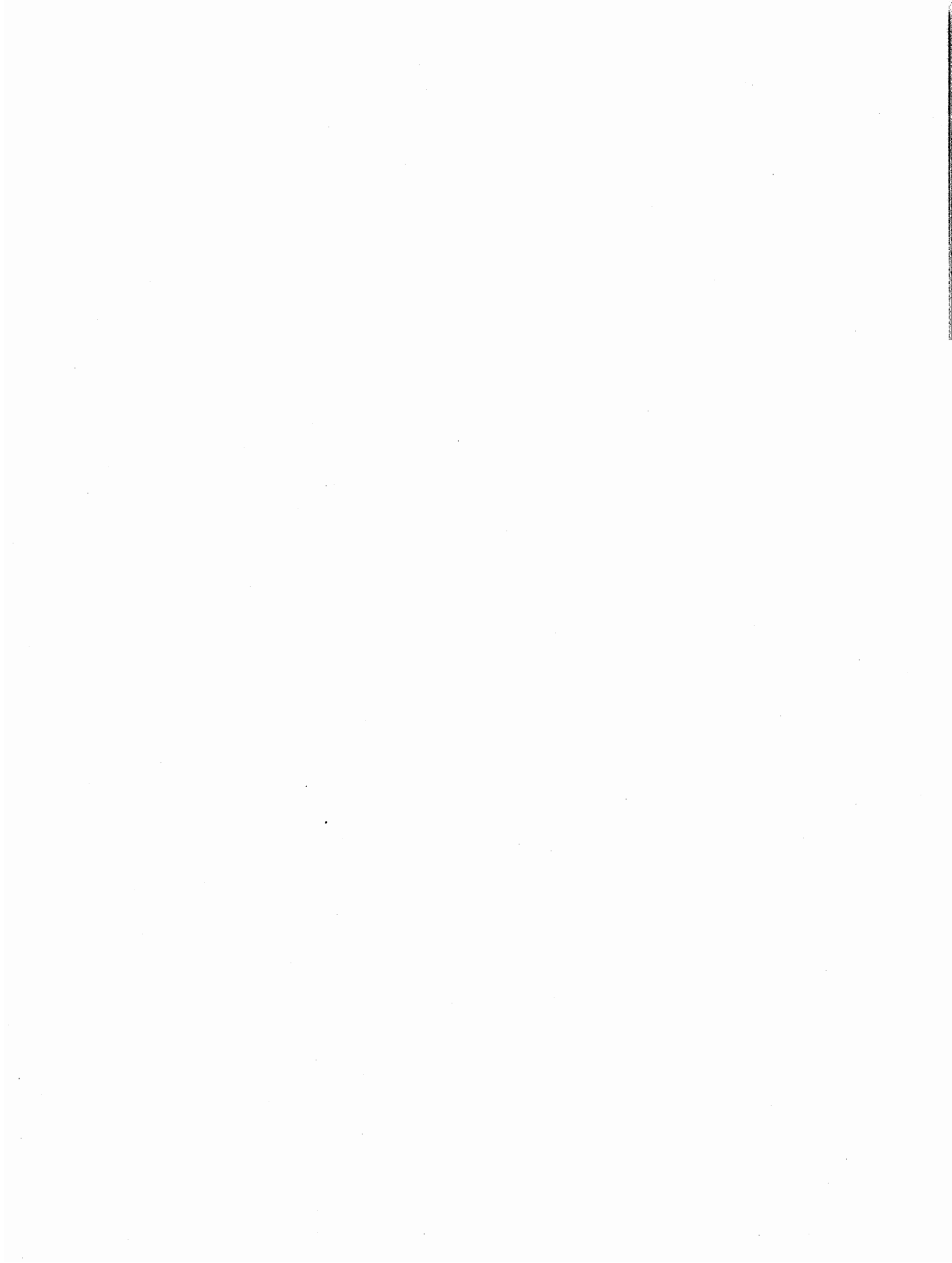
ATTEST:

Vernon B. Ryle, III  
Vernon B. Ryle, III, Executive Director

I certify that the foregoing Central Business District Design Guidelines and Property Owner Manual were duly adopted by the Macon-Bibb County Planning and Zoning Commission on the date set out above and that the attached signatures are genuine.

This 11<sup>th</sup> day of February, 2002.

Janice Jordan  
Janice Jordan, Commission Secretary





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C. Jack Ellis

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Gene Plummer Zoning Inspector

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Charles Bishop, Chairman County Public Works  
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Paul Jossey, Chairman Middle GA RDC  
Tom Coleman, Commissioner GA-DOT  
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\*Bill Wikle, Traffic Engineer  
\*Bill Causey, City Engineering Dept.  
\*Local Representative, State of Georgia

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Cam Oetter, Pedestrian/Bike Users  
County District 3  
Mickey Parker, Jones County  
Doug Hayes, County District 4  
DeUndray Bentley, City Ward 4  
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Linda Hampton, Older Americans Council  
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County District 2 Rep.  
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Ken Sheets, County Engineer  
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Bill Chambless, Director Inspection & Fees  
Bill Causey, City Engineers Dept.  
J.B. Bissinger, Chief Macon-Bibb Fire Dept.  
Virgil Adams, County Attorney

\*NON-VOTING MEMBER

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