



**Design Guidelines
For
Macon-Bibb County's
Historic Districts**

DESIGN GUIDELINES

FOR

MACON-BIBB COUNTY'S HISTORIC DISTRICTS

Prepared by

Macon-Bibb County Planning and Zoning Commission

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March, 1986

Revised February, 1987

Revised July 12, 1988

Revised November 9, 1990

Revised May 9, 1991

Revised January 23, 1995

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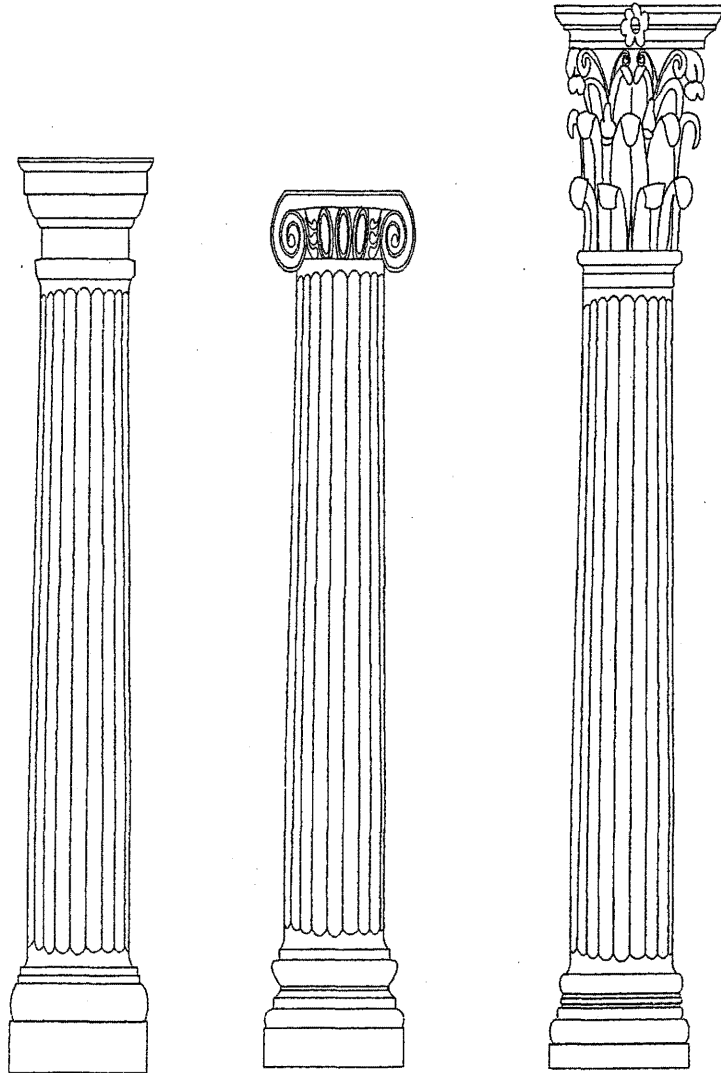
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INTRODUCTION

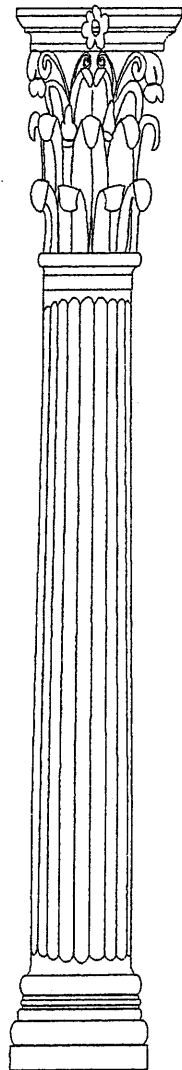
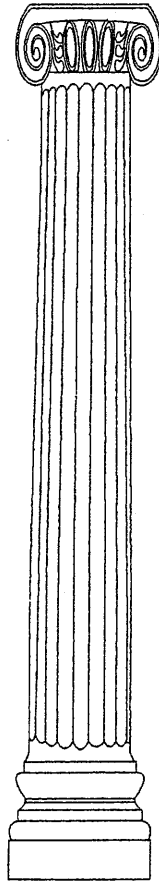
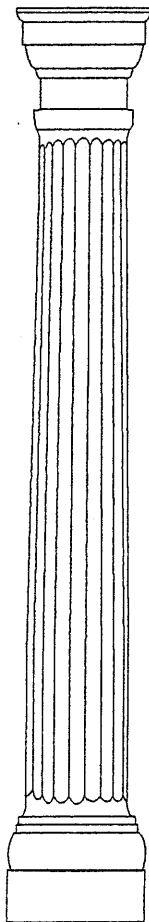


INTRODUCTION

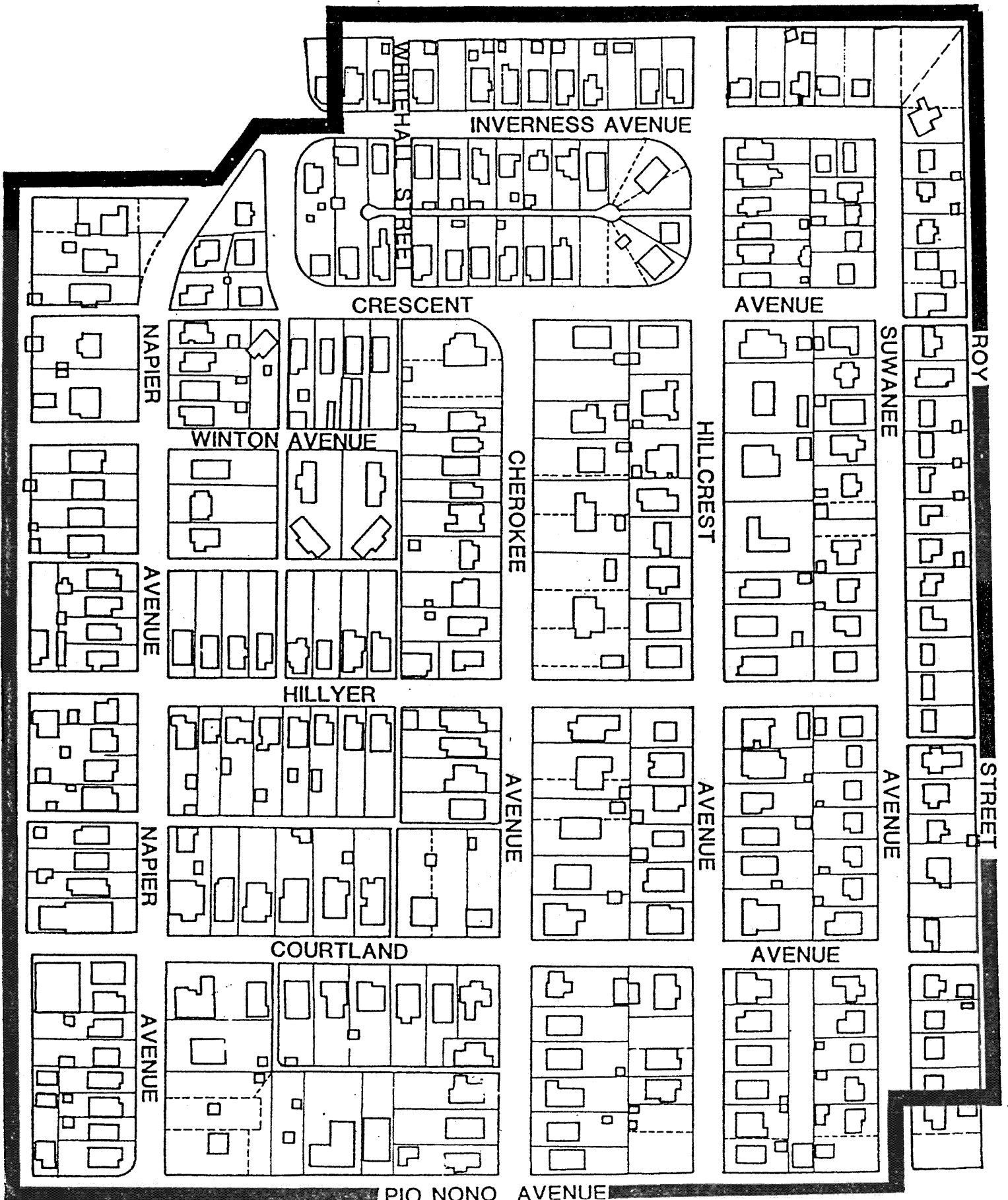
The purpose of the Macon-Bibb County Historic Districts Design Guidelines is to encourage architects, developers, or individuals contemplating restoration, remodeling, or new construction to maintain the architectural heritage of the structure and the Districts. The guidelines will also offer direction that strives to eliminate those materials which are not historically accurate, and to recommend the use of materials that will return structures to their original construction.

The Design Guidelines for the Macon-Bibb County Historic Districts will be divided into the following four areas: material standards, new construction standards, treatment standards for the rehabilitation and maintenance of existing structures, and streetscape.

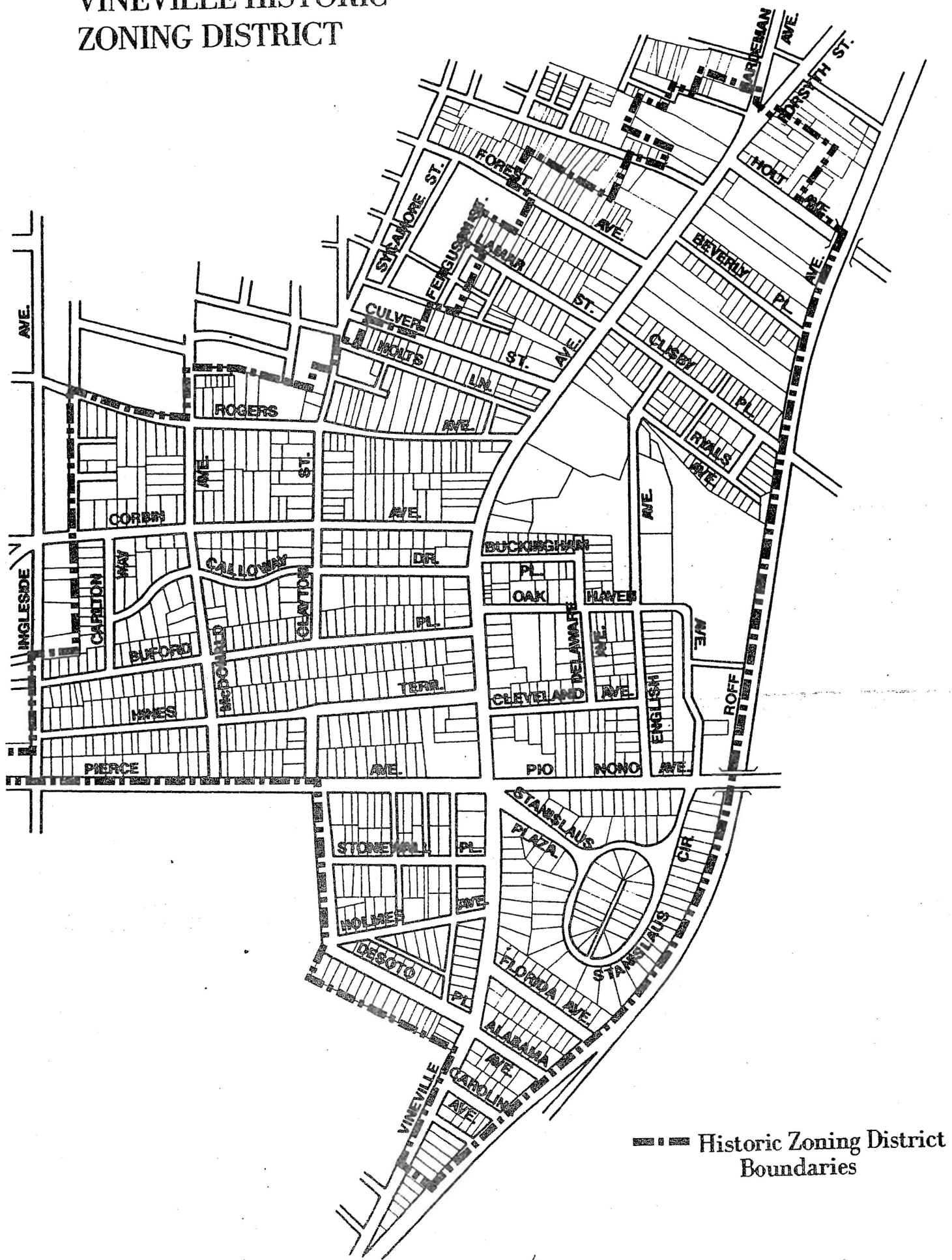
MAPS



CHEROKEE HEIGHTS HISTORIC ZONING DISTRICT BOUNDARIES



VINEVILLE HISTORIC ZONING DISTRICT



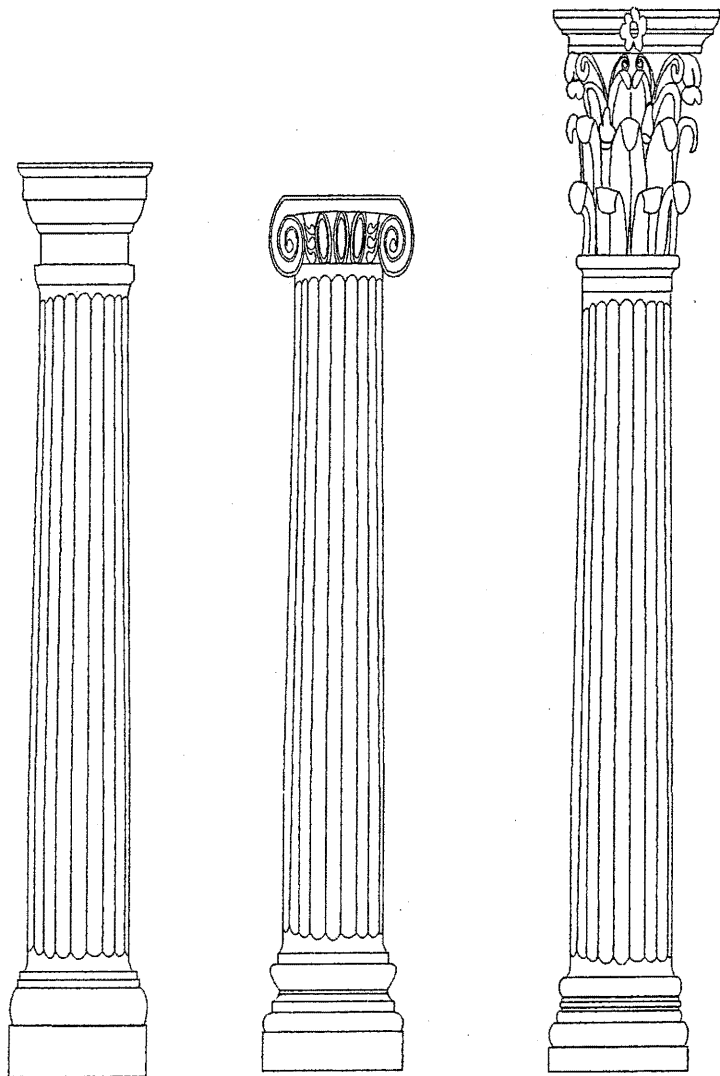


INTOWN HISTORIC ZONING DISTRICT BOUNDARIES

CENTRAL BUSINESS DISTRICT BOUNDARIES



MATERIAL STANDARDS



MATERIAL STANDARDS

The materials presented are representative of those used on the original structures in the three historic districts. By utilizing these standards, restoration, repair, remodeling, and building additions will be compatible with the character of the districts, consequently maintaining the architectural and historic integrity.

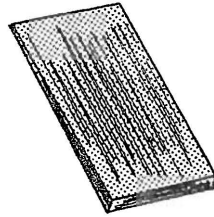
Exterior alterations to an existing structure in the three historic districts that are visible from the right-of-way require review by the Historic Review Board. The materials that are designated "not appropriate" serve to inform the public of the prevailing opinion of the Historic Review Board regarding this material. The Historic Review Board will, however, weigh petitions to utilize "not appropriate" materials on their merits. The following sketches show some of the appropriate examples of the proper use of materials without excluding other equally appropriate solutions which may be proposed. (Refer to Figures 1-9.)

ROOFING MATERIALS

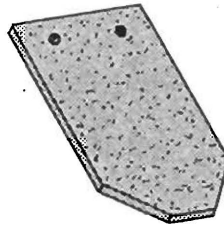
FIGURE #1

APPROPRIATE

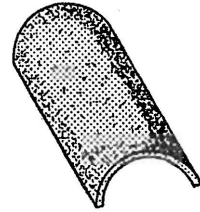
- WOOD SHINGLE
- SLATE SHINGLE
- TILE SHINGLE
- METAL SHINGLE
- ASPHALT SHINGLE
- FIBERGLASS SHINGLE



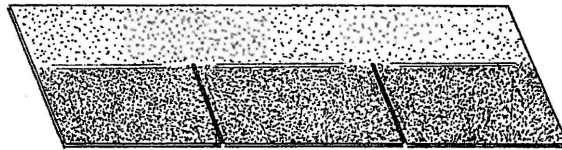
WOOD



SLATE



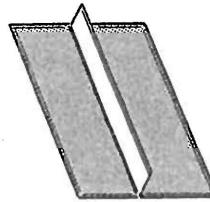
TILE



ASPHALT



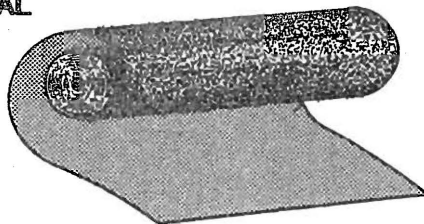
FIBERGLASS



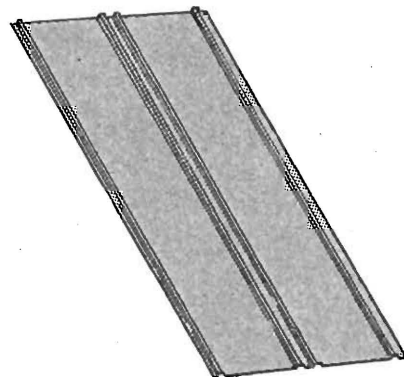
METAL

NOT APPROPRIATE

- ASPHALT ROLL ROOFING
- CORRUGATED METAL



ASPHALT ROLL ROOFING



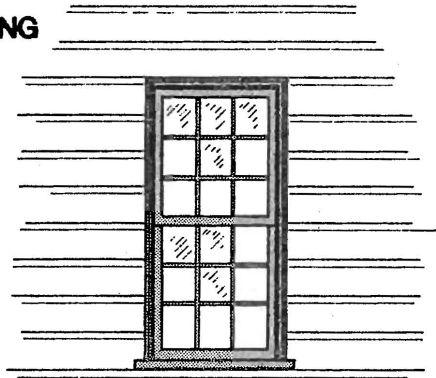
CORRUGATED METAL ROOFING

WINDOWS

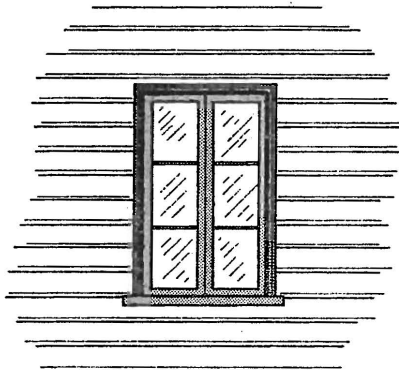
FIGURE #2

APPROPRIATE

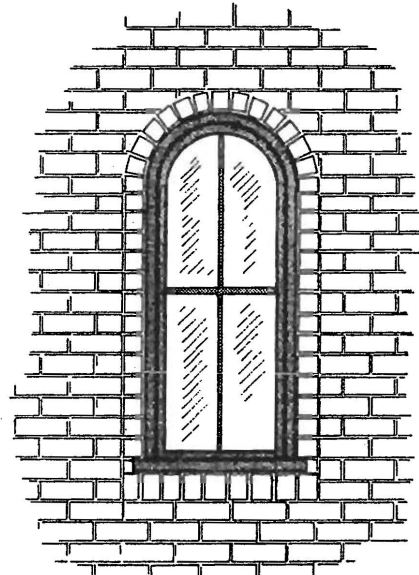
WOOD DOUBLE-HUNG
WOOD CASEMENT
WOOD FIXED SASH



DOUBLE HUNG



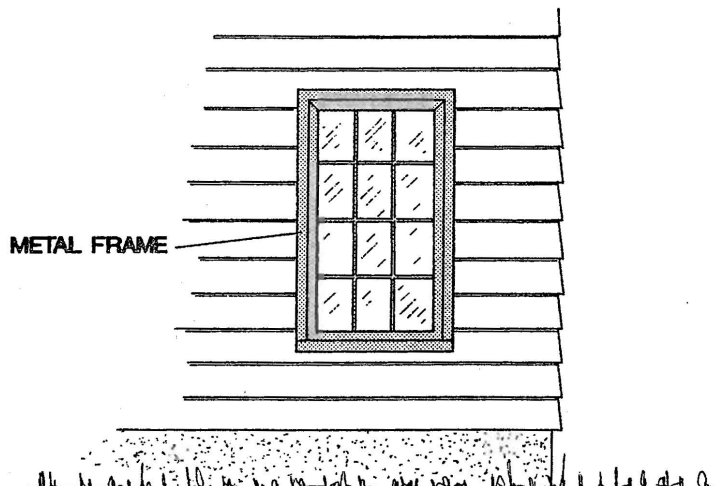
CASEMENT



FIXED SASH

NOT APPROPRIATE

VINYL CLAD WINDOW TRIM



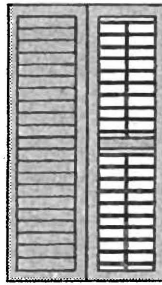
BLINDS AND SHUTTERS

FIGURE #3

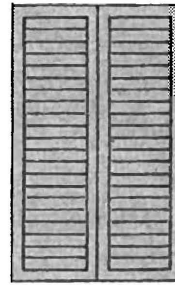
APPROPRIATE

WOOD LOUVER
WOOD PANEL

WOOD LOUVER

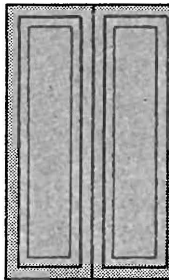


OPERABLE



FIXED

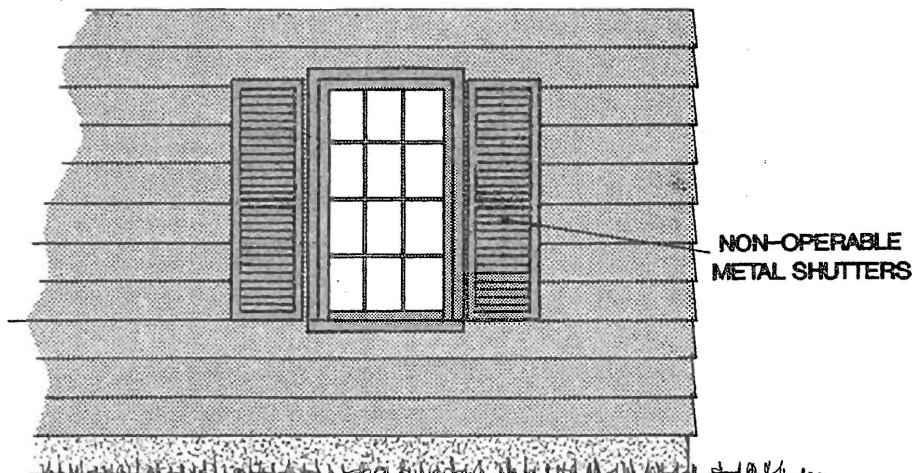
WOOD SOLID



PANEL

NOT APPROPRIATE

METAL

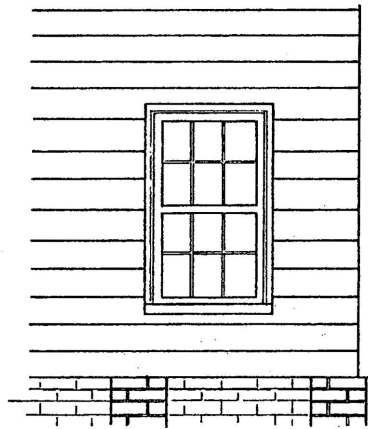


EXTERIOR WALL SIDING

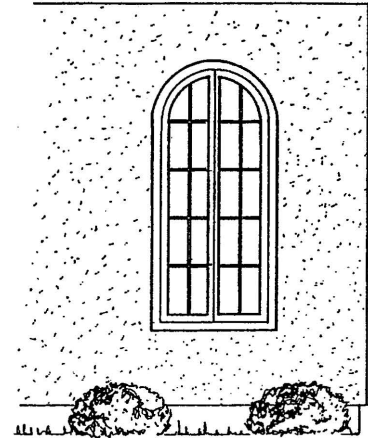
FIGURE #4

APPROPRIATE

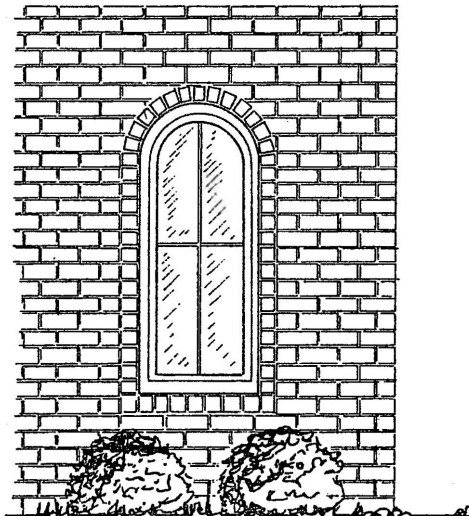
- WOOD
- STUCCO
- BRICK
- STONE



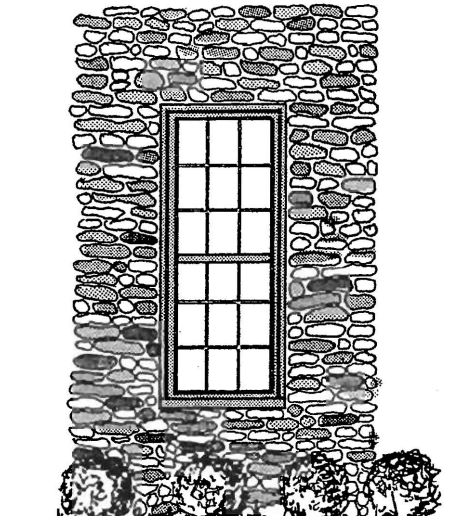
WOOD



STUCCO



BRICK



STONE

Vinyl / aluminum siding may be allowed as an appropriate material for new construction within the three Historic Zoning Districts. The determination of vinyl / aluminum siding as an appropriate material for additions to existing structures will be on a case by case basis.

NOT APPROPRIATE

- CONCRETE BLOCK
- IMITATION BRICK OR STONE
- METAL
- PLYWOOD
- PLASTIC
- GLASS BLOCK

Vinyl / aluminum siding is never appropriate as a replacement material on existing structures within the three Historic Zoning Districts.

PORCHES (WOOD STRUCTURES)

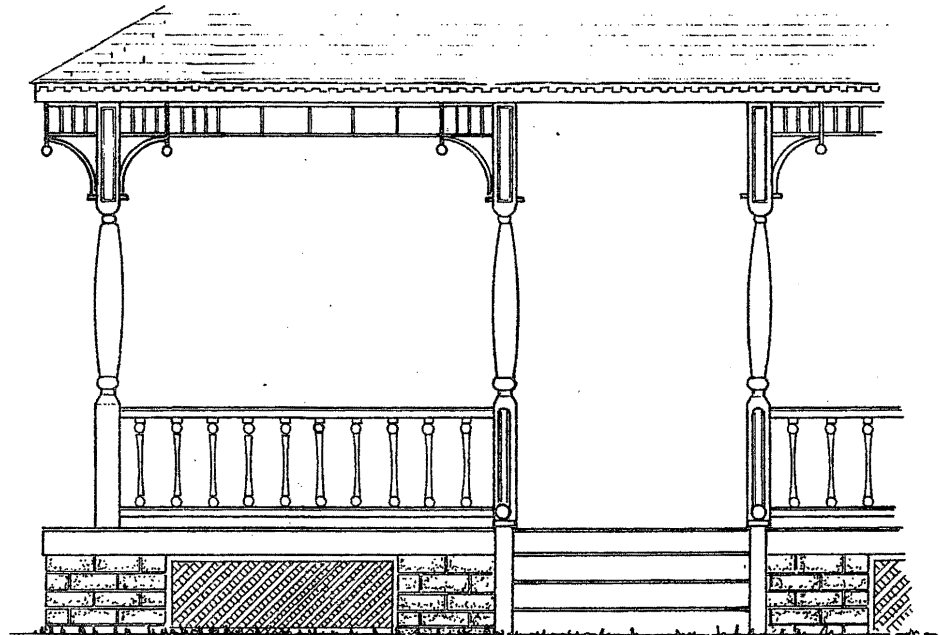
APPROPRIATE _____

FIGURE #5

SHAPED OR SQUARE
WOOD COLUMN

SHAPED OR SQUARE
WOOD RAILING

WOOD STAIRS
AND FLOOR



WOOD PORCH

NOT APPROPRIATE _____

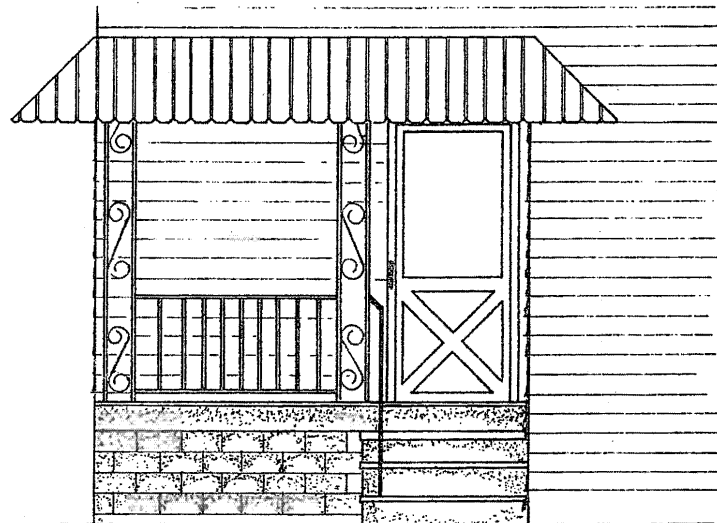
METAL PIPE POST

METAL PIPE RAILING

WROUGHT OR CAST
IRON COLUMN

WROUGHT OR CAST
IRON RAILING

CONCRETE STAIRS AND
FLOOR



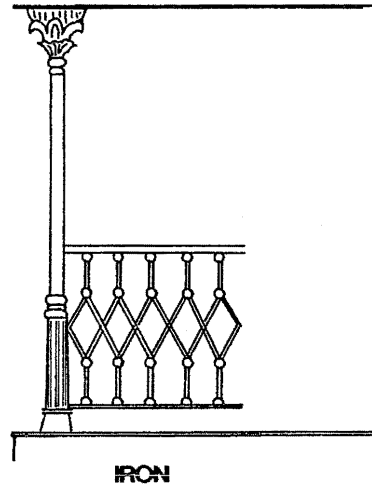
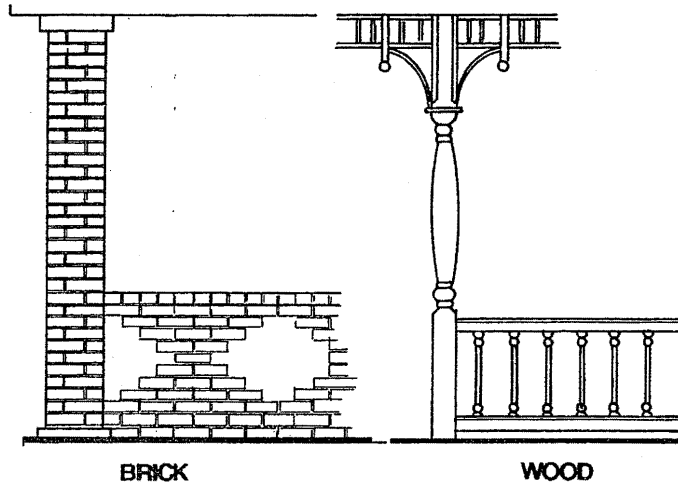
METAL RAILING AND POST
CONCRETE STAIRS AND FLOOR

PORCHERS (MASONRY STRUCTURES)

FIGURE #6

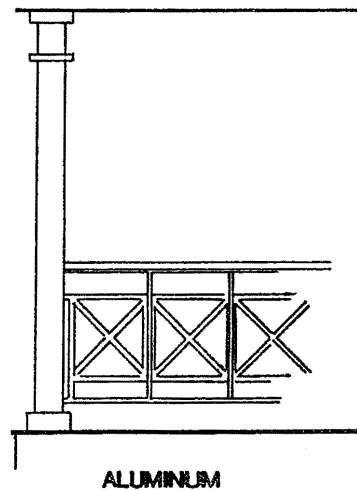
APPROPRIATE

MASONRY COLUMN
AND RAILING
WOOD COLUMN
AND RAILING
IRON COLUMN
AND RAILING
WOOD STAIRS AND
FLOORS



NOT APPROPRIATE

ALUMINUM COLUMN
AND RAILINGS

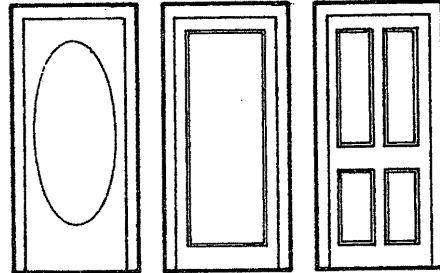


DOORS

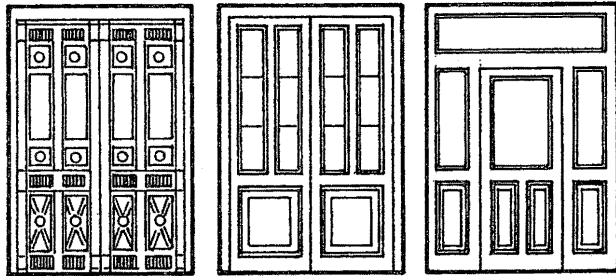
APPROPRIATE

FIGURE # 7

WOOD PANELED
CARVED OR DECORATIVE
WOOD WITH GLASS SIDE-LIGHTS
AND/OR TRANSOM



PANELED



DECORATIVE

GLASS LIGHTS

SIDELIGHTS
AND/OR TRANSOM

NOT APPROPRIATE

METAL DOORS

FOUNDATIONS

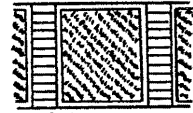
APPROPRIATE

FIGURE #8

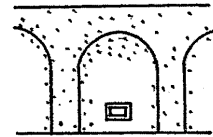
BRICK
WOOD LATTICE
STUCCO



BRICK



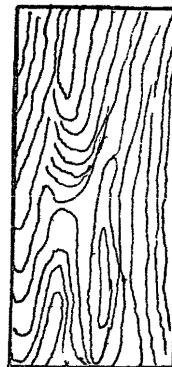
LATTICE



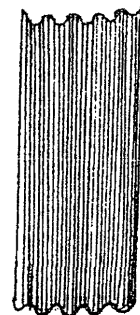
STUCCO

NOT APPROPRIATE

PLYWOOD
METAL



PLYWOOD



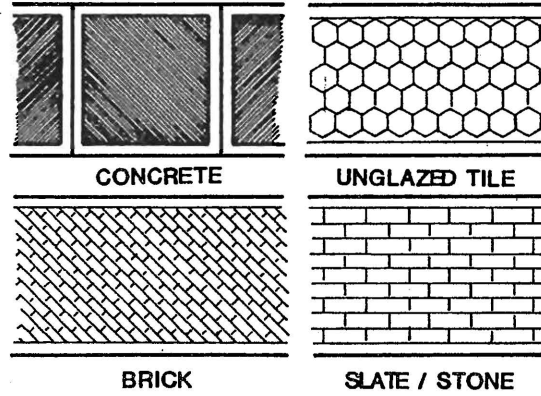
METAL

WALKS AND DRIVES

APPROPRIATE

FIGURE #9

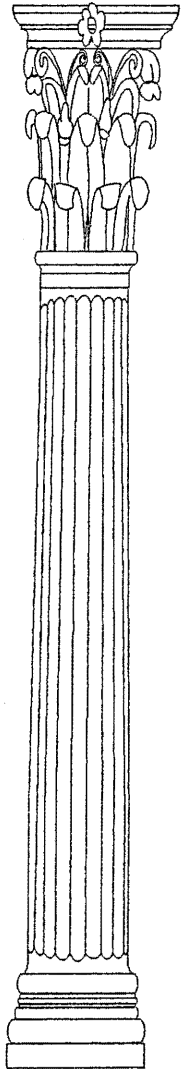
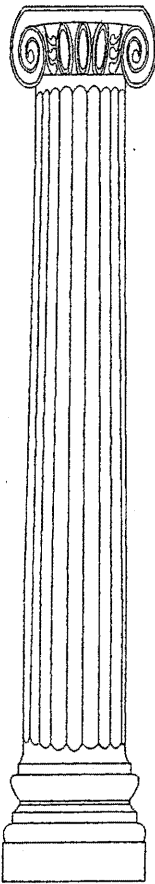
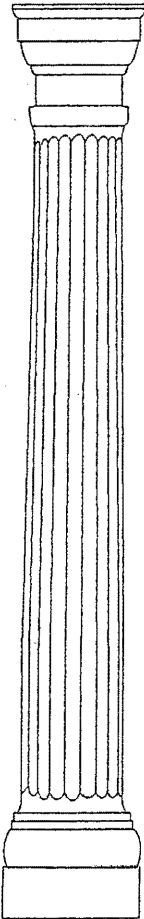
- CONCRETE
- BRICK
- UNGLAZED TILE
- SLATE / STONE
- GRAVEL



NOT APPROPRIATE

- ASPHALT

NEW CONSTRUCTION STANDARDS



NEW CONSTRUCTION STANDARDS

Because many structures in the three historic districts have been demolished throughout the years, the area has some vacant lots. As the rehabilitation process continues to grow, the need to construct infill structures has increased.

The design of any new structure in the three historic districts must harmonize with the character of the neighborhoods and also be compatible with existing structures. The following "New Construction Standards" are not intended to require particular architectural features or dictate architectural style. Instead, they are very general in nature, and are intended to identify a range of design options which will encourage development to be compatible with the existing character of the districts.

Height

New structures should be constructed to a height that is average with existing and adjacent buildings. (Refer to Figure #10.)

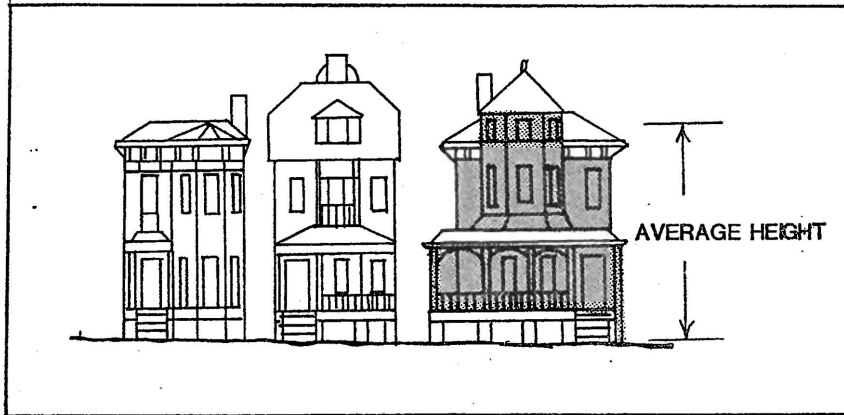
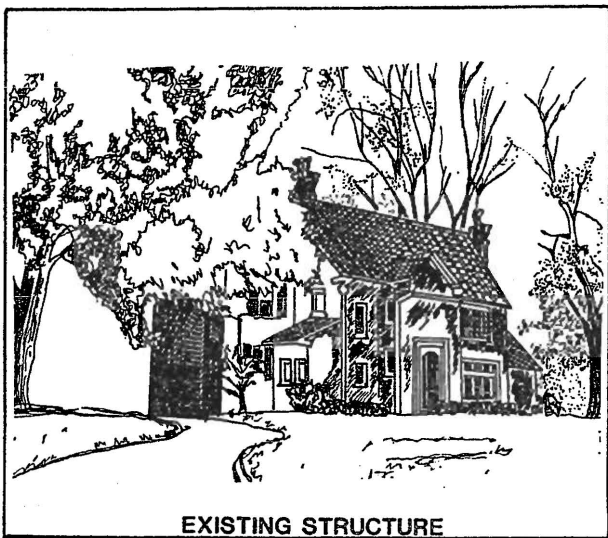


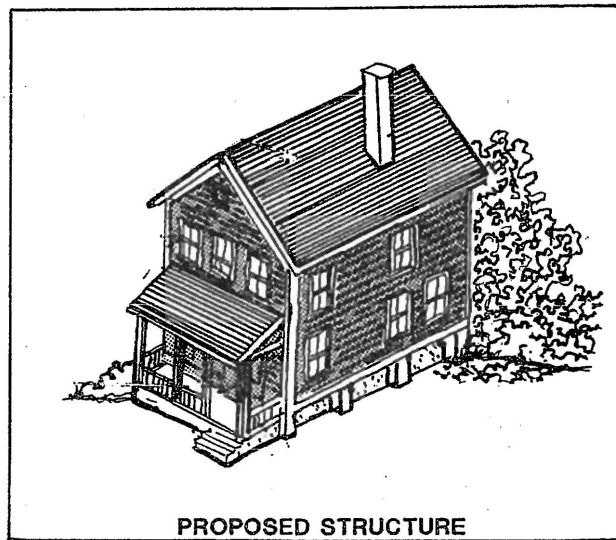
FIGURE # 10

Proportion of Opening Within the Facade

New buildings should have a relationship between window and doors that are visually compatible with adjacent buildings. (Refer to Figure #11.)



EXISTING STRUCTURE



PROPOSED STRUCTURE

FIGURE # 11

Rhythm of Spacing Between Structures on the Street

The spacing between new and existing structures should be similar to existing structures on the street. (Refer to Figure #12.)

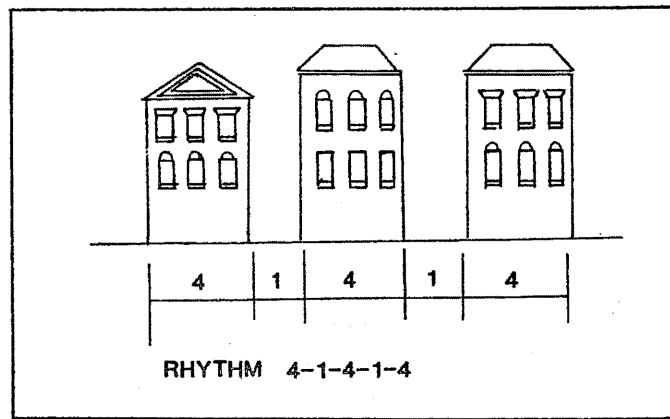


FIGURE # 12

Rhythm of Entrances and/or Porch Projections

New structures should have visually compatible porches and architectural projections; bays, dormers, chimneys, and cornices. (Refer to Figure #13.)



FIGURE #13

Relationship of Materials, Textures, and Colors

The relationship of materials, textures, and colors of a structure should be visually compatible with the predominant materials used on structures to which it is visually related. (Refer to Figure #14.)

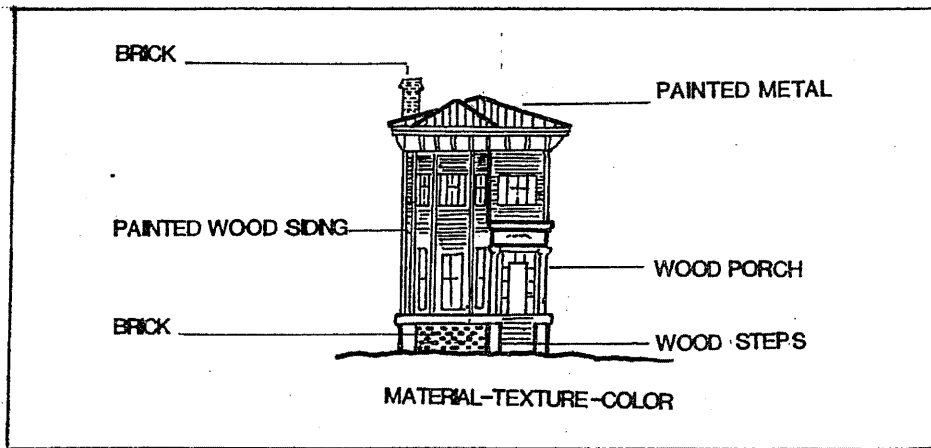


FIGURE # 14

Relationship of Roof Shapes

The roof shape of a new structure should be visually related to buildings which exist in the area. (Refer to Figure #15.)

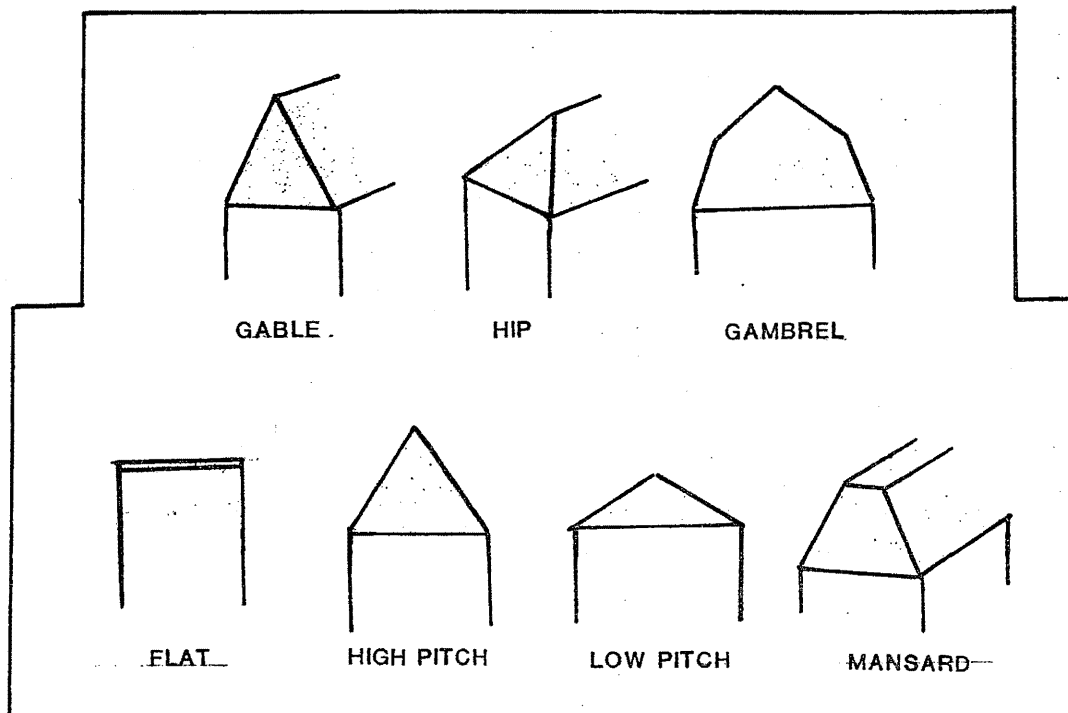


FIGURE # 15

Walls of Continuity

If an enclosing structure such as a brick wall, a wrought iron fence or a hedge is to be added, it should be compatible with adjacent walls, fences, and hedges. (Refer to Figure # 16.)



FIGURE #16

Scale

The size of a building, the building mass in relationship to open space, windows, doors, porches, and balconies should be compatible with adjacent buildings. Scale is created by the size of units of construction and architectural detail. (Refer to Figure #17.)

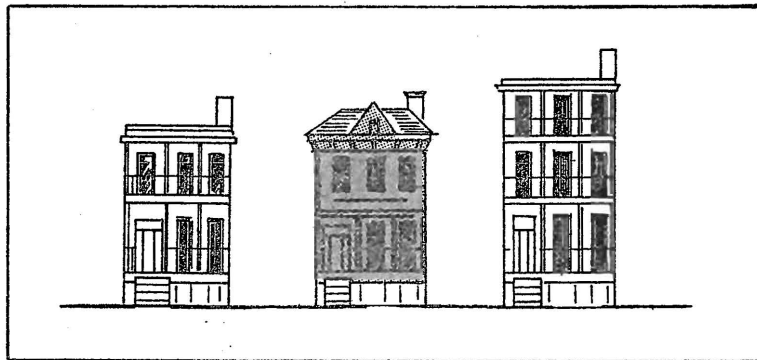


FIGURE # 17

Directional Expression of Front Facade

A building should be visually related in the directional character of its facade to adjacent buildings. The directional expression may be vertical, horizontal or non-directional. (Refer to Figure #18.)

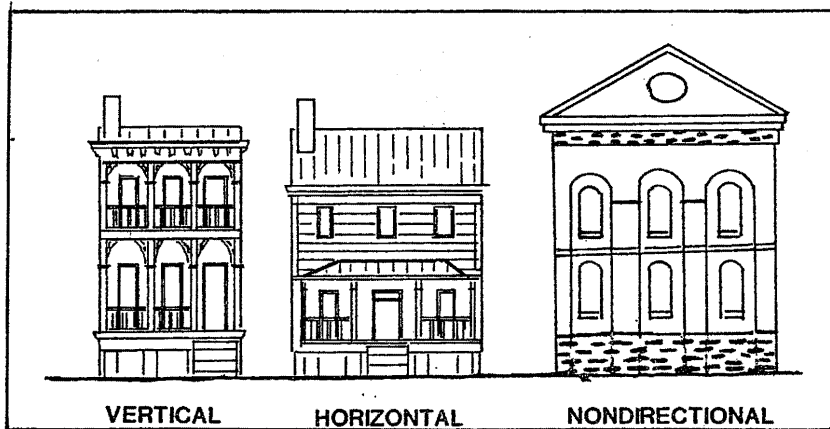
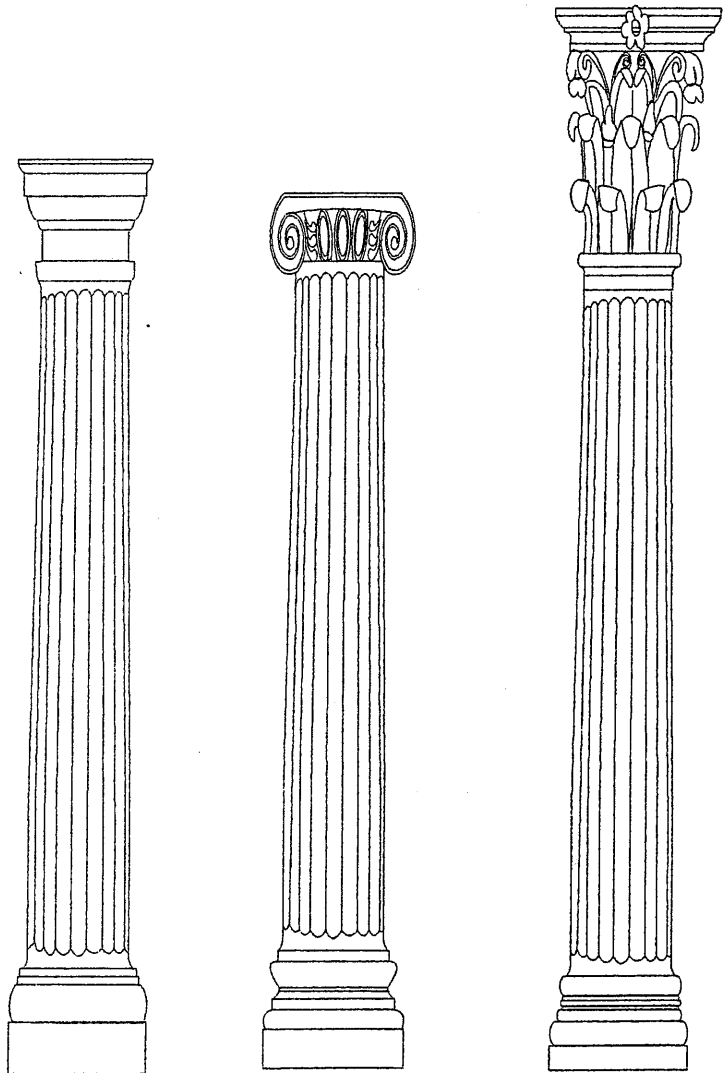


FIGURE # 18

TREATMENT STANDARDS
FOR THE
REHABILITATION AND
MAINTENANCE OF
EXISTING STRUCTURES



TREATMENT STANDARDS FOR THE REHABILITATION AND MAINTENANCE OF EXISTING STRUCTURES

The U. S. Department of Interior publishes standards for the treatment of historic properties. These standards outline basic concepts for the preservation of a building and are good general references to review before undertaking a preservation project. (Refer to Appendix A.)

The following treatment recommendations address problems and conditions noted on buildings in the districts. They are ordered by major building components: roof, walls, foundations, porches, windows, and doors.¹ (Refer to Figure #19.)

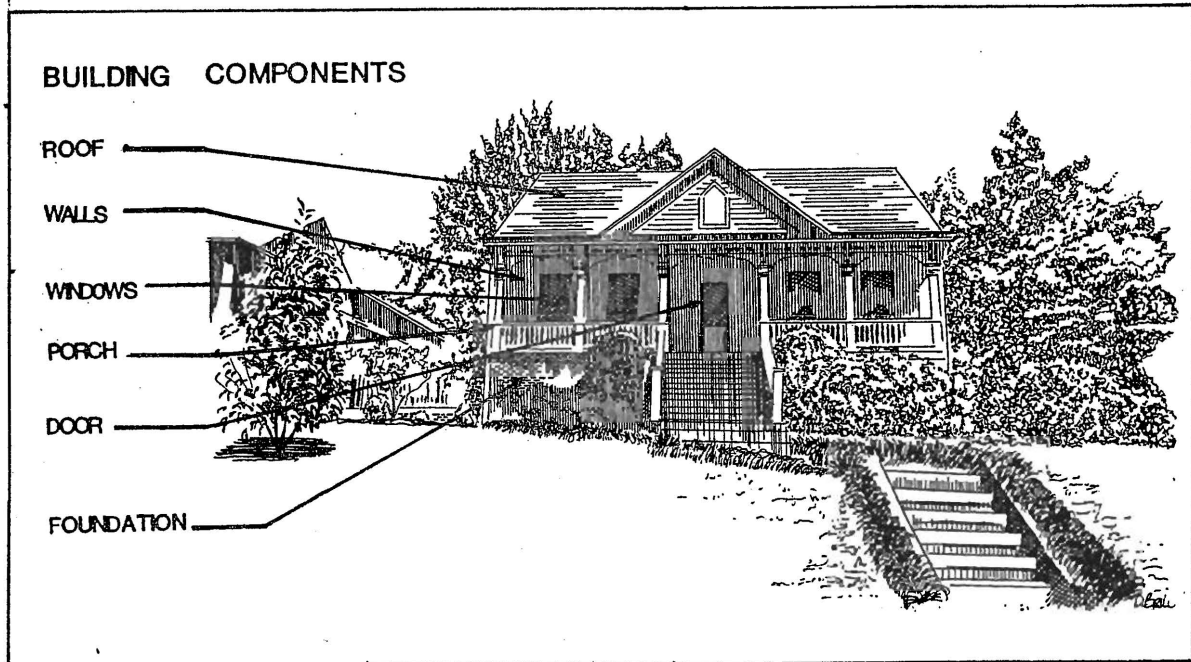


FIGURE #19

¹Richard C. Frank, Intown Historic District, (City of Macon Community Development Department, 1979), p. 231.

Roof Styles

Roof configuration varies from style to style and is an essential feature of the building. Its shape should not be altered nor its pitch changed even to create usable space at the attic level.

A roof is comprised of a number of elements. These include chimneys, dormers, eaves, cornices, gutters, and miscellaneous decoration. Roof elements tend to suffer from lack of maintenance, since access is difficult. Regular inspection and general maintenance of the roof and its parts is highly recommended to prolong useful life of the parts and to avoid damage to the building's interior from water infiltration. (Refer to Figure #20.)

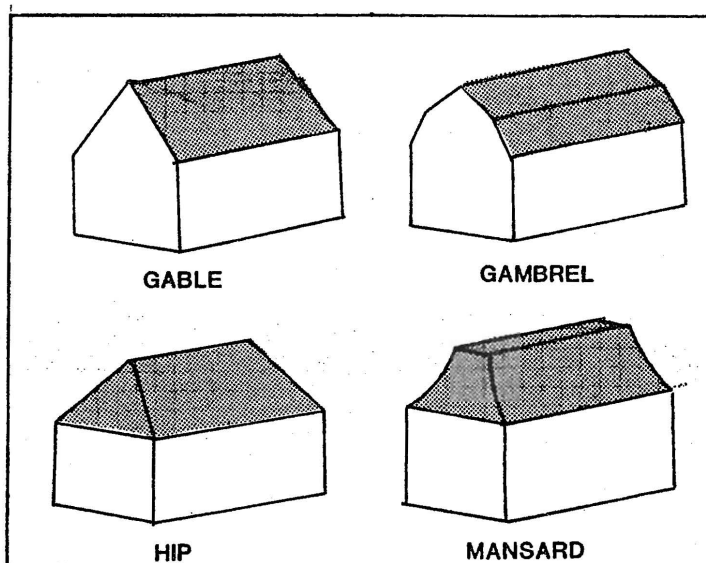


FIGURE #20

Roofing Materials

Historic roofing materials include wood, slate, metal, and clay tile. (Refer to Figure #21.)

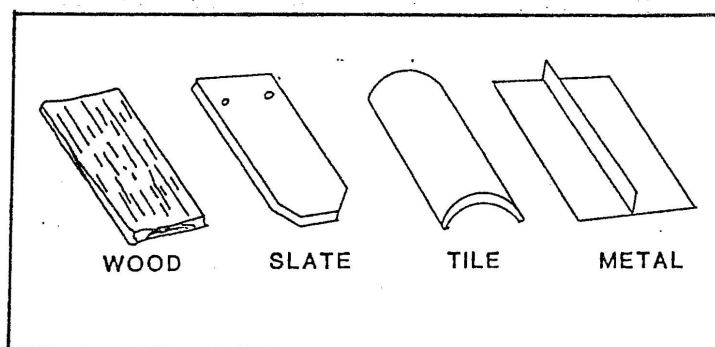


FIGURE #21

New roofing materials should match the original size, shape, color, and texture. Although the original material is encouraged, replacement with a more contemporary material is acceptable if it is compatible with the original in size, shape, color, and texture. Cold rolled roofing should not be used in the districts except as a temporary cover.

Of the historic materials, wood shingle roofing was the most frequently used material in the districts. If properly installed, a wood shingle roof should last 30 to 50 years. Since wood shingles will rot, ventilation is critical. Sheathing should be spaced or shingles installed on furring strips to increase ventilation. Painting wood shingle roofing is not recommended since the paint film will trap moisture and promote deterioration. (Refer to Figure #22.)

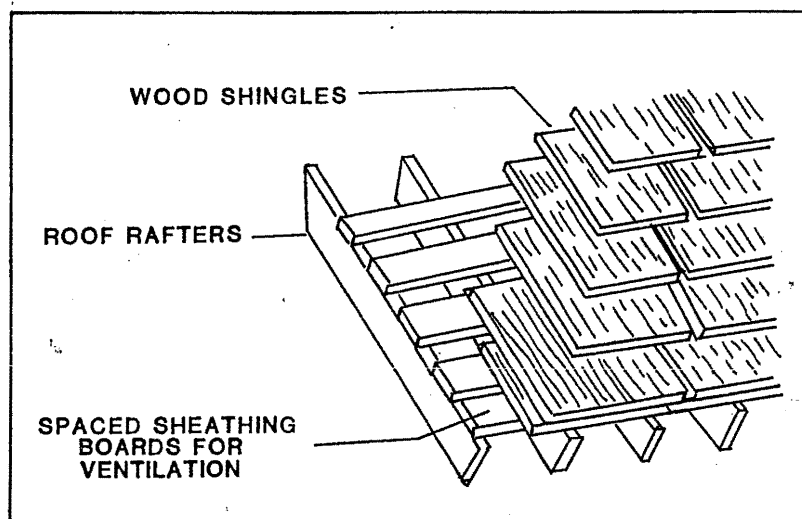


FIGURE #22

Standing seam or flat seam metal roofing in copper or terne (lead coated steel) was another common historic material used in the districts. Contemporary metals sometimes used include aluminum and stainless steel. Flat seam roofs were used primarily on flat or very low pitched roofs. Standing seam roofs were used most frequently on gabled or hipped roofs. Late in the nineteenth century, metal shingles came into popularity and were frequently used. If properly installed and maintained, a metal roof should last 75 to 100 years.²

²Ibid., p. 232.

Metal roofs are installed by bending and soldering together pieces of the metal. Solder will deteriorate and break up from thermal expansion and contraction. Seams should be checked periodically and the deteriorated joints resoldered. Tar or asphalt patching compounds should not be used to repair joints since the acids in them will cause deterioration of the metal.

Some metals, such as terne, need painting to prevent rust. Select the type of paint carefully to make certain that it is compatible with the metal. Tar or asphalt based coatings should not be used. (Refer to Figures #23-24.)

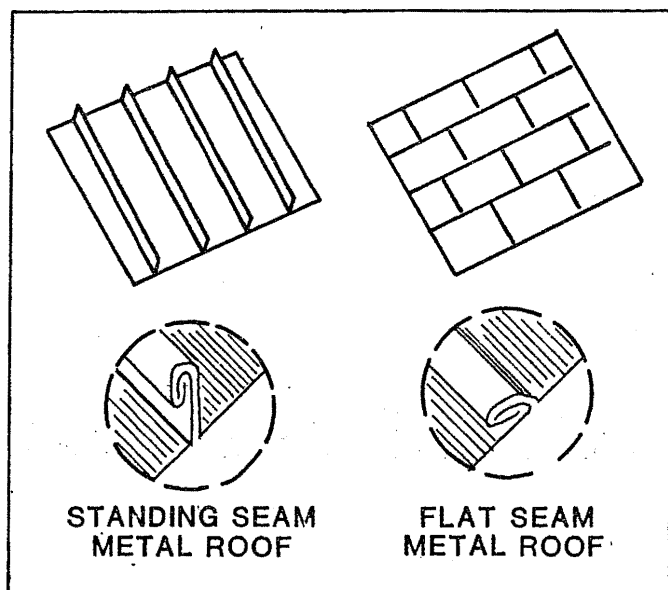


FIGURE #23 FIGURE #24

Slate shingle roofing is found on buildings in the historic districts. If properly installed, a slate shingle roof will last over 100 years. Grey or black slate is the most common type used, although green, purple, and red slate can be found. Multi-colored roofs with intricate patterns were common on Second Empire buildings.

Broken or loose shingles are a frequent problem. If steel roofing nails were used to install the shingles, eventually the nails will rust and shingles will loosen. Replacement of broken or loose shingles should be done by a professional roofer. (Refer to Figure #25.)

Slate is a brittle material and improper methods of repair will cause additional damage to the shingles and increase the chances of leaks.

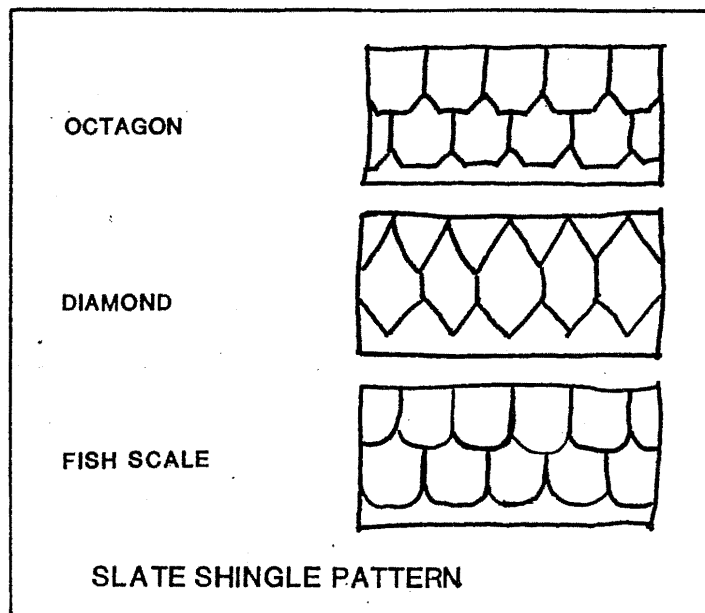


FIGURE #25

Flashing

Although roof flashing is not highly visible, it plays an important role in the moisture protection of a building. Flashing is found at valleys, ridges, and eaves of roofs and at any structure that projects through the roof surface, such as chimneys and vents. Historic materials include copper, lead, terne, and galvanized sheet metal. The problems with, and treatment of, flashing are similar to those of metal roofing. It is recommended that old flashing material generally be replaced at the same time that the roofing material is replaced. The expected life of the flashing material used should meet or exceed that of the roofing material used. (Refer to Figure #26.)³

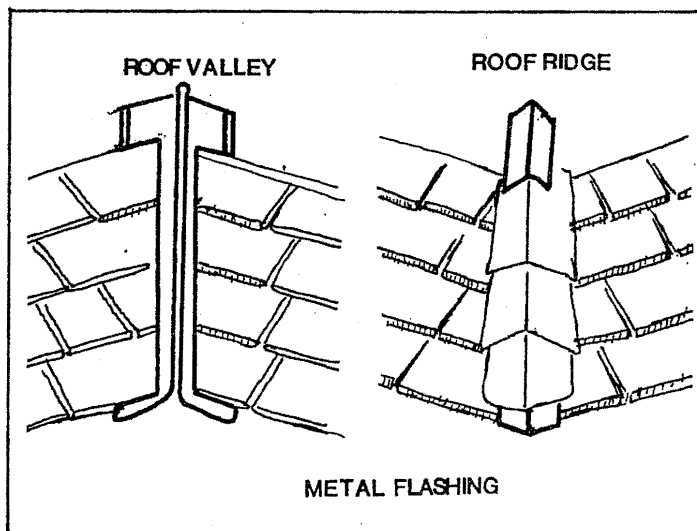


FIGURE #26

³Ibid., p. 233

Cresting and Finials

On Second Empire and Queen Anne buildings, metal crestring and metal finials were commonly used at roof ridges and peaks. Since these pieces are especially difficult to reach and are greatly exposed to the weather, little of this decoration remains today. If still intact on a building, crestring and finials must be retained and protected. They should be closely inspected, and repaired and painted unless made of copper. Replacement of missing pieces is desirable. Missing pieces should be duplicated from existing fragments or from historical information. (Refer to Figures #27-28.)

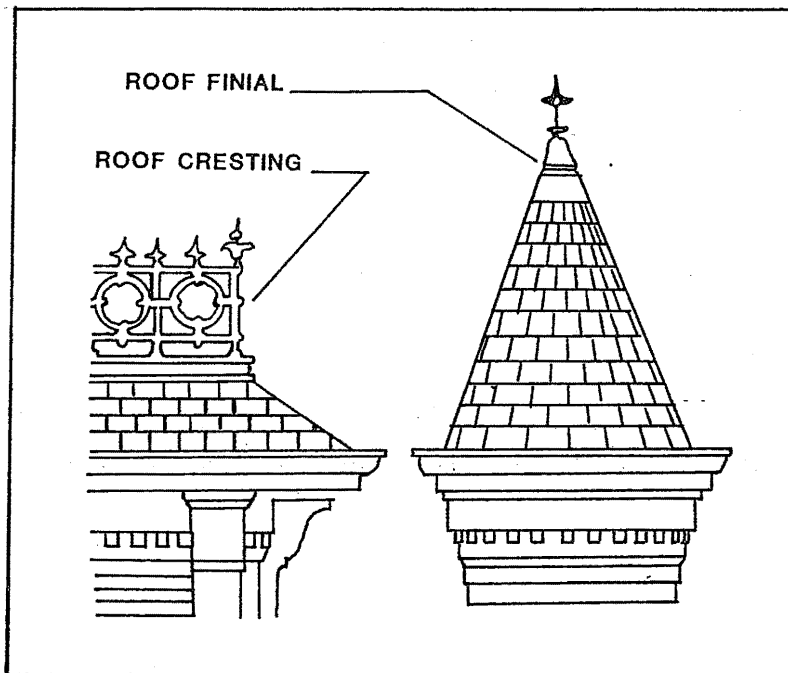


FIGURE #27 FIGURE #28

Dormers

Commonly used as special roof features, dormers often have rich detail or ornamentation. If the top floor is an attic space, they provide important ventilation for the roof structure. Their construction is generally wood with the roofing material matching that of the main roof. Dormers should not be removed nor their shape or detail changed. Do not add dormers to a house that did not originally have them. (Refer to Figure #29.)

Since dormers are difficult to reach and often serve unused space, maintenance needs are too frequently overlooked. Regular inspection of the roofing, flashing, siding, trim, and windows is recommended.⁴

⁴Ibid., p. 234.

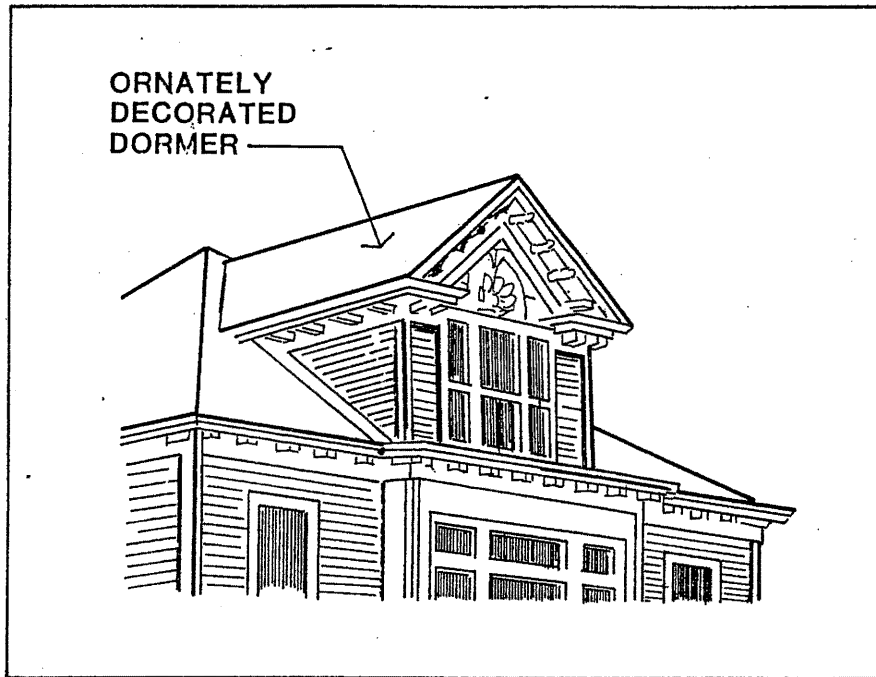
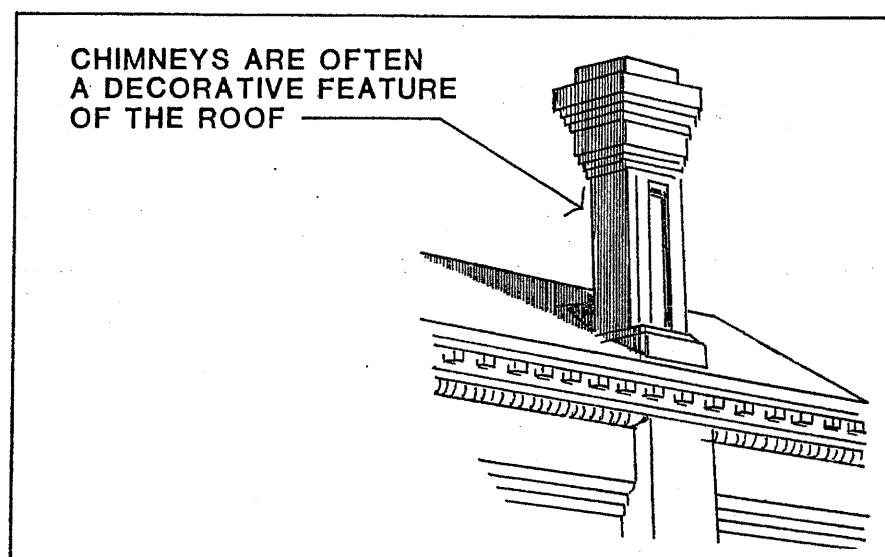


FIGURE #29

Chimneys

Exhausting of fireplaces and furnaces is performed by chimneys. Although functional, they are special ornamental features on some architectural styles such as Queen Anne and Second Empire. They are most commonly constructed of brick and should be inspected regularly for eroded mortar joints and worn brick. Chimneys, which lend essential character to a roof must be preserved.⁵ (Refer to Figure #30.)



⁵Ibid., p. 234.

FIGURE #30

Cornices and Eaves

On Second Empire, Italianate, Green Rivival, and Queen Anne buildings, wood trim at the cornices or eaves is often the most decorative detail on the facade. A special effort should be made to keep important decorative detail intact. Proper roof water drainage as discussed under gutters and downspouts, is critical to maintaining cornices and eaves.

Wood trim should be painted to prevent splitting from swelling and shrinking and to prevent deterioration from damprot. If not properly maintained, nails securing brackets and other trim pieces may be weakened by rust. Connections should be inspected and pieces resecured to the building.

Ventilation of the eave or cornice is important. On older buildings, vents were often not provided. Installation of narrow slits with insect screen attached or circular vent discs is recommended if venting does not exist.

On Italianate or Classic Revival buildings with gabled roofs and cornice returns, a common alteration has been the boxing-in of the return to keep birds from roosting. This treatment is unsightly and alternate methods such as applying a mesh with pointed prongs to the surface should be investigated.⁶ (Refer to Figures #31-32.)

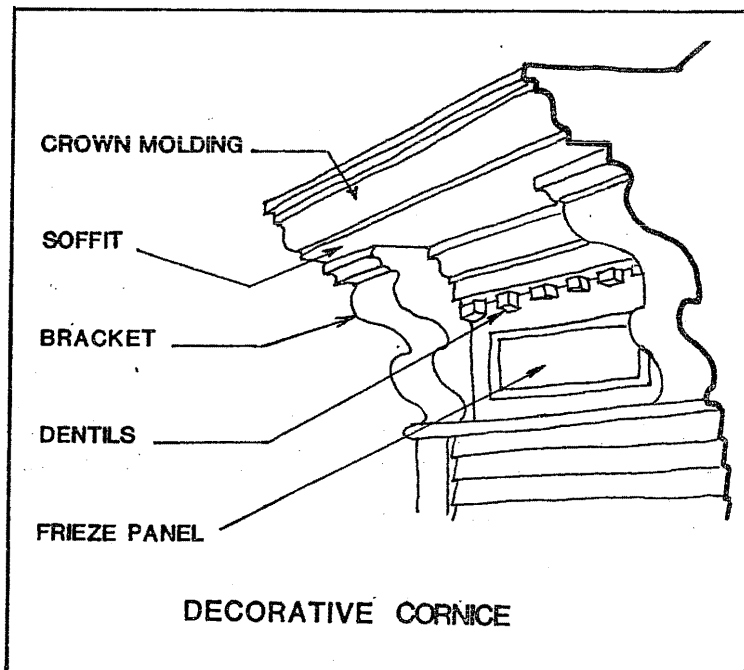


FIGURE #31

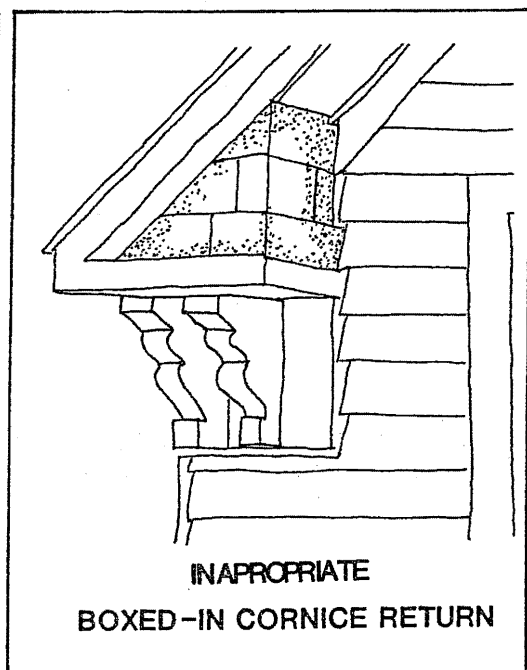


FIGURE #32

⁶Ibid., p. 235.

Gutters and Downspouts

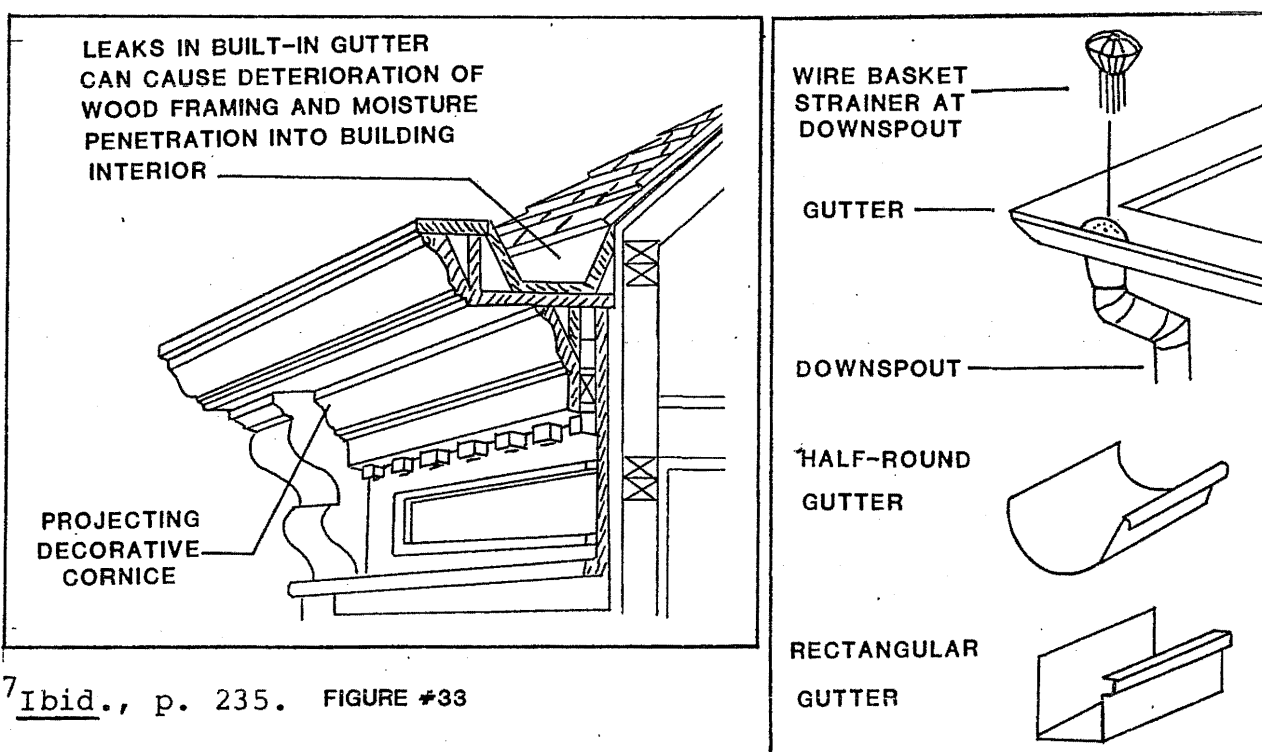
Roof and water run-off is carried by gutters either built into the projecting cornice or exposed on the face of the eave. Historic materials include copper, terne, and galvanized steel. More contemporary materials include aluminum. Adequate roof drainage is mandatory to protect the building from the weather.

For built-in gutters, maintenance is especially critical since leakage from deterioration will cause the rotting of cornice framing members. Yearly inspection for rust or for faulty solder joints is recommended. Tern or galvanized metal should be painted with the type of paint recommended for each. Faulty solder joints should be repaired. As with metal roofs, tar or asphalt patching compounds should not be used to repair metal gutters.

Exposed gutters should also be checked periodically for deterioration. Water streaks on the facial or wall may indicate a low spot where adjustment is needed to assure positive drainage toward the downspout.

Gutters and downspouts can become clogged with leaves and debris. Wire baskets at the downspouts and screens in the gutters are ways to trap the debris. Periodic removal of debris is necessary.

Built-in gutters are frequently roofed over and replaced with exposed gutters. When replacing exposed gutters, care should be taken to select the appropriate profile. Plain round or rectangular gutters and downspouts were common to many early styles. (Refer to Figures #33-34.)



⁷Ibid., p. 235. FIGURE #33

FIGURE 34

Walls

Wood. A majority of the buildings in the Historic Districts are of wood frame construction, sided with clapboard or wood shingles. The original quality of wood siding is an essential ingredient of these structures' architectural quality. Deteriorated material should be repaired or replaced where necessary in such a manner that original size, shape, and texture are matched as closely as possible.

Over the years, synthetic siding such as aluminum, vinyl, cement asbestos plates, and asphalt shingles have been applied over the original wood siding on many buildings. Although aluminum and vinyl can match the exposure of the original clapboard, the trim at the gables and windows is often obscured or covered.⁸ (Refer to Figure #35.)

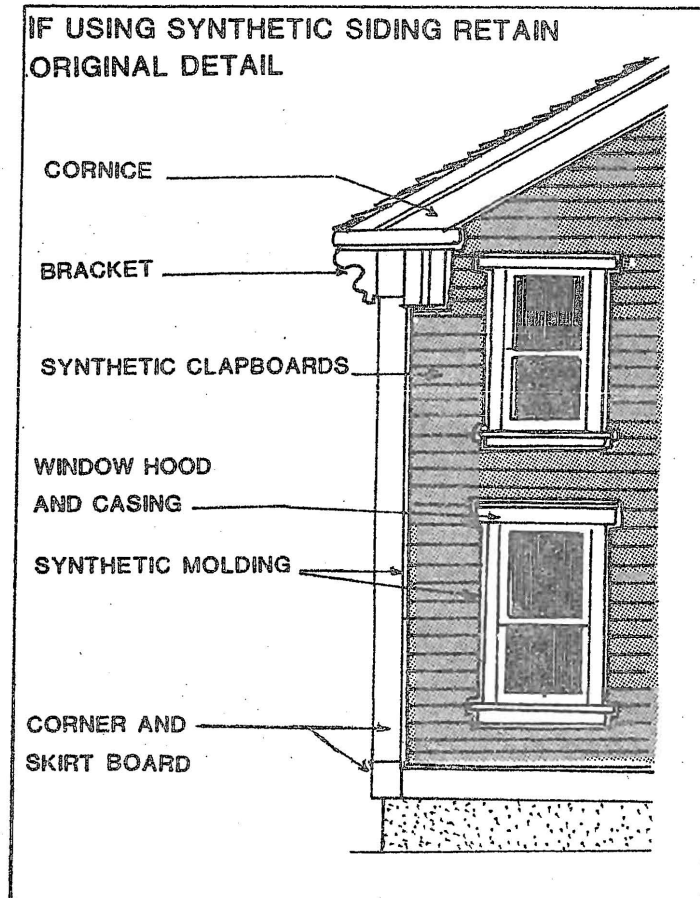


FIGURE #35

⁸Ibid., p. 237.

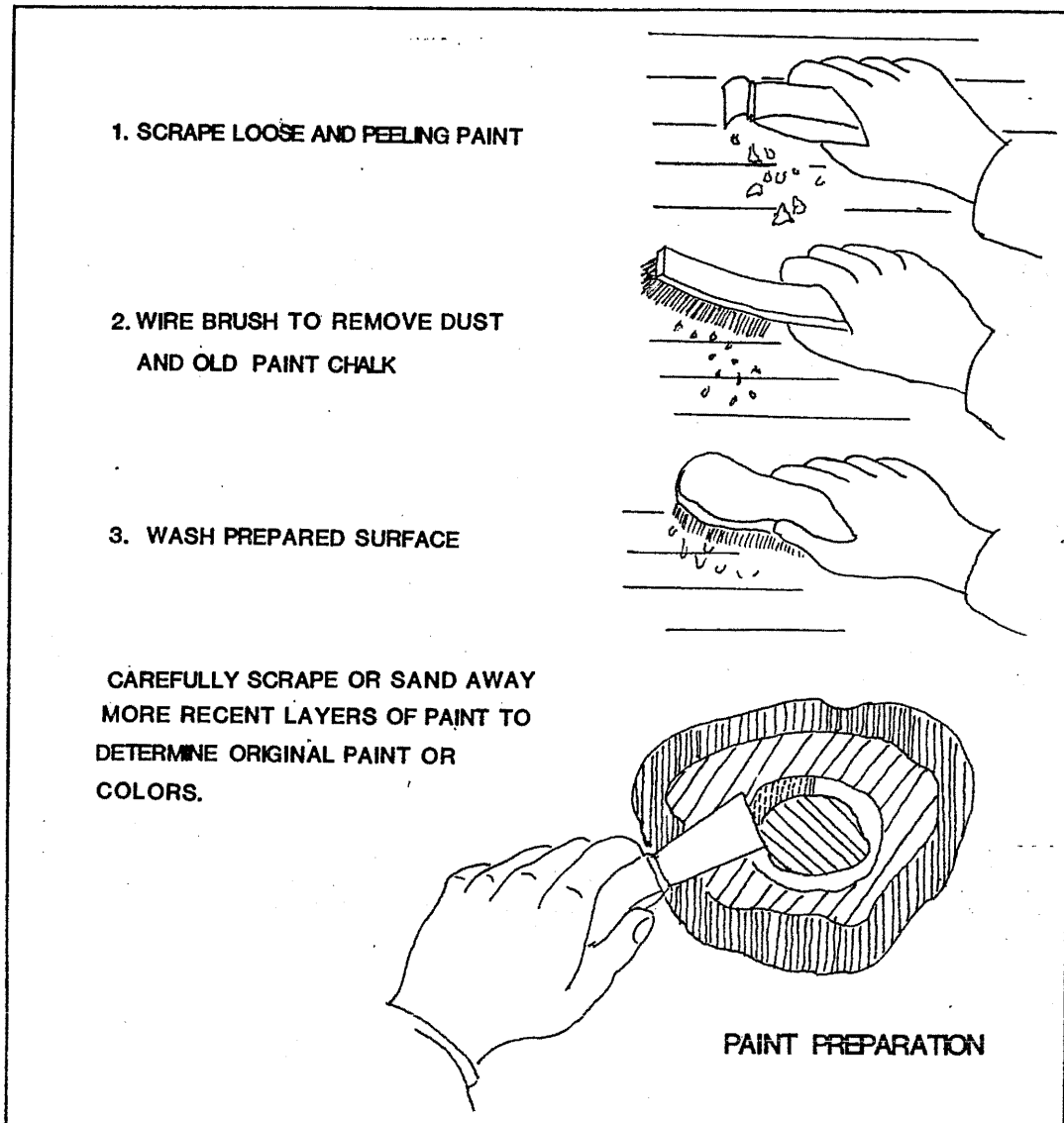


FIGURE #36

Painting or staining of wood siding is necessary for weatherproofing the siding material and protecting interior construction. Scraping, caulking, priming, and painting of wood are necessary maintenance functions. Wall surfaces should be thoroughly washed to remove dirt before repainting. (Refer to Figure #36.)

If properly done with good materials, a paint job should last 5 to 10 years. Spot touch-up is often needed yearly on the west and south facades, which have the greatest exposure to the sun. Excessive paint peeling may indicate a moisture problem. The possibilities of leakage at the roof or in the wall should be investigated.⁹

⁹Ibid., p. 237.

Paint colors are an important part of the architectural style. An indication of the original colors can be determined by scraping away subsequent paint layers with a paint scraper. It is important to remember that multi-colored schemes were common on many styles. If tests for color are being done, a number of locations on the facade should be checked. If original colors can not be determined or a change in color is desired, select colors and color combinations appropriate to the style and period of the building.

Masonry. Brick is the most common masonry material in the districts. The few stone buildings noted are public buildings such as libraries or quasi-public buildings such as churches or synagogues.

There are two types of bricks; face brick and common brick. As the name implies, common brick was, and still is, more widely used.

Brick surfaces become dirty with time from air-borne pollutants. This dirt will hold moisture and harbor organic growth especially on the north sides of buildings. Masonry surfaces can

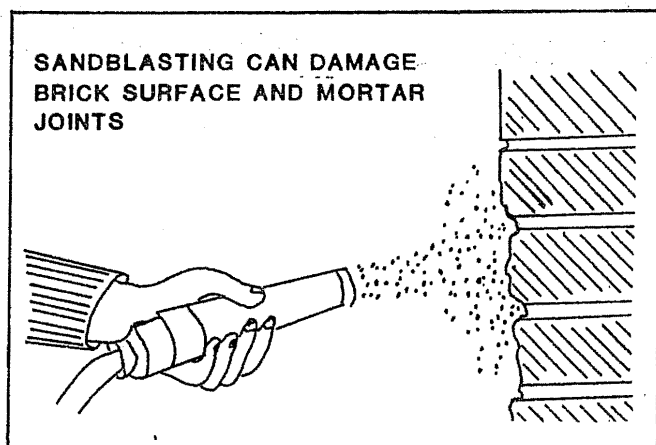


FIGURE #37

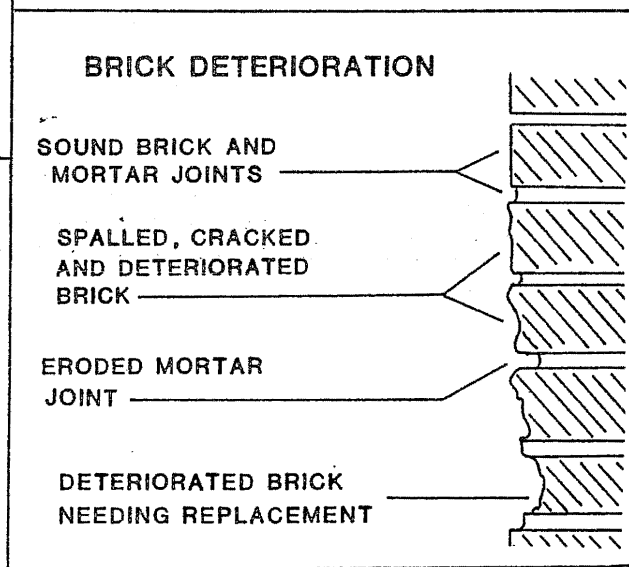


FIGURE #38

be cleaned or paint removed by applying chemicals and rinsing with a low pressure water wash. Care should be taken in selecting a chemical for cleaning. Test panels of different chemicals should be made before cleaning an entire building. (Refer to Figure #37-38.)

Abrasive cleaning, such as sandblasting, will do irreversible damage to a masonry surface and should not be used to remove paint or clean a building. Abrasive blasting removes the hard outer "skin" of brick and roughens the surface, making it more susceptible to trapping dirt and moisture that cause deterioration.¹⁰

Deteriorated joints should be tuck-pointed by first removing loose mortar with hand tools to a minimum depth of 1/2" and filling the joint with new mortar that matches the color and texture of the original. Test patches should be done to insure a proper match. (Refer to Figure #39.)

Deteriorated bricks should be removed and replaced with "new" bricks to match color, texture, and size of the original. When matching brick color and texture, use a cleaned area of the original wall surface.

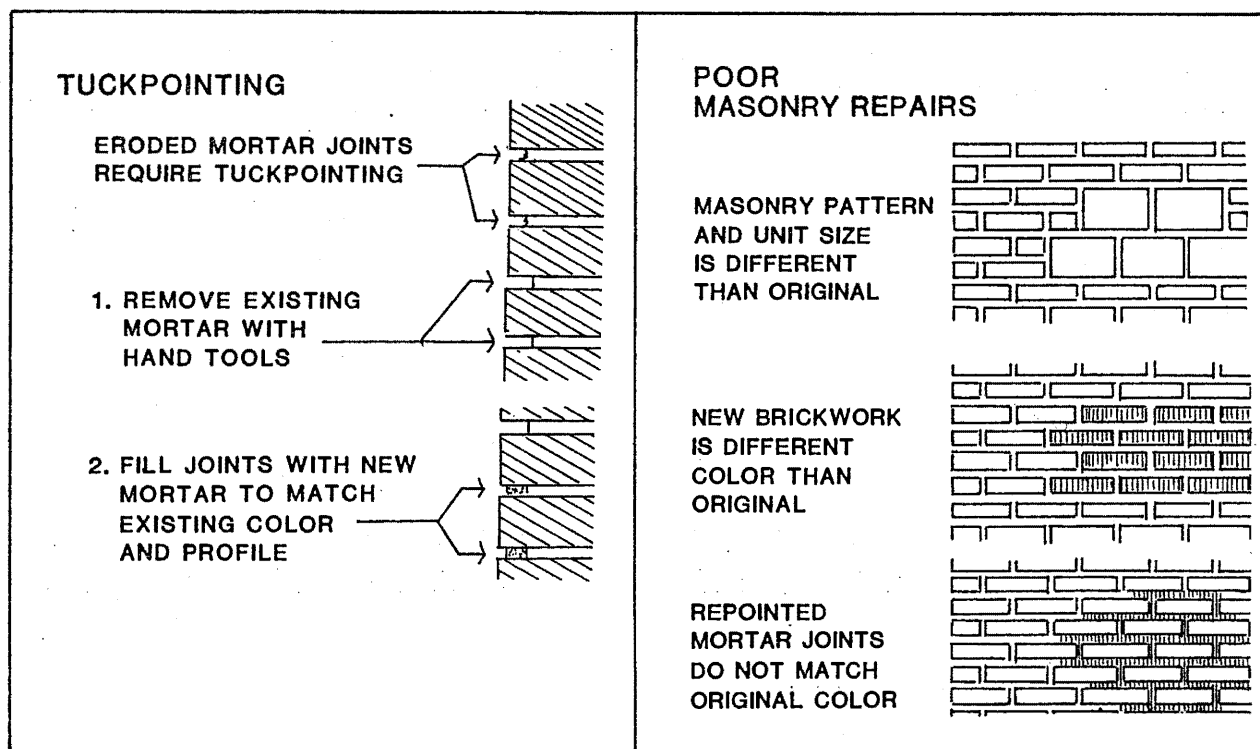


FIGURE #39

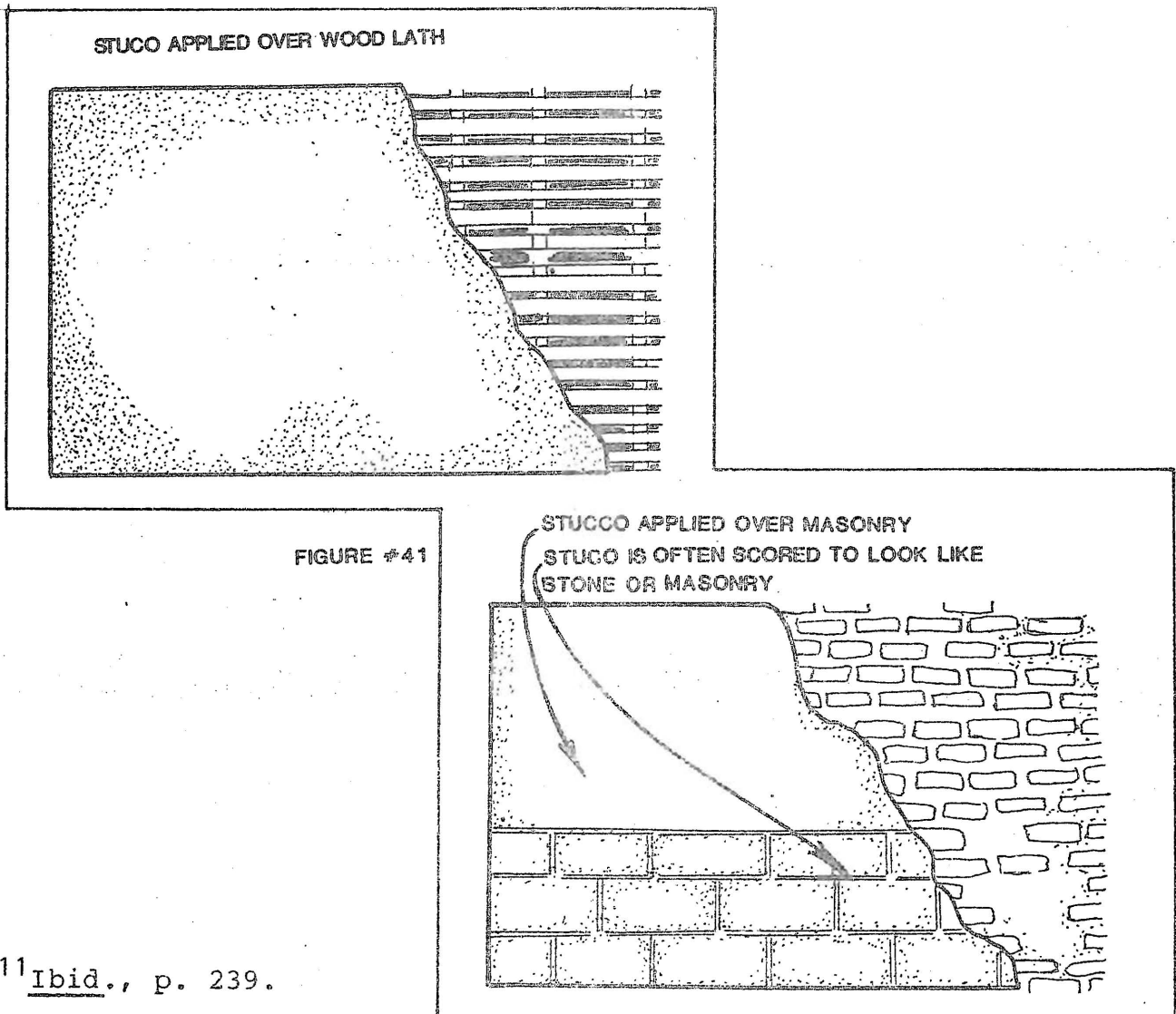
FIGURE #40

¹⁰Ibid., p. 239.

Often previous efforts to repair mortar joints or brick walls have created unsightly areas of mismatching brick and mortar. Those problems should be corrected by removing the inappropriate material and replacing it with material that matches the original.¹¹ (Refer to Figure #40.)

Stucco. Stucco is a cement plaster applied over a brick or wood substrate. Often it was scored to appear like stone. Stucco surfaces have a rough texture and become dirty from air borne pollutants. Surfaces should be cleaned with a low pressure wash, especially if painting is planned.

Spalling stucco is often caused by moisture deteriorating the bond between the stucco and its substrate. Investigate to determine if a singular source of the problem can be identified. When repairing or patching stucco, match the surface texture of the original. (Refer to Figure #41.)



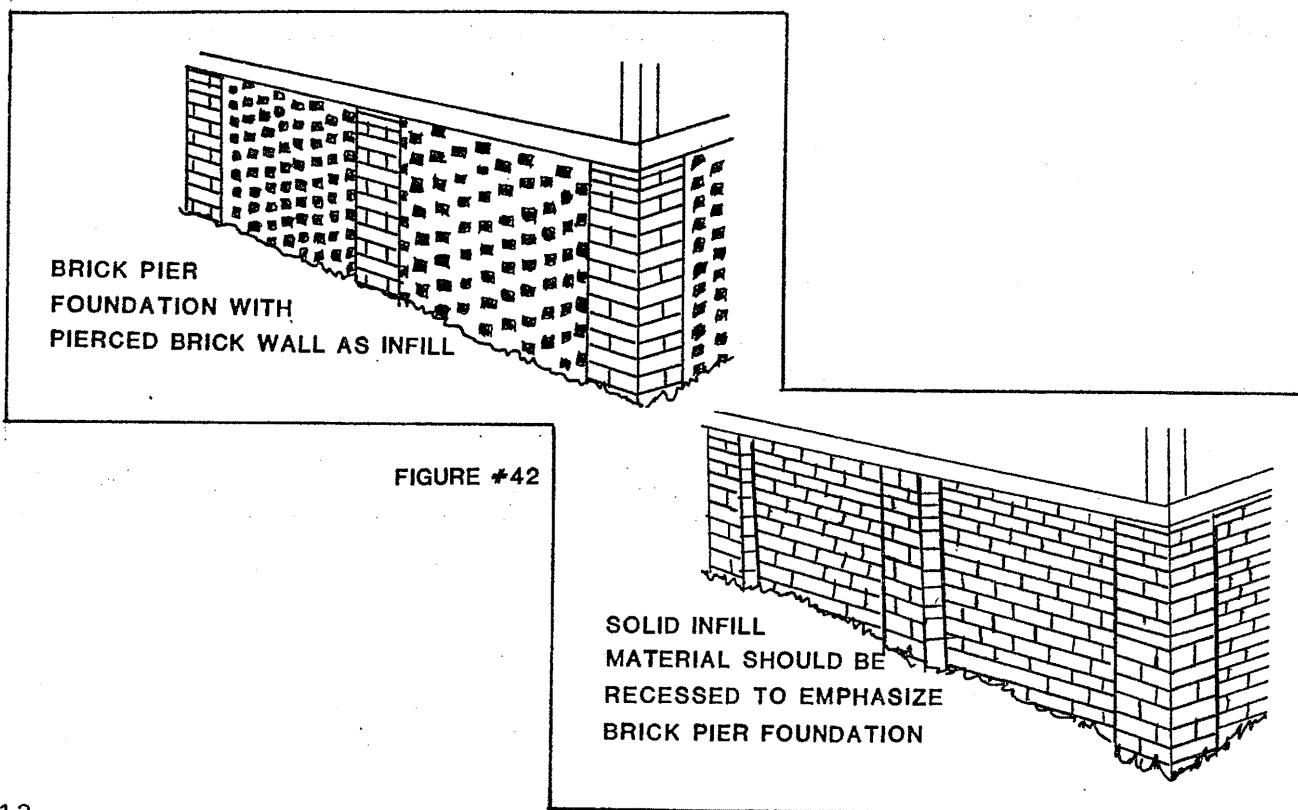
¹¹Ibid., p. 239.

Foundations

The most typical foundation in the historic districts consists of brick piers. Other types of exposed foundations include brick or stone walls on masonry buildings. Bricks and mortar joints of foundations are subject to the same deterioration discussed in the masonry wall section.¹²

Bowing of brick piers is a common condition and often an indication of structural problems. This condition can be noted on buildings on sloping sites where the height of the piers is great. Reconstruction or reinforcement of bowing piers is recommended. If reconstructed, metal reinforcement bars should be added to piers for extra strength.

Some buildings in the districts were originally built with pierced brick screen walls infilling between piers. On other buildings, however, a common alteration has been the infilling of the void between the piers with an inappropriate material such as concrete block. If this alteration is planned, brick should be used, preferably in a design expressing piers. If a solid infill is used, the infill material should be set back at least 4" from the face of the piers. For existing or proposed concrete block infill, the block should be painted a dark color to reduce its visual presence.¹³ (Refer to Figure #42.)



¹²Ibid., p. 240-241.

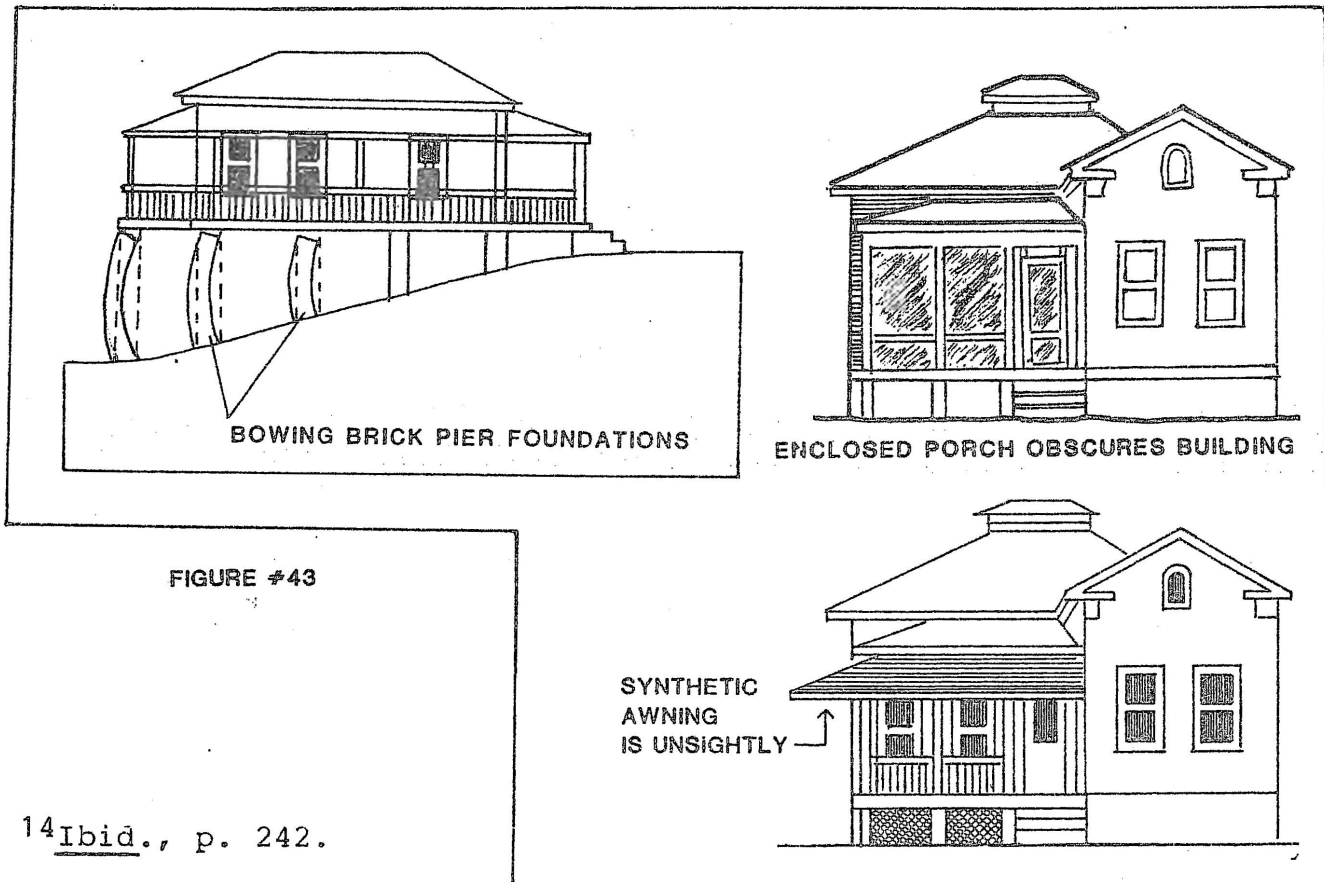
¹³Ibid., p. 241.

Porches

Porches are important features of many styles and often are the most decoratively treated element on the building. It is recommended that porches and steps that are appropriate to a building and its development not be removed. Porches reflecting architectural styles are often important to a building's historic integrity.

The treatment of porch cornices or eaves generally reflects that of the main roof. Additionally, roofing and foundation materials are the same. The conditions and recommended treatments discussed in the Roof and Foundation sections also apply for the porch.

Wood is the predominant material used in porches although some buildings in the districts have brick or metal columns. Wood porch decks are especially susceptible to deterioration from moisture. If constructed of tongue-and-groove planks, they must be painted to avoid swelling and buckling from moisture. When replacing deteriorated decking material, the underside should be primed for additional control of moisture. If a porch deck has been neglected for any length of time, the platform framing members may also be deteriorated and in need of replacement. Bowing of porch columns is often a result of deterioration of the platform framing.¹⁴ (Refer to Figure #43.)



¹⁴Ibid., p. 242.

Aluminum or fiberglass awnings have been installed on many porches for shade. The materials and their design are inappropriate and the resulting appearance is often unsightly. Alternate methods for sun screening should be investigated, such as reed or canvas shades. If awnings are preferred, they should be constructed of canvas instead of a synthetic material.

A frequent alteration to porches is its enclosure with infill walls and windows. This significantly changes the buildings appearance and often obscures important detail. The removal of infill construction is encouraged.

Another common alteration is the replacement of original wood porch columns, balustrades and platforms with inappropriate materials such as wrought iron, concrete block, and precast concrete.

Windows

The shape and size of window openings and their locations on the facade are important design characteristics of a building. Existing windows should be retained and/or repaired as necessary to preserve original building qualities. Enlargement of original openings or the addition of new openings is discouraged.¹⁵

Wood double hung windows are the most common type found on buildings in the districts. The number of glass lights per sash varies from one to as many as nine.

Wood windows are subject to deterioration from water. Horizontal surfaces such as the meeting rail, bottom rail, and sill of a window unit usually deteriorate first. It is important to keep a window painted and the glazing putty at the edges of the glass intact to prevent damprot. Glazing putty will dry, crack, and eventually peel. The putty should be repaired when window units are painted.

Pieces with damprot should be repaired by replacing the deteriorated part. Often when a meeting or bottom rail is bad, the side rails at the joint are bad also. If so, replacement of the entire sash may be necessary.

Sills that are weathered may not be rotted. Probe the sill when dry with a knife blade. If it feels "spongy" or splinters easily, then replacement is generally needed. If it feels sound, then wood filler and paint will extend its useful life.¹⁶ (Refer to Figure #44.)

¹⁵Ibid., p. 244.

¹⁶Ibid., p. 245.

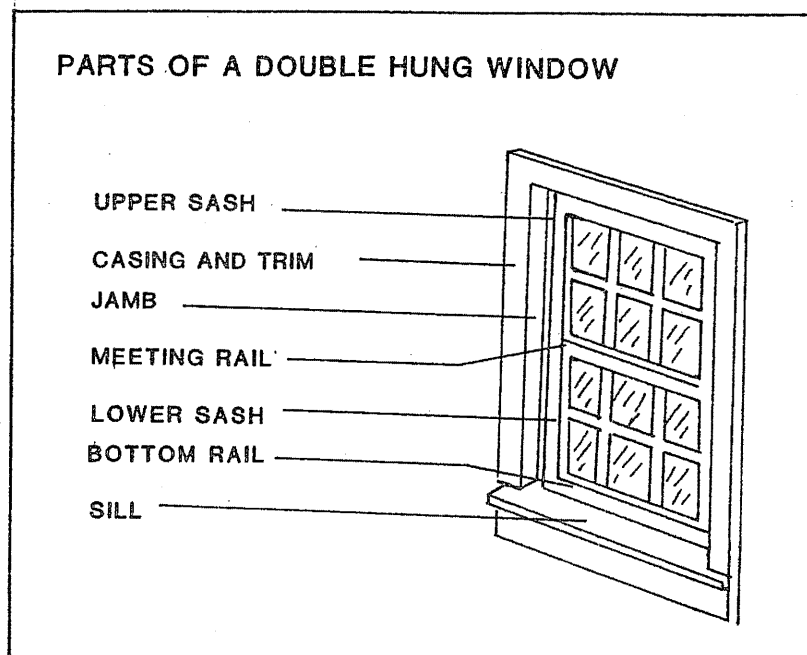


FIGURE #44

Air infiltration is a problem with older wood window units. Felt, metal, or other weatherstripping materials in the window tracks and at the meeting rail will help reduce heat loss and dust infiltration. Storm windows are a more effective energy conservation treatment. Wood storm windows are most appropriate. However, aluminum storm windows can be an acceptable alternative if they are visually unobtrusive, do not damage existing frames, and can be removed in the future to expose the original window configuration. Millfinish units should not be used. Aluminum windows are available with a baked enamel or anodized finish in several colors. If aluminum windows exist on a building, it is recommended that they be painted. Storm windows should conform to the shape of the windows. The tops of curved or pointed window units should not be boxed in to accommodate rectangular storm units.

Shading of windows is often accomplished through the use of awnings. Metal or plastic awnings are inappropriate materials and detract from the building's appearance. Canvas awnings on a metal frame are historically appropriate. A low sheen or flat finish vinyl is an acceptable alternative to canvas. On some architectural styles, such as Greek Revival, the original window treatment included wood blinds or shutters.¹⁷

¹⁷Ibid., p. 245.

Doors

With few exceptions, entrance doors are wood paneled, single or double in width. On Greek Revival and Classic Revival buildings, fan lights, transoms, and sidelights are common. On other styles, a glass light in the door is a frequent feature. Introducing new door openings into principal elevations, or enlarging or reducing original door openings is completely inappropriate.¹⁸

Recommendations in the window section apply also for weatherization of doors. (Refer to Figure #45.)

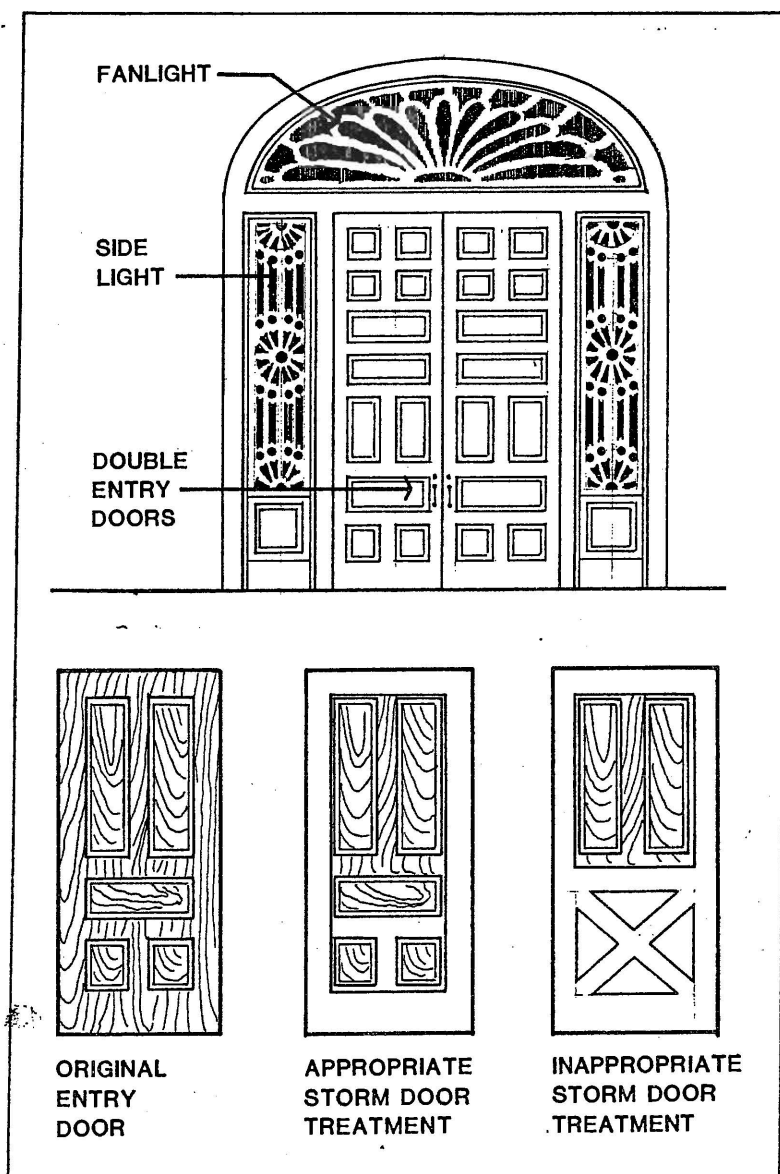
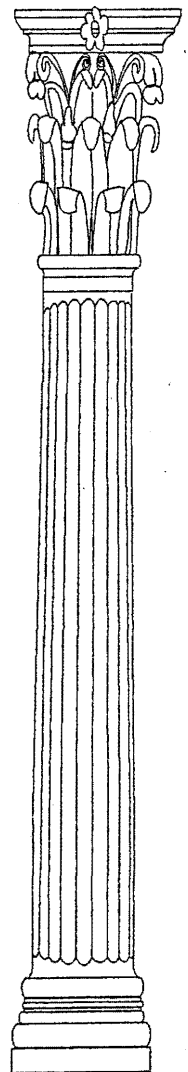
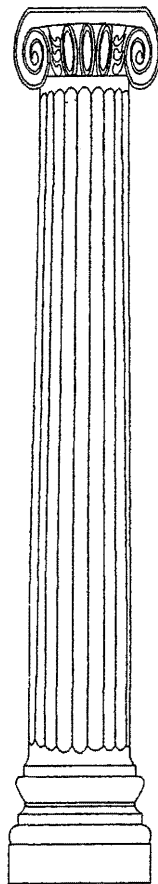
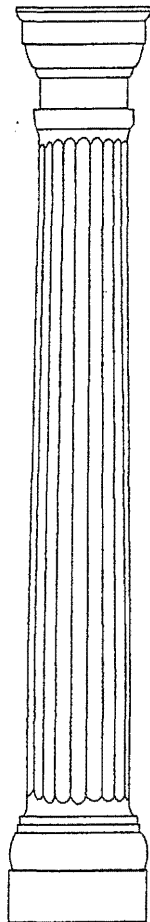


FIGURE #45

¹⁸Ibid., p. 246.

STREETSCAPE



STREETSCAPE

Streetscape in this context includes such features as fences and walls, walkways and driveways, landscaping, parking areas, and signs. These features are considered as secondary elements to the building which face the street, but are viewed as important to the overall character of the districts. The following examples show some of the acceptable methods of utilizing these features in Macon-Bibb County's historic districts.

Fences and Walls

If an enclosing structure, such as a wall, wrought iron fence, hedge, wooden fence, or low coping is to be added, it should be compatible with adjacent structures. (Refer to Figure #46.)

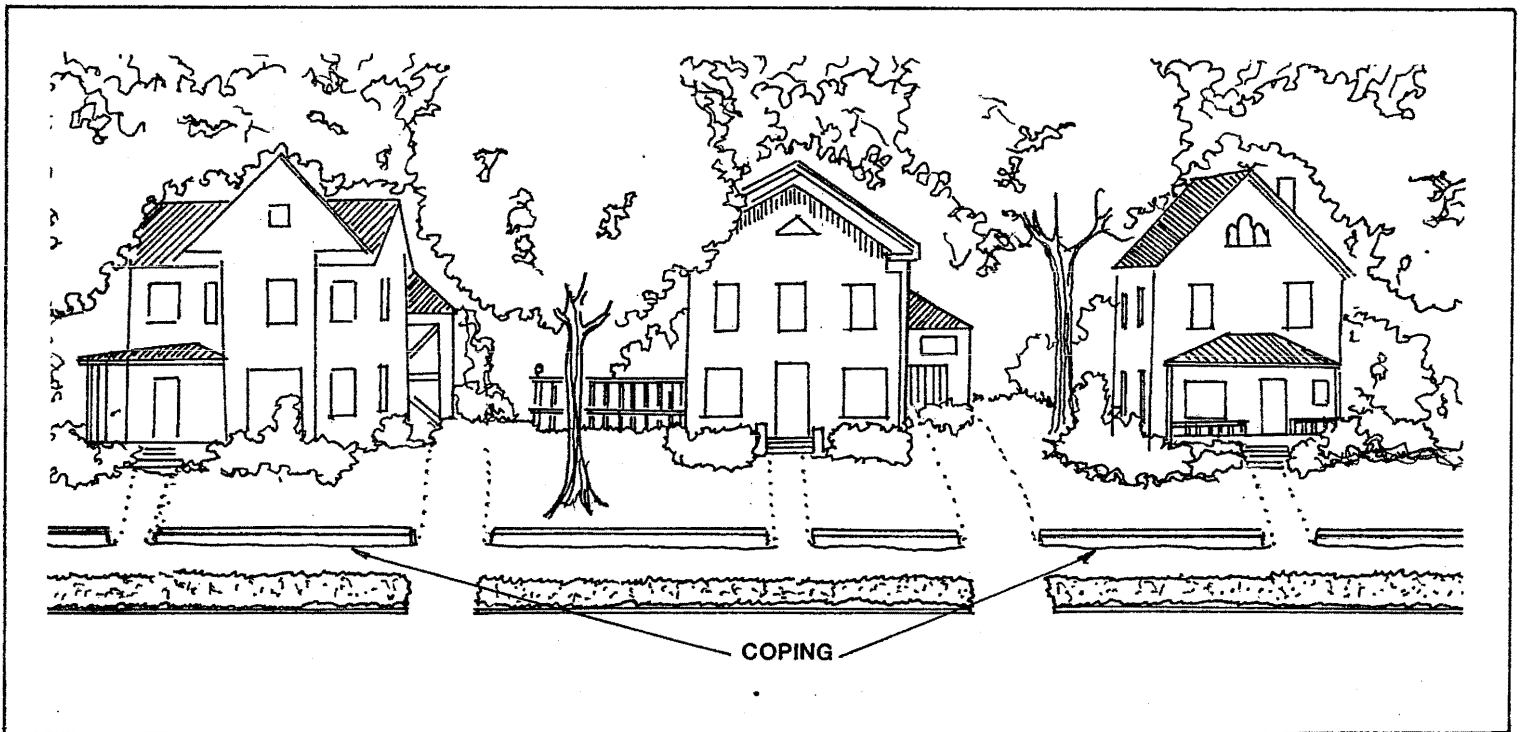


FIGURE 46

Walkways and Driveways

Walks and driveways contribute to a handsome streetscape. However, large expanses of concrete and/or asphalt are generally undesirable because both radiate heat during the summer and is not a historic material in the area. When used on a large scale in historic areas, both paving materials are visually unattractive. Brick and concrete pavers are excellent alternatives to using large expanses of concrete or asphalt. (Refer to Figure #47.)

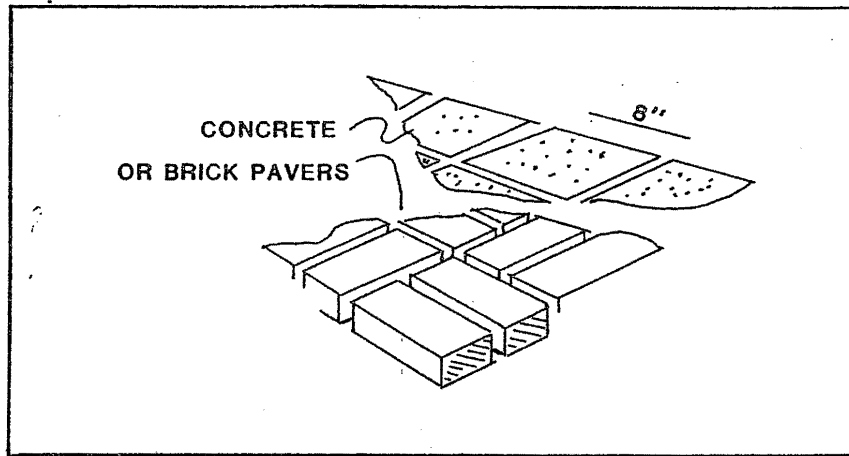


FIGURE #47

Landscaping

Landscaping greatly influences the visual charm of Macon's historic districts. The maturity of vegetation in the area should be considered an irreplaceable resource. Preventative care, such as pruning or feeding should be considered to maintain healthy plant materials. The removal of large trees should be avoided on private lots or public streets. The following sketch shows a typical historic district front yard landscape design. Exotic landscape design should generally be avoided in the historic districts. (Refer to Figure #48.)

The sloping hills in many of the yards in Macon's historic districts require vegetation and ground cover to control run-off. Retaining walls stabilizes the base of many hills in the historic districts. Constructing retaining walls and establishing ground cover where needed will stabilize banks and prevent erosion. (Refer to Figure #49.)

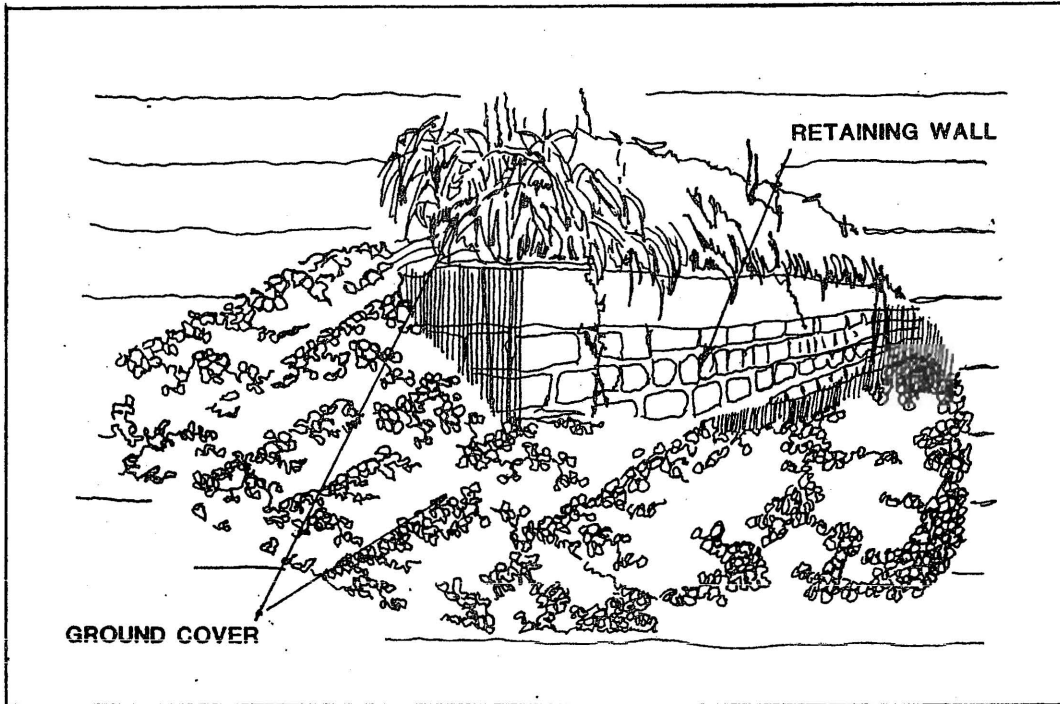


FIGURE #49

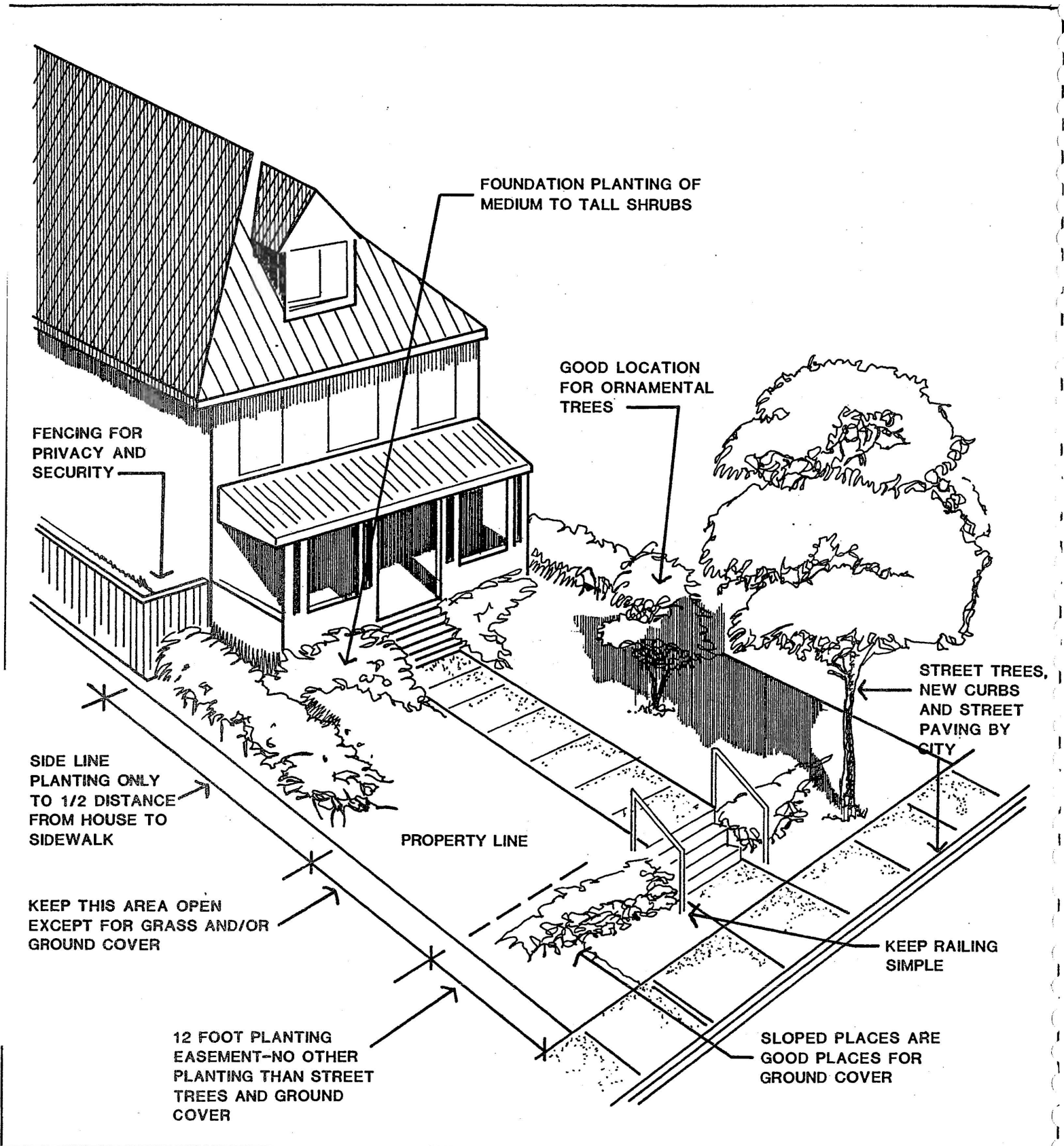


FIGURE #48

The following outdoor features are some of the features that require landscape screening if they are visible from the public right-of-way.

- . Air conditioning units
- . Dumpsters
- . Parking lots
- . Commercial accessory buildings

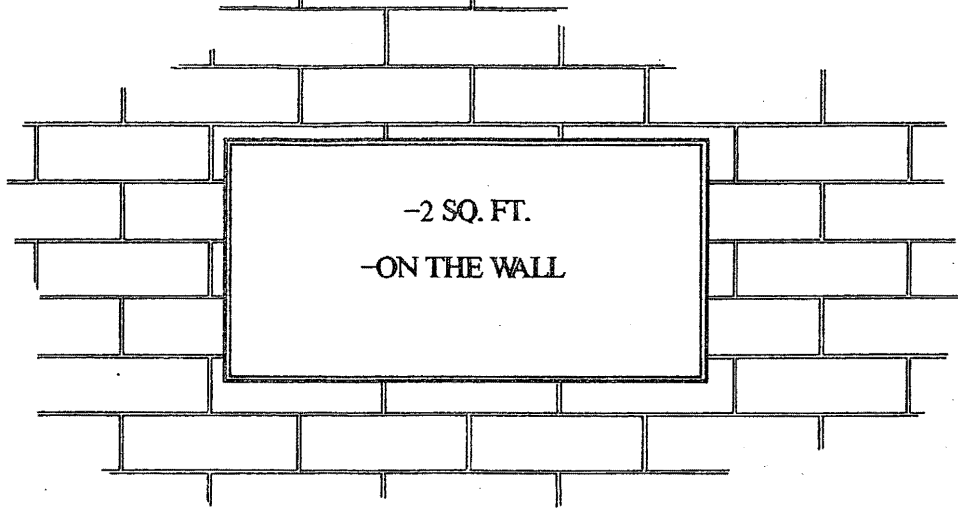
Signage

Signs are one of the most prominent visual elements on the street. More than any other single feature, signs can detract from the most attractive structure and clutter its surroundings.

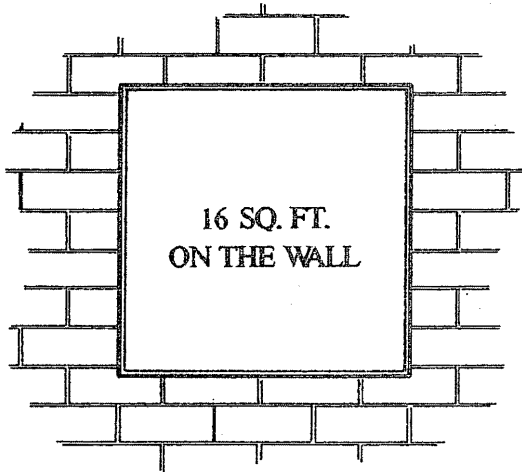
First and foremost, a sign should be visible and legible. To achieve this, concentrate on choosing appropriate details and a proper location. In designing the sign itself, place a premium on simplicity and directness of message. Graphic symbols or simple verbal messages are generally most effective. Try to use materials for your sign that harmonize with the building.

Messages are most easily read when upper and lower case letters are used. For night use, signs should be lighted by an indirect light source. This will reduce glare and ensure that attention is properly focused.

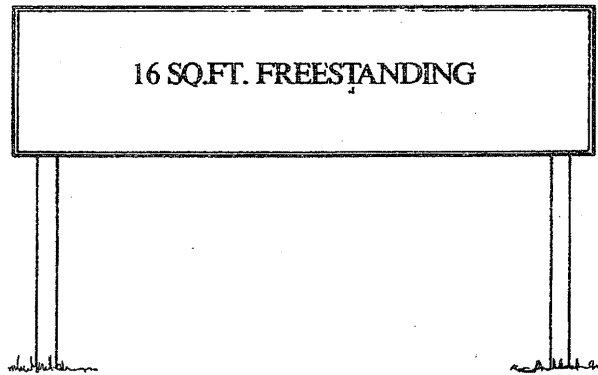
1. PROFESSIONAL OFFICE, NAMEPLATE, /GUESTQUARTERS



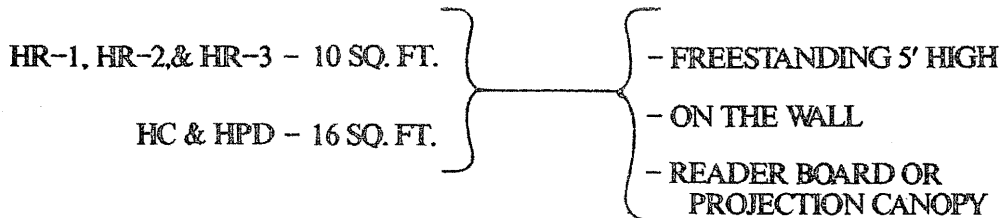
2. BUSINESS SIGNS IN HC AND HPD DISTRICTS



OR



3. INSTITUTIONAL-INCLUDES CHURCHES



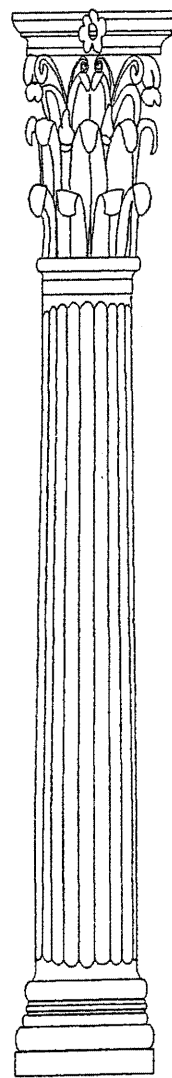
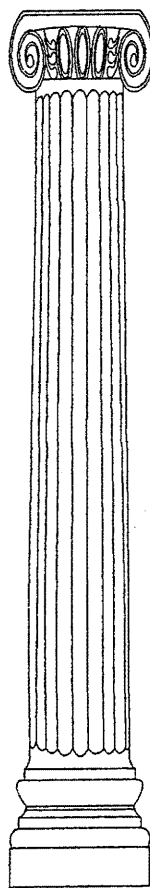
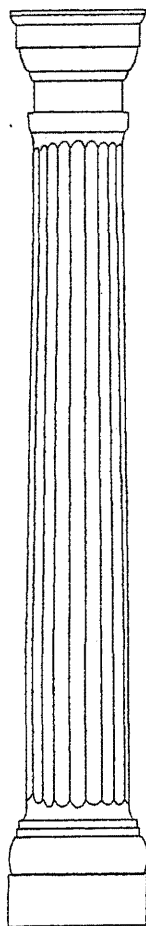
Vehicle Parking

The predominant parking patterns in Macon's historic districts is on-street parking and private garage parking. Asphalt and concrete parking lots are generally located on the side and rear of businesses. Many of these lots lack sufficient landscaping to reduce the impact of expanses of asphalt and concrete.

Proposed parking lots and parking lots improvement require the following design guidelines:

1. concrete curb and gutter or an appropriate alternative for drainage,
2. minimum exposure of pavement;
3. landscape buffers will be located around the perimeter of parking lots with shade trees in the interior of the parking lot;
4. boundary elements such as hedges, fences, and walks are not to be interrupted.

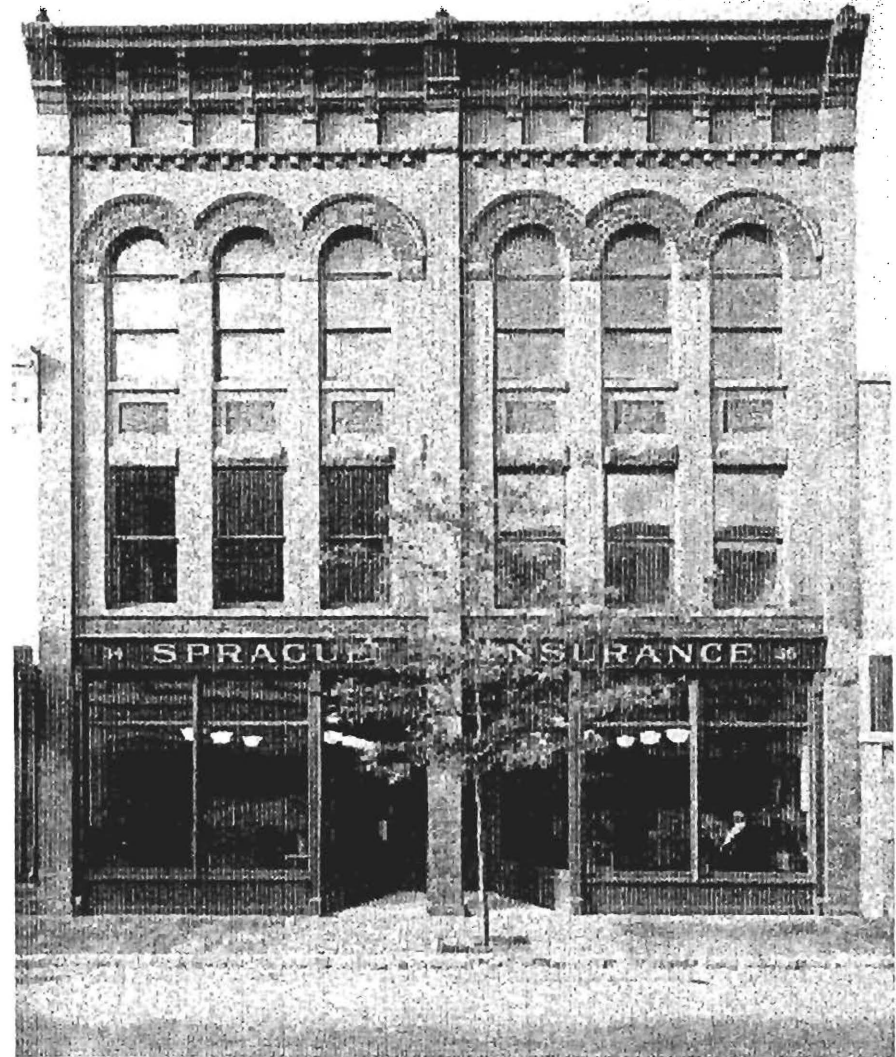
APPENDIX -A



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.

Library of Congress Cataloging-in-Publication Data

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The Secretary of the Interior's standards for the treatment of historic properties: with guidelines for preserving, rehabilitating, restoring & reconstructing historic buildings / Kay D. Weeks and Anne E. Grimmer.

p. cm.

ISBN 0-16-048061-2

1. Architecture--United States--Conservation and restoration--Standards. 2. Historic buildings--United States--Conservation and restoration--Standards. I. Grimmer, Anne E. II. United States, National Park Service. Preservation Assistance Division. III. Title.

NA106.W44 1995
720".28"8021873--dc20

95-23913
CIP
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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 & 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.

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.

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.

Rehabilitation

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.

Rehabilitation

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.

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

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.

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.

Rehabilitation

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.

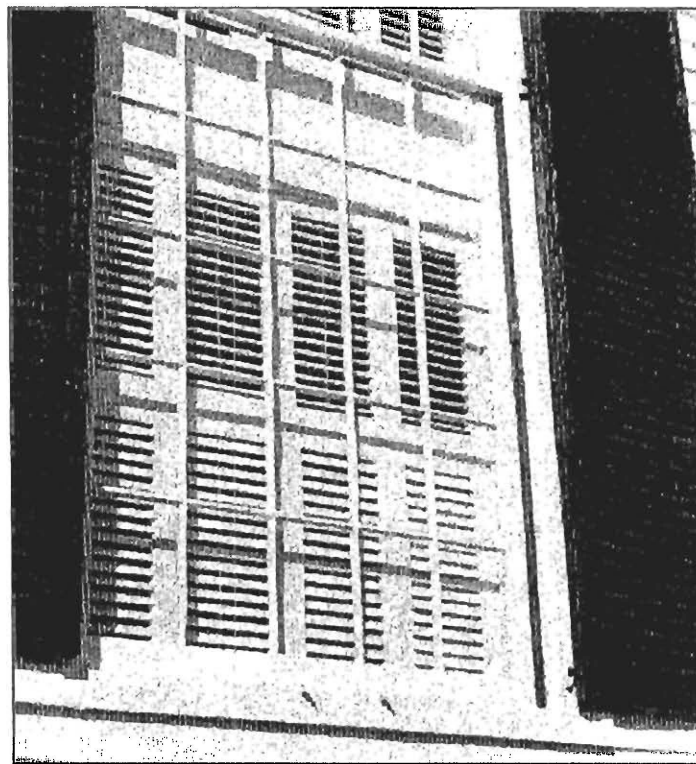


Not Recommended

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.



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.

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.

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

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.

Rehabilitation

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.

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

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.

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.

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.

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.

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.

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

Design for the Replacement of Missing Historic Features

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.

Alterations/Additions for the New Use

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.

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.

Not Recommended

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

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

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

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.

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.

Rehabilitation

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

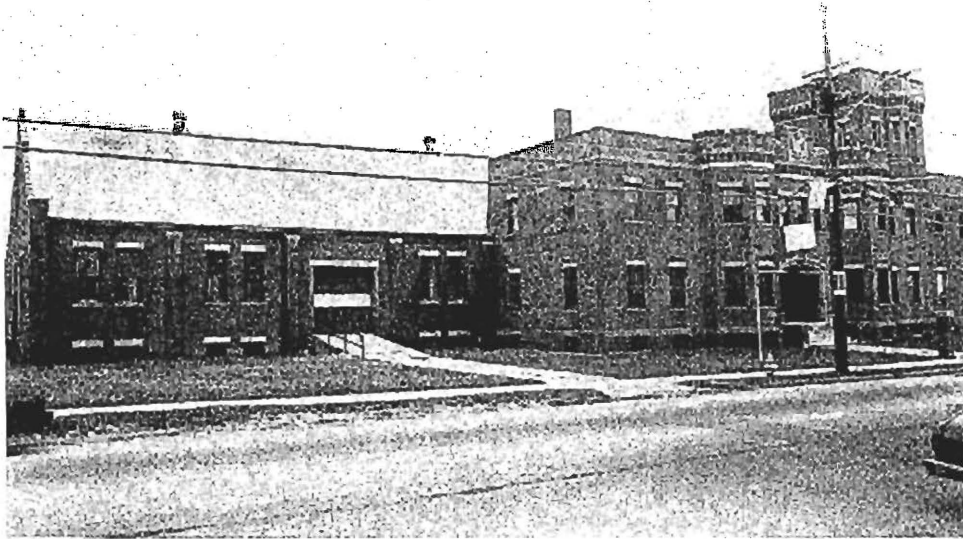
Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

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

Installing new windows, including frames, sash, and muntin 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.

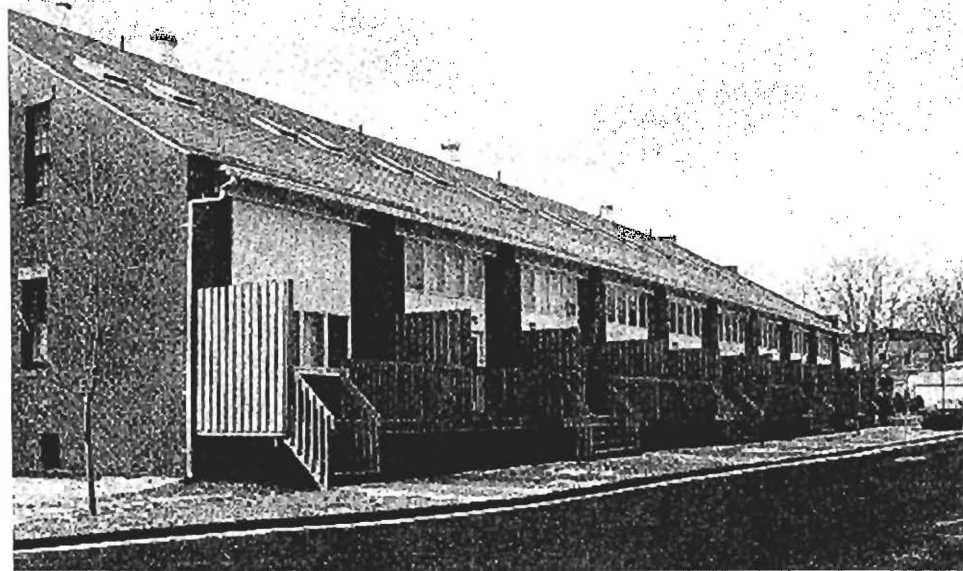
Rehabilitation



a



b



c

(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.

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.

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.

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.

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.

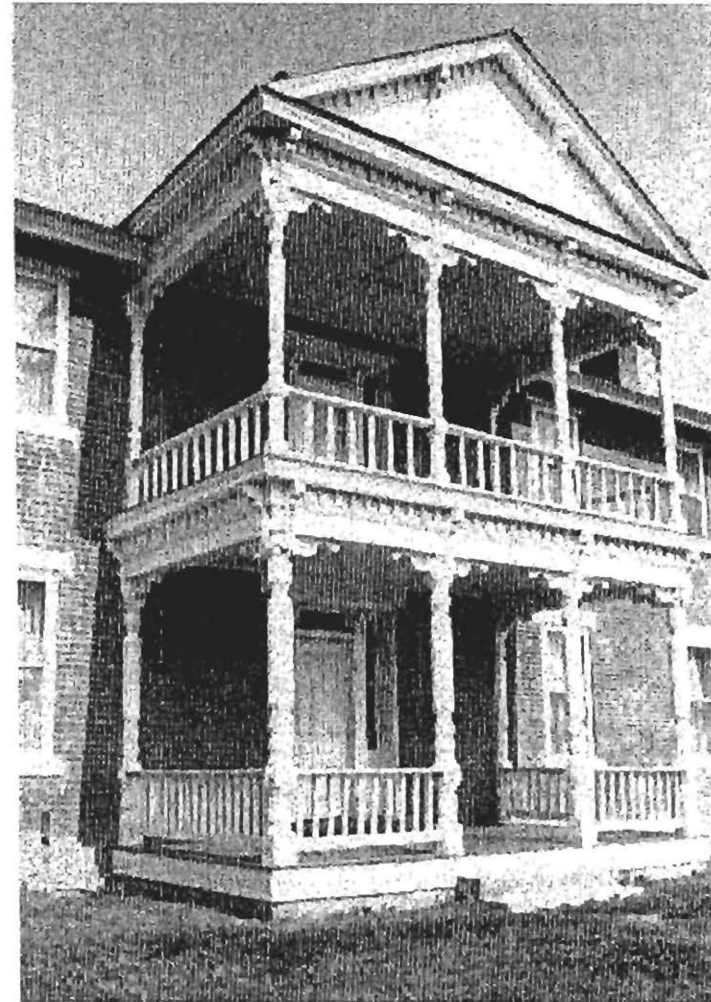
Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

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

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.

Rehabilitation



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 buildings, 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.

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.

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.

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.

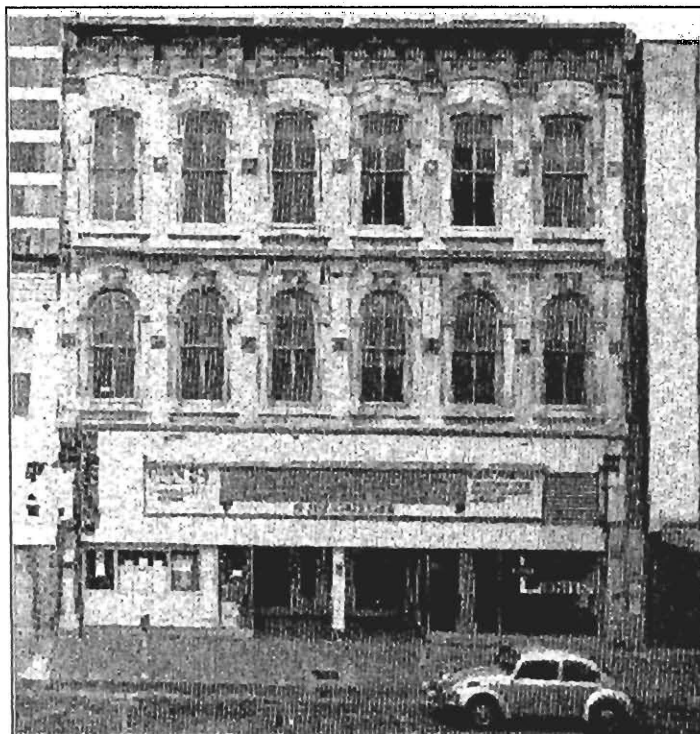
Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.

Not Recommended

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

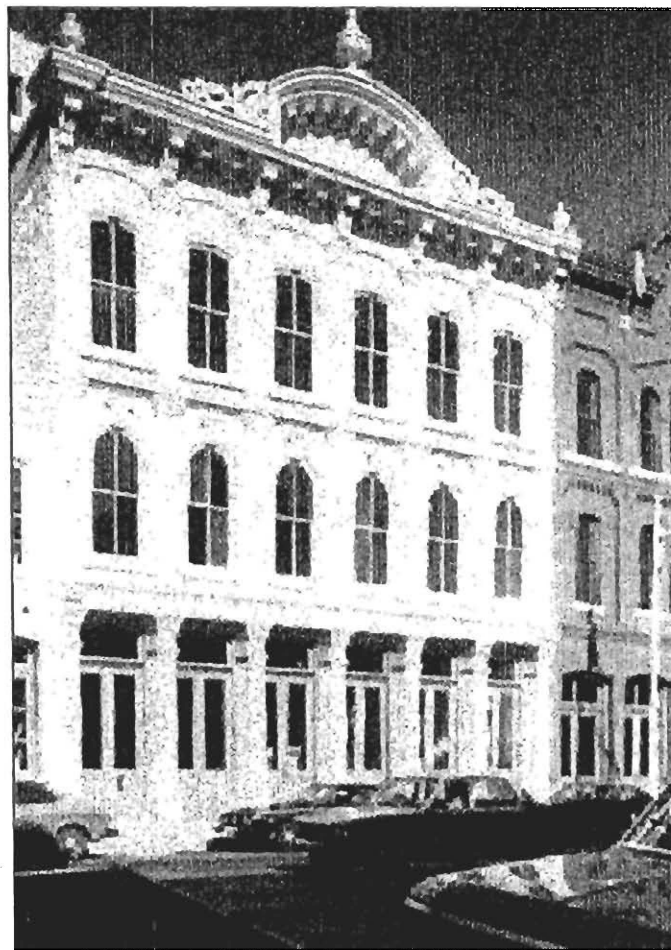
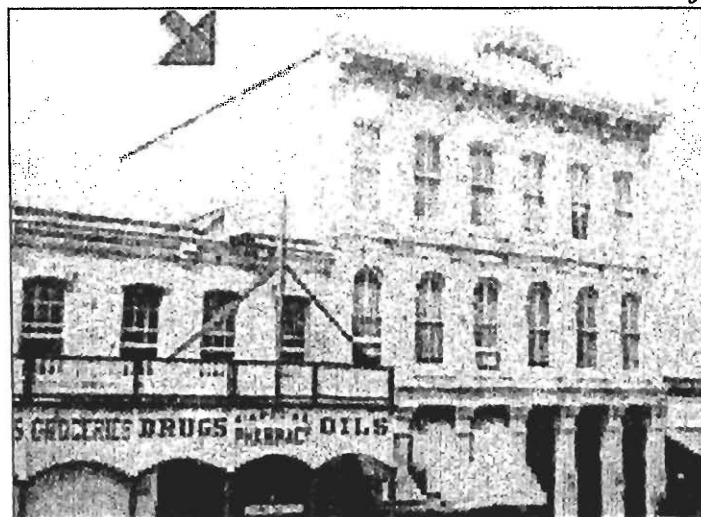
Introducing a new design that is incompatible in size, scale, material, and color.

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



a

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.

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.

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.

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.

Rehabilitation

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.

Recommended

Alterations/Additions for the New Use

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.

Correcting structural deficiencies in preparation for the new use in a manner that preserves the structural system and individual character-defining features.

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.

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.

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.

Not Recommended

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.

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.

Installing new mechanical and electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to the structural members.

Inserting a new floor when such a radical change damages a structural system or obscures or destroys interior spaces, features, or 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.

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.

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.

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.

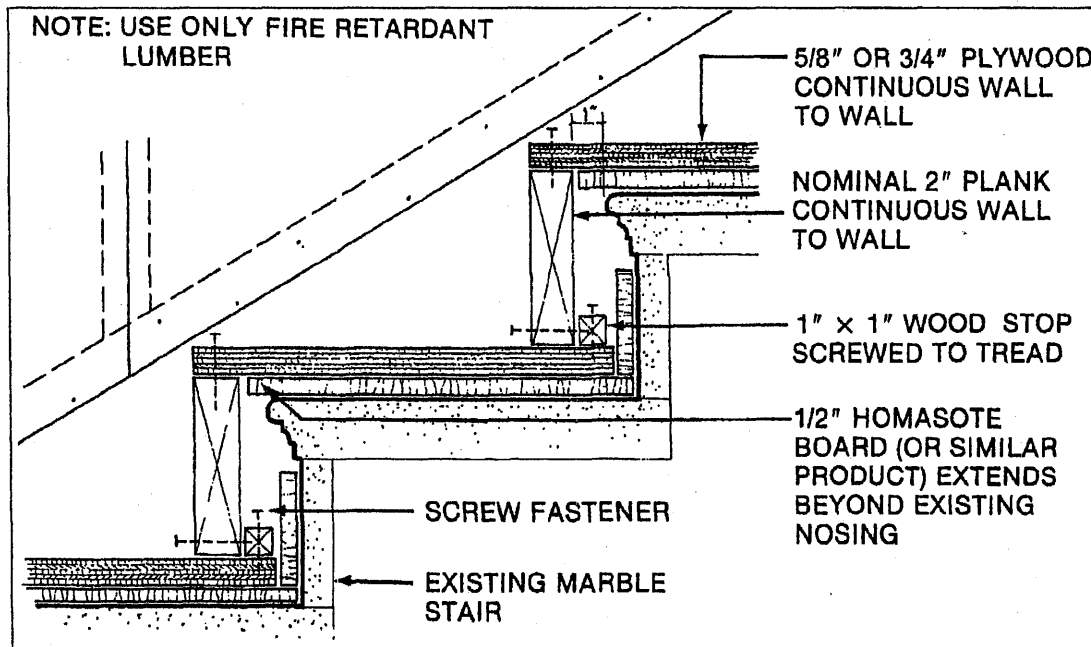
Not Recommended

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.

Rehabilitation

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.

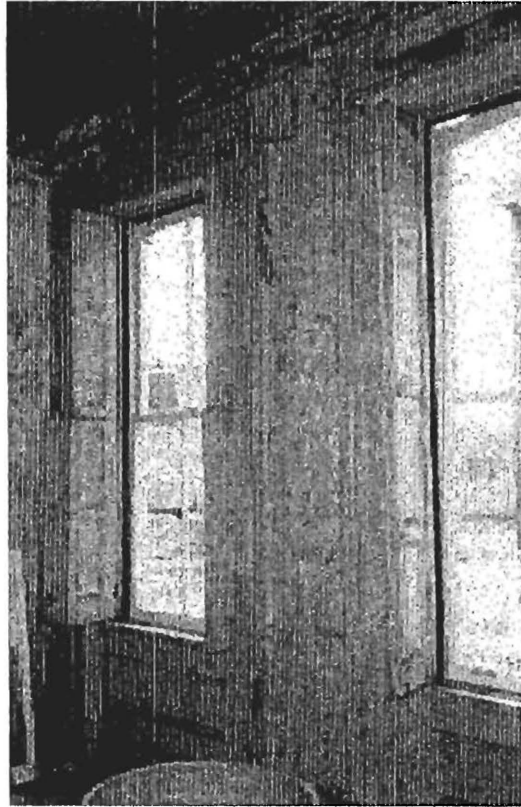
Failing to undertake adequate measures to assure the protection of interior features and finishes.

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

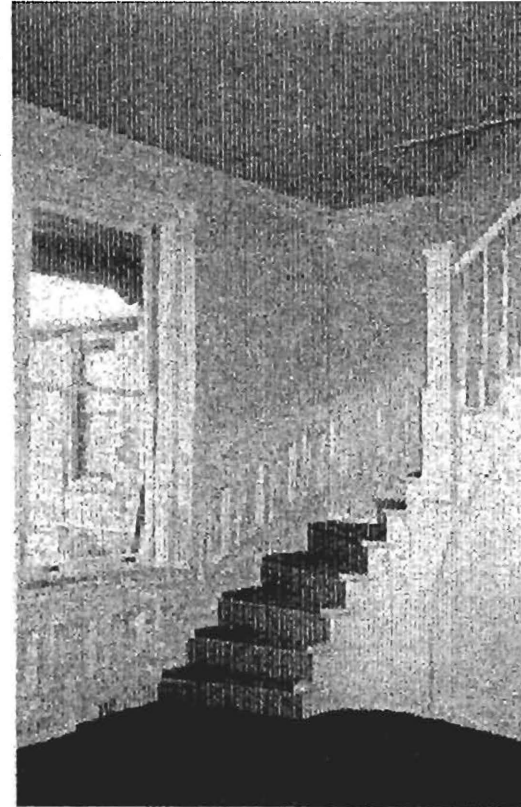
Replacing in kind an entire interior feature or finish that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model for reproduction. Examples could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material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



a

Not Recommended

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



b

Rehabilitating historic dwelling units often includes some level of lead-paint hazard abatement. Whenever lead-base 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, AIA.

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.

Recommended

Placing new code-required stairways or elevators in secondary and service areas of the historic building.

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.

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.

Not Recommended

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.

Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.

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.

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.

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.

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.

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 grading; 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.

Rehabilitation

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.

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

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.

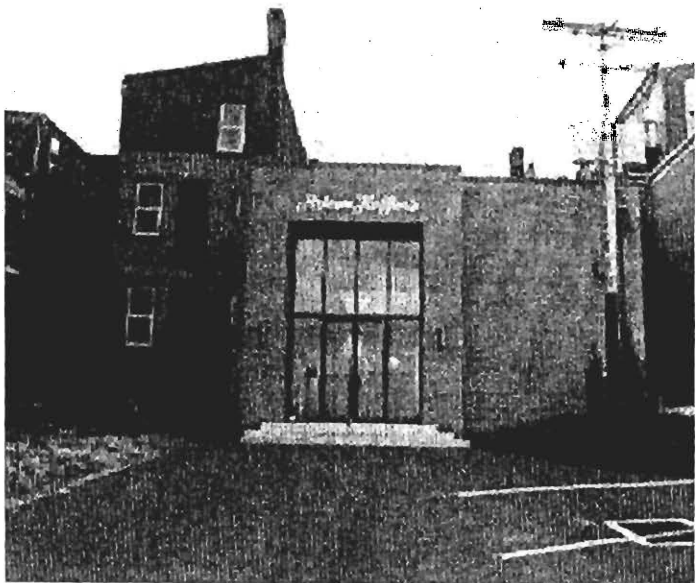
Removing a historic building, building feature, or landscape feature that is important in defining the historic character of the setting.



a



b



c

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.

Rehabilitation

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

Masonry/Wood/Architectural Metals

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

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.

Windows

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

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

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

Not Recommended

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

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

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

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

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

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.

Rehabilitation

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

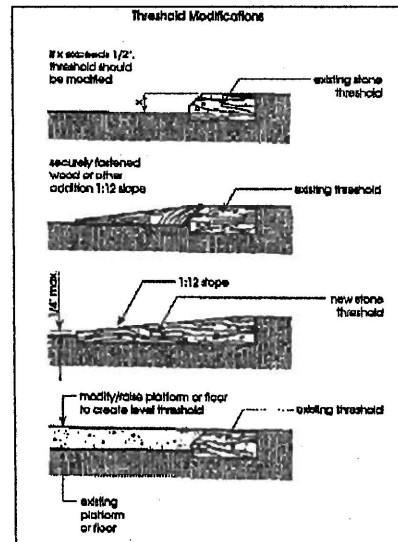
Undertaking code-required alterations before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

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.

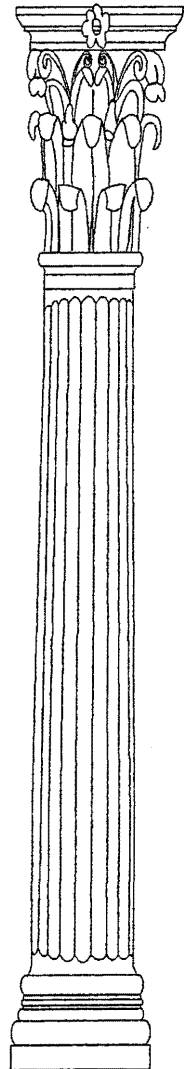
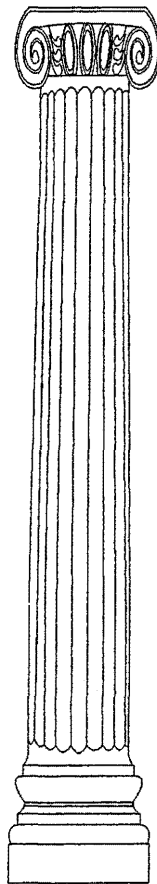
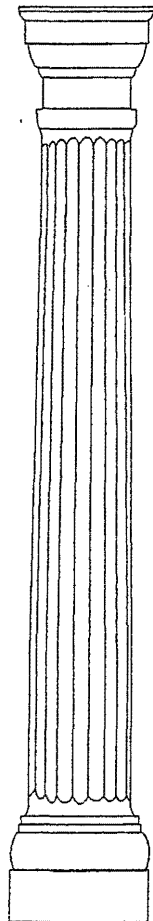
Using fire-retardant coatings if they damage or obscure character-defining features.

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

RESOURCES



RESOURCES

Local

Macon-Bibb County Planning and Zoning Commission
Suite 1000, Southern Trust Building
682 Cherry Street
Macon, Georgia 31201
(912) 751-7450

Issues permits for land use and exterior alteration of existing structures in the Historic Districts.

Economic & Community Development Department
City of Macon
713 Southern Trust Building
Macon, Georgia 31201
(912) 751-7190

Assists owner-occupants with the repair of a home or a business.

Macon Heritage Foundation
652 Mulberry Street
Macon, Georgia 31201
(912) 742-5084

A non-profit organization which coordinates the sale of historic properties and promotes Historic Preservation by buying and restoring historic structures.

Middle Georgia Historical Society
935 High Street
Macon, Georgia 31210
(912) 743-3851

Private membership organization which promotes historic preservation activities in Macon.

State

Georgia Trust for Historic Preservation, Inc.
1516 Peachtree Street, N.W.
Atlanta, Georgia 30309
(404) 881-9980

Private membership organization which promotes historic preservation activity in Georgia.

State (continued)

Georgia Alliance of Preservation Commissions
School of Environmental Design
609 Caldwell Hall
University of Georgia Athens, GA 30602

A non-profit organization which coordinates information relevant to historic preservation among local Historic Review Boards. Sponsors seminars to assist local Historic Preservation Commissions.

Historic Preservation Section
Department of Natural Resources
205 Butler Street, S.E. Suite 1462
Atlanta, Georgia 30334
(404) 656-2840

State agency responsible for directing and coordinating historic preservation programs in Georgia.

National

National Alliance of Preservation Commissions
Suite 342 Hall of States
444 N. Capitol Street
Washington, D.C. 20001

A national non-profit organization which coordinates information relevant to historic preservation to a network of over 1,000 preservation commissions in the United States.

National Trust for Historic Preservation
1785 Massachusetts Avenue, N.W.
Washington, D.C. 20036
1 800 944-6847

National Trust for Historic Preservation
Southern Regional Office
456 King Street
Charleston, S.C. 29403
(803) 722-8552

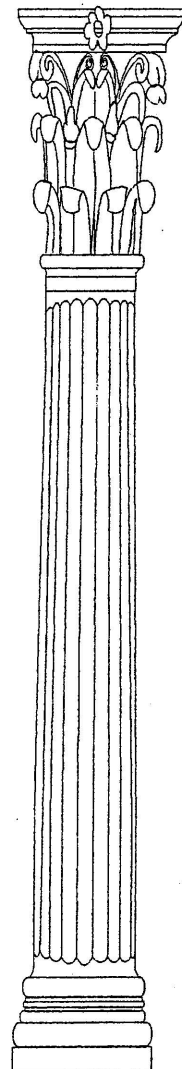
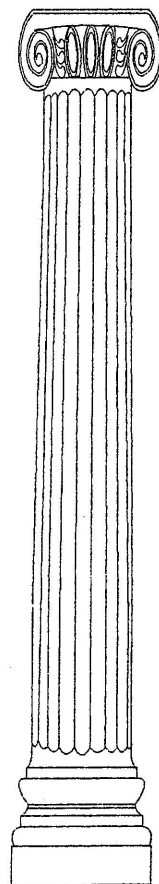
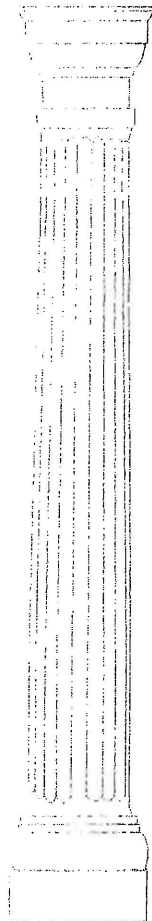
National, private membership organization chartered by Congress to encourage public participation in the preservation of the built environment. Provides counsel, educational assistance, and technical aid to those involved in preservation projects.

Victoria Society in America
c/o The Athenaeum of Philadelphia
219 South Sixth Street
Philadelphia, Pennsylvania 19106
(215) 627-4252

Private membership organization focusing on the architecture, arts,
and culture of the Victorian era.

APPENDIX - C

REFERENCES



REFERENCES

Specific information on rehabilitation and preservation technology may be obtained by writing to the National Park Service at the address listed below:

Preservation Services Division
Public Affairs
Southeast Regional Office
National Park Service
75 Spring Street, S.W.,
Atlanta, Georgia 404331-4998

The following topics are explained in the Preservation Brief booklet:

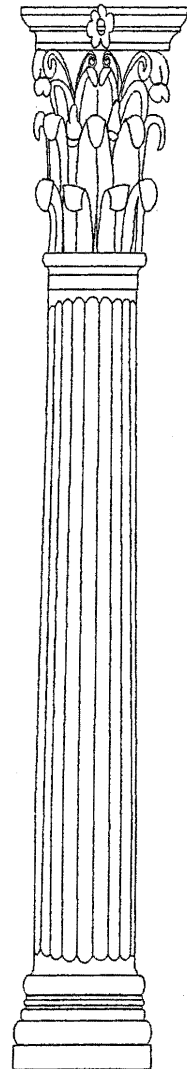
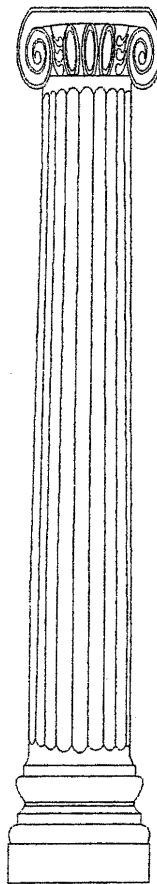
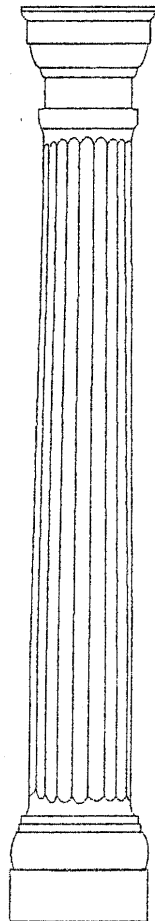
1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repainting Mortar Joints in Historic Buildings
3. Conserving Energy in Historic Buildings
4. Roofing Historic Buildings
5. Danger of Abrasive Cleaning to Historic Buildings
6. Preservation of Historic Glazed Architectural Terra-Cotta
7. Aluminum and Vinyl Siding on Historic Buildings
8. Repair of Historic Wooden Windows
9. Exterior Plant Problems on Historic Woodwork
10. Rehabilitation Historic Storefronts
11. The Preservation of Historic Pigmented Structural Glass

Technical reports address in detail, technical problems confronted by Designer and preservationist involved with the rehabilitation of historic buildings. Copies of the following reports may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

- . Access to Historic Buildings for the Disabled: Suggestions for Planning and Implementation
- . Cyclical Maintenance for Historic Buildings
- . Epoxies for Wood Repair in Historic Buildings
- . Gaslighting in America: A Guide for Historic Preservation
- . Metals in America's Historic Buildings: Uses and Preservation Methods.

APPENDIX - D

HR-1, HR-2, HR-3, HC, AND HPD HISTORIC ZONING DISTRICTS



Chapter 13A. CBD-1-Central Business District.

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.

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.

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 20,000 square feet in ground floor area.

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 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] Single and two-family dwelling units in existing buildings subject to the following:
 - (a) All dwelling units shall be located on upper floors.
 - (b) Lot area requirements shall be governed by the following table:

<i>Unit Type</i>	<i>Minimum Lot Area per Dwelling Unit (Square Feet)</i>
Efficiency	450
One (1) bedroom	600
Two (2) or more bedrooms	750

Section 13A.04. Conditional Uses.

- [1] Single and two-family dwellings.
- [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 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, including electric and natural gas substations, telephone exchanges, and similar structures for the storage of supplies, equipment, or service operations when properly screened.
- [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, 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 20,000 square feet in ground floor area.
- [21] Nightclubs
- [22] Day care Facilities.
- [23] Automobile showrooms.

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:

<i>Land use</i>	<i>Minimum lot area requirements</i>
(a) Single family dwellings	As provided for in Section 11.04
(b) Two-family dwellings	As provided for in Section 11.05
(c) Multifamily dwellings	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

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

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.

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.

Section 13A.09. Signs

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

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.

4.

The Resolution is hereby amended to add a new Chapter 13B, to read as follows:

Chapter 13B. CBD-2-Central Business District

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.

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.

Section 13B.03. Permitted uses.

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

Section 13B.04. Conditional uses.

- [1] All conditional uses allowed in a CBD-1 Central Business District.
- [2] Automobile sales, which not need 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 stationery 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 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 20,000 square feet in ground floor area.

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:

<i>Land use</i>	<i>Minimum lot and area requirements</i>
(a) Single family dwellings	As provided for in Section 11.04
(b) Two-family dwellings	As provided for in Section 11.05
(c) Multi-family dwellings	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

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.

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.

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.

Section 13B.09. Signs.

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

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.

5.

Chapter 21 of the Resolution is hereby deleted in its entirety and a new Chapter 21 is substituted in lieu thereof, to read as follows:

Chapter 21. HR-1, HR-2, HR-3, HC, and HPD-Historic Zoning Districts

Sec. 21.01. Purpose and intent.

Historical districts are created to protect the educational, cultural, economic, recreational and general welfare of the public, through the preservation and protection of

those general areas or those individual structures and places which have or may be designated pursuant to this chapter as possessing historical or architectural significance.

Regulations within such districts are intended to protect against destruction of or encroachment upon such areas, structures, and premises; to encourage uses which will lead to their continuance, conservation, and improvement in a manner appropriate to the preservation of the cultural, social, economic, political, architectural, or archeological heritage of Macon-Bibb County and the State of Georgia; to prevent creation of environmental influences adverse to such purposes; and to assure that new structures and uses within such districts will be in keeping with the character to be preserved and enhanced.

Sec. 21.02. Establishment of historic zoning districts.

Any historic site, landmark or area to be designated as an historic district shall be designated as either Historic Residential 1 District (HR-1), Historic Residential 2 District (HR-2), Historic Residential 3 District (HR-3), Historic Commercial District (HC) or Historic Planned Development District (HPD).

Sec. 21.03. Historic Residential 1 District (HR-1).

[1] Permitted uses:

- (a) Single-family dwellings.
- (b) Accessory buildings and uses located either on the same lot or parcel of land as the main structure or an adjoining 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.
- (c) Fall-out shelters, provided the requirements of Section 23.15 are met.
- (d) Home swimming pools, provided the location is not closer than ten (10) feet to any property line and the pool is enclosed by a wall or fence at least four (4) feet in height.
- (e) Home occupations, provided the requirements of Section 23.01 are met.

[2] Conditional uses:

- (a) *Reserved.*
- (b) Places of worship and related accessory structures, provided they are located on a lot fronting an arterial or collector street and provided that no structure is located within fifty (50) feet of a property line or a street

- right-of-way.
- (c) Private and public schools and libraries, excluding business or trade schools.
 - (d) Kindergartens, playschools, day care centers and homes, provided the requirements of Section 23.13 are met.
 - (e) Recreational areas: the size and intensity of the proposed use as it relates to the adjacent land uses shall be a determining factor.

Sec. 21.04. Historic Residential 2 District (HR-2).

[1] **Permitted uses:**

- (a) Single-family dwellings.
- (b) Two-family dwellings, provided the lot and area requirements for a two-family dwelling in an R-2 district set forth in Section 10.05 are met.
- (c) Accessory buildings and uses located either on the same lot or parcel of land as the main structure or an adjoining 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.
- (d) Fall-out shelters, provided the requirements of Section 23.15 are met.
- (e) Home swimming pools, provided the location is no closer than ten (10) feet to any property line and the pool is enclosed by a wall or fence at least four (4) feet in height.
- (f) Home occupations, provided the requirements of Section 23.01 are met.

[2] **Conditional uses:**

- (a) Reserved.
- (b) Places of worship and related accessory structures, provided they are located on a lot fronting an arterial or collector street and provided that no structure is located within fifty (50) feet of a property line or a street right-of-way.
- (c) Private and public schools and libraries, excluding business or trade schools.
- (d) Kindergartens, playschools, day care centers and homes, provided the requirements of Section 23.13 are met.
- (e) Recreational areas: the size and intensity of the proposed use as it relates to the adjacent land uses shall be a determining factor.

Sec. 21.05. Historic Residential 3 District (HR-3).

[1] Permitted uses:

- (a) Single-family dwellings.
- (b) Two-family dwellings, provided the lot and area requirements for a two-family dwelling in an R-3 district set forth in Section 11.05 are met.
- (c) Accessory buildings and uses located either on the same lot or parcel of land as the main structure or an adjoining 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.
- (d) Fall-out shelters, provided the requirements of Section 23.15 are met.
- (e) Home swimming pools, provided the location is no closer than ten (10) feet to any property line and the pool is enclosed by a wall or fence at least four (4) feet in height.
- (f) Home occupations, provided the requirements of Section 23.01 are met.

[2] Conditional uses:

- (a) Reserved.
- (b) Places of worship and related accessory structures, provided they are located on a lot fronting an arterial or collector street and provided that no structure is located within fifty (50) feet of a property line or a street right-of-way.
- (c) Private and public schools, libraries, and museums excluding business or trade schools.
- (d) Kindergartens, playschools, day care centers and homes, provided the requirements of Section 23.13 are met.
- (e) Minimum lot sizes for new construction or conversion to multi-family dwellings shall be governed by the following table:

Number of Stories in Building	Minimum Number of Units in Building	Total Lot Area per Unit (Square Feet)
1	3	2,500
2	3	2,000
3	6	1,750

The design and placement of dwelling units must be compatible with the historic and cultural character of the district.

- (f) Professional offices of such character and nature as will not adversely affect adjacent and nearby residential properties or the historic character of the area.
- (g) Recreational areas: the size and intensity of the proposed use as it relates to the adjacent land uses shall be a determining factor.
- (h) Barber and beauty shops.
- (i) Guest quarters, provided:
 - (i) That the total number of guest quarters or rooms shall be determined pursuant to the provisions of Section 21.06[2](e), not to exceed five (5) units;
 - (ii) That approval is obtained from the Macon-Bibb County Fire Department;
 - (iii) That the permit for guest quarters is not transferable;
 - (iv) That guest quarters may not exceed the percentage of floor space devoted to the primary residence.
 - (v) Facilities described hereunder shall be allowed only in the In town Historic District of the city as shown on the map described in Section 2.03[5] hereof.
- (j) Antique shops provided they meet the following conditions:
 - (i) The proposed use shall be in an existing dwelling which is the primary domicile of the owner. The owner of the dwelling shall be the owner and operator of the antique shop.
 - (ii) Off-street parking required by these regulations must be existing, must be on-site and must not have been created by the demolition of an improvement within five (5) years of the application for this use.
 - (iii) The inventory for sale must consist solely of "antiques", which are defined as works of art, pieces of furniture, or decorative objects made over one hundred (100) years ago.
 - (iv) All businesses must be conducted, and all displays must be located within the main building.
 - (v) Only existing accessory buildings, attics and basements may be used for on-site storage, and such storage must be hidden from the view of the public. Any truck or van used in the operation of the antique shop shall be parked in a location so that it is not visible from any public right-of-way.
 - (vi) Any exterior signage must be attached to the facade of the main building, must be no larger than two (2) square feet in area and must not indicate that merchandise is for sale.

- (vii) The proposed use must be located on an arterial or collector street.
- (viii) Such operation shall be conducted in a manner that the average neighborhood, under normal circumstances, would not be aware of its existence.
- (ix) Such use shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to a greater or more frequent extent than that usually experienced in an average residential occupancy.
- (x) No auction of goods may take place on the premises.
- (xi) Conditional use permits for the operation of antique shops in HR-3 districts shall expire whenever:
 - (1) The applicant ceases to occupy the premises for which the conditional use permit was issued; or
 - (2) The use of the property for an antique shop ceases for a period of six (6) consecutive months.
- (xii) Antique shops described hereunder shall be allowed only in the In town Historic District of the city as shown on the map described in Section 2.03[5] hereof.

Sec. 21.06 Historic Commercial District (HC).

[1] Permitted uses:

- (a) Convenience food stores not to exceed five thousand (5,000) square feet of gross floor area.
- (b) Barber and beauty shops.
- (c) Professional offices.
- (d) Beverage stores.
- (e) The following retail shops not to exceed five thousand (5,000) square feet of gross floor area:
 - (i) Variety and dry goods stores.
 - (ii) Drug stores.
 - (iii) Specialty food stores.
 - (iv) Meat markets and delicatessens.
 - (v) Art and antique shops.
 - (vi) Bakeries employing not more than ten (10) employees.
 - (vii) Bicycle (not motorcycle) shops.
 - (viii) Book stationery, camera and photographic supply stores and newsstands.
 - (ix) Florists and gift shops.

- (x) Confectionary stores.
- (xi) Clothing and shoe shops.
- (xii) Hardware and paint stores.
- (xiii) Furniture stores not to exceed five thousand (5,000) square feet of gross floor area.

- (f) Single-family residential uses in conjunction with commercial uses.
- (g) All permitted uses in the HR-1, HR-2, and HR-3 districts.

[2] **Conditional uses:**

- (a) Laundry and dry cleaning pickup stations and self-service laundries.
- (b) Restaurants, ice cream parlors, and restaurants with alcohol.
- (c) Supermarkets or grocery stores not exceeding twenty-five thousand (25,000) square feet of gross floor area.
- (d) Retail establishments exceeding five thousand (5,000) square feet in gross floor area which, by nature of their type and character, do not create an unfavorable impact upon adjacent properties or the historic character of the area.
- (e) All conditional uses in the HR-1, HR-2, and HR-3 districts.
- (f) Convenience food stores not to exceed five thousand (5,000) square feet of gross floor area with gasoline pumps. Criteria on site design shall be in accordance with Section 23.11[3],[4].
- (g) Group personal care homes and supportive living homes.

Sec. 21.07. Historic Plan Development (HPD) District.

When after review of the application and hearing thereon, the commission finds as a fact that the proposed use(s) is consistent with the general plan and in the public interest, the following uses may be permitted as conditional uses:

- [1] All permitted or conditional uses allowed in HR-1, HR-2, HR-3, and HC Districts.
- [2] Hospitals, clinics, sanitariums and convalescent or nursing homes.
- [3] Trade of business schools.
- [4] Residential cluster developments, in conformance with the requirements of Section 23.02, provided that the design and placement are compatible with the historic character of the district.

- [5] Any use that is appropriate to and will enhance the historic character of the surrounding area.

Section 21.08 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 HR-1, HR-2, HR-3, HC, and HPD districts, and no sign, fence, wall, or other appurtenant structure shall be erected or displayed on any lot, building, or structure located within said districts unless a certificate of appropriateness has been approved by the commission pursuant to the provisions of Chapter 27A.

6.

Sections 26.03 and 26.04 are hereby amended by deleting those sections in their entirety and substituting in lieu thereof new sections 26.03 and 26.04, to read as follows:

CHAPTER 26.03. Off-Street Parking and Loading Regulations.

Section 26.03. Parking space requirements for all districts except CBD-1-Central Business District.

Off-street automobile storage or parking space shall be provided with vehicular access to a street or alley and shall be equal in or to at least the minimum requirements for the specific land use set forth.

Section 26.04. Parking space requirements for CBD-1 Central Business District.

All provisions set forth in Sections 26.02 and 26.03 shall apply to the CBD-1 Central Business District except as follows:

- [1] Any commercial building existing on the effective date of this resolution may be reconstructed, remodeled, or enlarged without increasing the existing off-street parking spaces, provided such reconstruction, remodeling, or enlargement does not exceed more than ten (10) percent of the original gross commercial floor area. Additional off-street parking must be provided for that portion of the additional gross commercial floor area in excess of ten (10) percent in accordance with the provisions set forth in this resolution.

- [2] For new construction or enlarging an existing building by more than ten (10) percent of the original gross commercial floor area, off-street automobile storage or parking spaces shall be provided with vehicular access to a street or alley and shall be equal in area to at least the minimum requirements for the following specific land uses.

<i>Land Use</i>	<i>Parking Requirements</i>
(a) Restaurants, including bars, grills, diners, cafes, taverns, nightclubs, lunch counters, and all similar dining and/or drinking establishments.	One (1) space for each five (5) seats provided for patron use, plus one (1) space for each one hundred (100) square feet of floor area provided for patron use but not containing seats.
(b) Office buildings, including banks, business, commercial and professional offices and buildings but excluding medical, dental and health offices and clinics.	One (1) space for each five hundred (500) square feet of gross floor area.
(c) General business, commercial or personal service establishments catering to the retail trade, but excluding food stores.	One (1) space for each four hundred (400) square feet of floor area designated for retail sales only.
(d) Governmental offices	One (1) space for each five hundred (500) square feet of gross area and one (1) space for each governmental vehicle.

- [3] Where an existing nonresidential commercial building is to be converted, in whole or part, to a residential use, no additional space shall be provided for each residential unit, except for the uses set out in Section 26.03[1](c-g), which uses shall be subject to the minimum requirements outlined in Section 26.03[1].

7.

The Resolution is hereby amended to add a new Chapter 27A, to read as follows:

- (a) A proposed amendment to the zoning boundaries or classifications of property on the official zoning maps to create a design review district may be initiated by a verified application by one (1) or more of the owners or authorized agents of the property to be affected by the proposed amendment. Applications for such amendment to the official zoning maps by property owners or their agents must contain a statement of the proposed use for the property to be affected by the proposed amendment. The procedures for the establishment of design review districts under this section shall be the same procedures as outlined in Chapter 28 of this resolution except that the Design Review Board shall, in addition, review said application and provide to the Macon-Bibb County Planning and Zoning Commission a statement regarding the appropriateness of the proposed amendment.
- (b) Other interested parties for the establishment of a design review district shall submit their request in the form of an application to amend these regulations to the zoning enforcement officer. The following procedures shall be used to establish a design review district under this section:
 - (i) The zoning enforcement officer shall examine the request for compliance with these regulations and then forward the request to the Design Review Board.
 - (ii) The Design Review Board shall initiate a survey to determine if the proposed district is an appropriate candidate for a design review district.
 - (iii) Upon completion of the survey, the Design Review Board shall make its recommendations to the Macon-Bibb County Planning & Zoning Commission.
 - (iv) Should the Commission decide, after reviewing the recommendations of the Design Review Board, that a new design review district should be created, then the Commission may initiate an amendment to the official zoning maps under the procedures established in Chapter 28 of these regulations.

Section 27A.04. Establishment of design review board.

There shall be established a design review board to assist the commission in making decisions regarding the application of regulations to design districts. It is recognized that such districts are of a unique character, possessing special qualities and that certain individuals possess unique skills and qualifications which are useful to the commission in making decisions concerning the application of such district regulations. The intent is to

CHAPTER 27A. DESIGN REVIEW

Section 27A.01. Intent.

This chapter provides procedures for designation of design review districts, creates the design review board and the duties and powers of said board, lists performance standards for the rehabilitation of existing structures and the construction of new structures, and establishes the application and review process.

Section 27A.02. Design Review District Defined

The Design Review Districts shall include all Historic Zoning Districts and any other district where a certificate of appropriateness shall be required.

Section 27A.03. Procedures for designation of design review.

The following criteria and procedures shall govern the establishment of any design review district. The boundaries of any such district shall, in general, be drawn so as to include all lands closely related to and bearing upon the character of the area to be protected, thus providing a landscaped unit and affording transitional regulations needed to control potentially adverse environmental influences. For the purposes of this chapter, a single area or parcel of land possessing one or more structures, landmarks or sites which are themselves of unique, historical, cultural or architectural significance, may be designated as a design review district.

[1] **General criteria for designation.**

- (a) A site, structure or area to be designated as a design review district must meet the criteria established for inclusion in the National Register of Historic Places; or
- (b) A site, structure or area to be designated as a design review district must exhibit architectural or esthetic qualities that are in need of protection.

[2] **Procedures for establishing design review districts.**

The following procedures shall be used in establishing new design review districts:

obtain special expertise and knowledge as guidance for the commission.

- [1] **Membership.** The design review board shall consist of seven (7) members to be appointed by the commission for overlapping terms of three (3) years.
- [2] **Initial appointment.** The initial appointment of the design review board shall be as follows: three (3) shall be appointed for one (1) year, two (2) for two (2) years, and two (2) for three (3) years.
- [3] **Vacancies.** Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment. Each member shall serve until their successor is appointed by the commission.
- [4] **Membership requirements.** Members of the design review board shall be composed of the following:
 - (a) two (2) members shall be architects;
 - (b) one (1) member shall be a landscape architect, architect, or urban planner;
 - (c) two (2) members shall have the background, experience, and knowledge in historic preservation;
 - (d) one (1) member shall be a resident property owner of a designated historic district; and
 - (e) one (1) member shall be a business owner or property owner in the CBD-1-Central Business District or CBD-2-Central Business District.

Section 27A.05. Duties and powers of the design review board.

The design review board shall have the following duties and powers:

- [1] To review documentation or surveys of historic sites, landmarks or areas for designation purposes under these regulations;
- [2] To review applications for certificates of appropriateness for compliance with these regulations and design criteria established by the Commission for the construction, alteration, modification, rehabilitation or demolition of structures or other land features within design districts and make recommendations based on findings of fact to the Macon-Bibb County Planning and Zoning Commission concerning the granting or denying of certificates of appropriateness;
- [3] To make recommendations based on findings of fact to the Macon-Bibb County

Planning and Zoning Commission regarding criteria to be used in selecting historic and architecturally significant structures;

- [4] To make recommendations based on findings of fact to the Macon-Bibb County Planning and Zoning Commission concerning designation of structures and areas to be designated as historic zoning districts;
- [5] To assist the commission and its staff in the preparation of the design criteria to be used by the board and commission for review of an application for a certificate of appropriateness. Such criteria shall be effective on the date adopted or amended by the commission;
- [6] To assist the commission in making decisions concerning the demolition of structures in the design review and historic districts pursuant to Section 27A.07 [3];
- [7] To assist applicants, upon request, in the preparation of applications for certificates of appropriateness to include providing such guidelines and advice that will help the applicant to meet the requirements and design criteria of this resolution; and
- [8] To employ such other powers and perform such other duties and responsibilities as may from time to time be assigned by resolution of the commission.

Section 27A.06 Performance standards.

- [1] **Historic Districts.** The following standards shall be adhered to in the rehabilitation of any structure and/or construction of new structures within an historic district.
 - (a) Use should require the least degree of alteration possible, especially to the building exterior.
 - (b) Original qualities which characterize the building's stylistic period should not be destroyed.
 - (c) Alterations which appear to be earlier than the building's construction date should not be considered.
 - (d) Changes which have been made to the building since its construction might have significance in their own right and should not be removed until such significance has been determined.
 - (e) Distinctive stylistic features should be treated with sensitivity.
 - (f) Alterations and/or additions are acceptable if such do not destroy significant original building material.

- (g) Alterations, additions, and/or infill construction can be contemporary in design if such is compatible with the size, scale, color, material and character of the original historic appearance.
- (h) Additions and/or alterations should be undertaken in such a way that they could be removed in the future and the essential form and integrity of the structure would again be evident.
- (i) If an exterior fire escape is required for safety purposes, it should be located in such a way that important architectural qualities are not destroyed.
- (j) Interior modifications necessary to accomplish fire rated egress should be undertaken in such a way that the building exterior is not adversely impacted.
- (k) Where access to a building in an historic district is required for physically handicapped persons, the following requirements shall be met:
 - (i) Access ramps shall be located where they will have the least impact on the most architecturally dominant facades of the building; and
 - (ii) If it is determined that elevators are necessary and financially feasible, they shall be installed to have the least impact possible on important exterior qualities.
- (l) Infill construction shall relate to the established pattern and rhythm, and use the same materials as those in adjacent existing buildings or shall not contrast conspicuously.
- (m) Landscape treatment shall be in harmony with the character of landscape development, types of plant materials, and spatial treatment of adjacent properties.
- (n) Parking spaces shall be provided as required by Chapter 26.
- (o) Any subdivision of land or new construction shall be consistent with the established lot size and density patterns for the district in which it is located.

[2] **Signs in Historic Districts.** A development plan shall require that the appearance, size, position, method of attachment, texture of materials, color and design of such signs is in keeping with the collective characteristics of the structures located within the appropriate historic zoning district. Signs which may be allowed within an historic zoning district shall be further limited as follows:

- (a) Off-site signs shall not be permitted.

- (b) No sign may extend above the top of the nearest facade, eaves, or firewall of a building or structure.
- (c) Notwithstanding limitations on sign size contained in Chapter 25, signs located in HPD or HC district which are placed on a parcel or tract of land abutting a commercial or industrial district (C-1, C-2, C-4, C-5, M-1, M-2 or M-3 districts) may be one-half (1/2) the size of a sign allowed in such commercial or industrial districts, provided that the sign is positioned adjacent to the property line nearest to the adjacent commercial or industrial district.

[3] **Design guidelines for Macon-Bibb county's historic districts.** The design guidelines originally adopted by the Macon-Bibb County Planning and Zoning Commission in March of 1986 and last amended on January 23, 1995 shall govern all building and structure rehabilitation and construction in any historic zoning district.

[4] **CBD-1 and CBD-2 Central Business Districts.** The following standards shall be adhered to in the rehabilitation of any structure and/or construction of new structures within a Central Business District:

- (a) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (b) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- (c) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- (d) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (e) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- (f) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- (g) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of

structures, if appropriate, shall be undertaken using the gentlest means possible.

- (h) Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 - (i) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
 - (j) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- [5] *Design guidelines for the Central Business District.* The design guidelines contained in The United States Secretary of the Interior's "Standards for Rehabilitation" and "Guidelines for Rehabilitating Historic Buildings" shall govern all building and structure rehabilitation and construction in any Central Business district. Copies of said "Standards" and "Guidelines" shall at all times be kept in the office of the commission and available for public inspection and copying.

Section 27A.07 Certificate of appropriateness required.

- [1] No building or structure, including walls, fences, steps, and paving that can be viewed from the public right-of-way, shall be erected, reconstructed, altered, restored, moved, or demolished within a design 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 an application for a certificate of appropriateness has been approved by the commission pursuant to the provisions of this chapter.
- [2] Nothing in these regulations shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in a design district which does not involve a change in design, material, or the outward appearance thereof, or to prevent the construction, reconstruction, alteration, or demolition of any such feature which the building inspector shall certify is required for the public safety because of an unsafe or dangerous condition.
- [3] *Demolition.* It is the policy of the commission to encourage the preservation

of significant structures, sites and areas and to protect against the razing or demolition of any building or structure which is listed in the National Register of Historic Places or has been determined to be a contributing historic building to the design district in which it is located as determined by the Georgia State Historic Preservation office.

- (a) The Design Review Board, upon receipt of a copy of any application for the certificate of appropriateness to raze or demolish a building, structure, or any part thereof shall initially review the circumstances and the condition of the structure or part proposed for demolition and provide a report thereof to the commission. The report shall include factual data addressing the four (4) criteria described below:
 - (i) Is the building of such architectural or historical interest that its removal would be to the detriment of the public interest?;
 - (ii) Is the building of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?;
 - (iii) Would retention of the building help preserve and protect an historic place or area of other interest in the county?; and/or
 - (iv) Would retention of the building promote the general welfare by maintaining and increasing real estate values; generating business; creating new positions attracting tourists, students, writers, historians, artists and artisans; attracting new residents; encouraging study and interest in American history; stimulating interest and study in architecture and design; educating citizens in American culture and heritage; or making the county a more attractive and desirable place in which to live?

- (b) Based upon the above-mentioned report of the Design Review Board, the commission shall:
 - (i) Determine that none of the criteria listed in 27A.06 [3](a) apply and issue a certificate of appropriateness for demolition of the structure; or
 - (ii) Delay issuing the certificate of appropriateness for up to one hundred eighty (180) days in order to provide persons or groups interested in historic preservation who may wish to work with the owner or applicant in an effort to preserve the structure or locate purchasers who would agree to preserve the building or structure in accordance with the provisions of this section.

- (c) If efforts at preservation prove unavailing, the commission is authorized to issue a certificate of appropriateness. However, the Commission may decline to issue a certificate of appropriateness for razing or demolishing of any structure listed in the National Register of Historic Places or that has been determined to be a contributing historic building to the design district in which it is located as determined by the Georgia State Historic Preservation Office.
- (d) The razing or demolition of any building or structure or any part thereof located in a design district without first obtaining a certificate of appropriateness from the commission shall subject such person to the penalties provided for in Chapter 33 of this resolution. In addition, the commission may refuse to grant a permit for new construction or for land use for a period of two (2) years, or condition the granting of any permit for new construction of land use as would best serve the purpose of this chapter.

[4] **Expiration of certificate of appropriateness.** A certificate of appropriateness shall expire six (6) months after date of issue if actual construction, as defined in Section 1.01 [29], has not begun or at any time a project is abandoned. The zoning enforcement officer may, upon application, grant one (1) extension, not to exceed six (6) months, where he determines that the denial of such extension will impose an unreasonable hardship on the applicant.

Section 27A.08. Application requirements.

An application for a certificate of appropriateness shall be filed in the office of the commission setting out the proposed use and/or proposed construction, alteration, modification or demolition. The applicant is not required to submit detailed drawings and sketches and specifications with the application. However, the applicant must submit preliminary drawings and sketches and specifications showing proposed exterior alterations, additions, changes or new construction. Applications for demolition of existing buildings or structures shall also contain proposed plans for re-use of the land on which the building or structure to be demolished is located and preliminary drawings and sketches and specifications for any buildings or structures to be constructed on such land.

[1] The application shall be initially reviewed by the zoning enforcement officer for completeness. The zoning enforcement officer may require the applicant to submit such additional information as may be required to evaluate the proposed construction, alteration, modification or demolition, to include, but not to be limited to:

- (a) Photographs showing external views of all existing structures both on the site and adjacent sites;
- (b) Maps relating proposed use to surrounding property, zoning and the historic district;
- (c) A development plan showing the architectural design of proposed buildings, structures, or additions to existing buildings or structures (including signs) or the modification or alteration of existing buildings, and/or structures in relation to property lines, abutting streets and alleys, the dimension of the property, and the layout of off-street parking areas.

[2] After preliminary review, the zoning enforcement officer shall forward to the design review board the application with all material relevant thereto.

Section 27A.09. Action by design review board.

- [1] The design review board shall initially review all applications for certificates of appropriateness and thereafter submit, in writing, to the commission its recommendations as to whether the application is in compliance with design guidelines and regulations adopted by the commission. Should the board determine that the application is not in compliance, it shall suggest to the commission what changes, if any, in the applicant's plans and specifications will be required to bring the application into compliance. If the applicant disagrees for any reason with the findings of fact or recommendations of the board, then he must appear before the commission to state his reasons for such disagreement. The commission, in its discretion, may place the item back on the agenda of the design review board for its next meeting where the board shall review its findings of facts and attempt to resolve the applicant's disagreement. After the second review by the design review board, the application will be placed on the agenda for the next regular commission meeting.
- [2] If the design review board needs additional information in order to review an application, make findings of fact or to make a recommendation as required in Section 27A.09[1] above, then the design review board may defer action on the application pursuant to the rules of procedure established by resolution of the commission. In no case shall a complete application be deferred longer than thirty (30) days after the board meeting at which the complete application is first considered.

- [3] All recommendations made and action taken by the design review board shall comply with rules of procedure and regulations established for the design review board by resolution of the commission.

Section 27A.10. Action by commission.

- [1] The commission shall review the findings of the design review board. As part of the review, the commission may seek guidance and assistance from the professional staff of the commission or others possessing unique qualifications.
- [2] The commission may approve the issuance of a certificate of appropriateness with or without such changes and modifications in the specifications and plans or subject to such conditions as would reasonably be required to ensure that the purpose and intent of design review district regulations are met.
- [3] When the design review board defers an application for a certificate of appropriateness as provided for in Section 27A.09[2], the application shall be automatically deferred until the design review board makes a recommendation to the commission. If a recommendation has not been made on a complete application to the commission within the time limits provided for in Section 27A.09[2], then the commission shall take final action on the application at the next available regularly scheduled meeting. The commission may either approve the application in accordance with Section 27A.10[2] or deny the same in accordance with Section 27A.10[4].
- [4] Whenever the commission has denied an application for a certificate of appropriateness, the board shall not thereafter consider any further application for the same certificate of appropriateness for any part or all of the same property for a period of six (6) months from the date of final denial of the application. Amended applications may be considered within the six (6) month period.

8.

Table 25.07-Allowed Signs by type and zoning districts is hereby deleted in its entirety and replaced with a new Table 25.07 attached hereto and made a part of this resolution.

9.

Table 25.08-Maximum total sign area per lot by zoning district is hereby deleted in its entirety and replaced with a new Table 25.08 attached hereto and made a part of this resolution.

MACON-BIBB LAND DEVELOPMENT RESOLUTION

CA - Certificate of Appropriateness—Certificate required in Historic Districts only, requirements of Sections 21.11[2] and 21.12 must also be met.

Notes:

- [1] One freestanding sign per street frontage is allowed where a lot abuts a public street on its front and rear lot line.
- [2] 5 ft. in height in historic districts.
- [3] 10 ft. in R-3 districts and 5 ft. in height in HC and HPD districts. A freestanding sign may not exceed 100 feet in height if said sign is located within 1,000 feet of the midpoint of the intersecting roads of an interstate interchange.
- [4] An outdoor advertising sign shall not exceed 70 feet in height above ground level, except where the ground level is more than 30 feet lower than the grade of the adjoining street, then the outdoor advertising sign may be raised so as not to be more than 40 feet above the level of the pavement as measured from the centerline of the nearest street surface.
- [5] In addition to the setback requirements on this table, signs shall be located such that every street intersection or intersection of a driveway or entranceway to a street shall have a clear view between heights of 2.5 and 10 feet in a triangle formed by the corner and points on the right-of-way line 20 feet from the intersection or street and/or RR intersection or a triangle formed by the corner of the curbline and the right-of-way line for curb cuts.
- [6] An outdoor advertising sign shall not be located within 1,000 feet of another outdoor advertising sign on either side of the street as measured along the right-of-way from the nearest edge of the sign. Further, an outdoor advertising sign shall not be located within 500 feet of another outdoor advertising sign as measured by a radius around the sign.
- [7] Subject to the requirements of Section 25.11.
- [8] In a C-2 and C-4 district where a lot has excess of 500 feet of frontage on the same right-of-way, one additional freestanding sign may be erected for each additional 500 feet of street frontage abutting the developed portion of said lot. The additional sign must be at least 500 feet from any other freestanding sign on said lot. (Added August 14, 1997, ZA97-08-01)

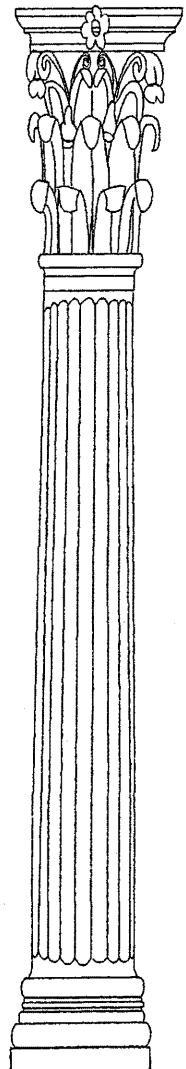
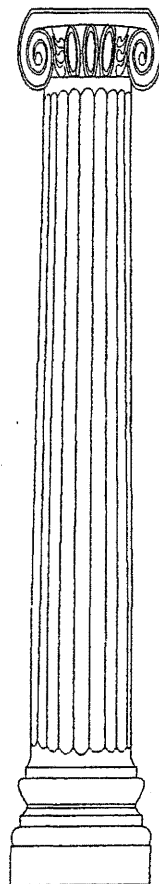
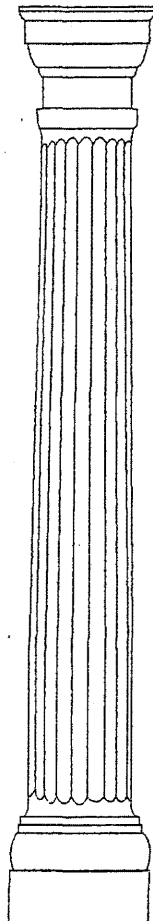
TABLE 25.07
ALLOWED SIGNS BY TYPE AND ZONING DISTRICT

Sign Type	Permitted In	Maximum Number of Signs Per Lot	Number of Freestanding Signs per Lot	Max. Ht.	Construction Type Allowed	Setback ^[5] Required from Street Row (Free standing)	Spacing Between Signs	Maximum Duration	Type of Permit	Additional Requirements
Banners	C-1, C-2, C-4, CDB-1, CDB-2, C-5, M-1, M-2	N/A	N/A	N/A	N/A	N/A	N/A	Permanent	E	Sec. 25.15
Streamers and Pennants	C-2, C-4, M-1, M-2	N/A	N/A	N/A	N/A	N/A	N/A	Permanent	E	N/A
Professional Nameplates; and Guest Quarter Signs In HR-3 and HPD only	R-3, C-1, C-2, C-4, C-5, CBD-1, CBD-2, M-1, M-2, PDC, PDI, PDE, R-2, HR-3, HC, HPD	1	0	N/A	W	N/A	N/A	Permanent	E and CA	N/A
Institutional Signs (including Churches)	All Districts	1	1	[2] 12'	F, W, RB	2'	N/A	Permanent	C and CA	Secs. 25.09, 25.10, 25.13, 25.14
Memorial Signs or Tablets	All Districts	1	0	N/A	W	N/A	N/A	Permanent	E	N/A
On-Premises Directional Signs	C-1, C-2, C-4, C-5, CBD-1, CBD-2, M-1, M-2, M-3, PDC, PDI, PDE, HC, HPD	N/A	Two per driveway including drive-through	3	F	2'	N/A	Permanent	C and CA	Sec. 25.09
Multifamily Dwelling I.D. Sign	All dists. allowing MF uses	One per street frontage	[1]	5'	F, W, PR	10'	N/A	Permanent	C and CA	Secs. 25.09, 25.10, 25.12, 25.14
Business Signs Not in Shopping Centers	A, C-1, C-2, C-4, C-5, CBD-1, CBD-2, HC, HPD, M-1, M-2, M-3, PDC, PDE, PDI, R-3	N/A	[1] [8]	[3] 35'	W, F, RB, PR	2'	[8]	Permanent	C and CA	Secs. 25.09, 25.10, 25.12, 25.13, 25.14
Shopping Center I.D. Signs	C-1, C-2, C-4, C-5, CBD-1, CBD-2, M-1, M-2, M-3, PDC, PDI, PDE	N/A	One per street frontage	35'	F, W	2'	N/A	Permanent	C	Secs. 25.09, 25.10, 25.14
Business Signs in Shopping Centers	C-1, C-2, C-4, C-5, CBD-1, CBD-2, M-1, M-2, M-3, PDC, PDI, PDE	N/A	0	N/A	W	N/A	N/A	Permanent	C	Secs. 25.10, 25.14
Outdoor Advertising	C-2, C-4, M-1, M-2, M-3, PDC, PDE, PDI	N/A	1	70' [4]	F	35' except 25' for minor streets	[6]	Permanent	[7]	Secs. 25.09, 25.10, 25.11

- Key:
- C - Certificate of Zoning Compliance—Permitted Use.
 - E - Exempt from Certificate of Zoning Compliance and Special Permit Requirements.
 - F - Freestanding.
 - PR - Projection Sign/Canopy.
 - RB - Reader Board.
 - S - Special Zoning Permit—Conditional Use.
 - W - Wall Sign.

D-30

APPENDIX - E
RESOLUTION



A RESOLUTION OF THE MACON-BIBB COUNTY PLANNING AND ZONING COMMISSION AMENDING THE DESIGN GUIDELINES FOR THE HISTORIC REVIEW BOARD REGARDING EXTERIOR WALL SIDING.

WHEREAS, in March of 1986, the Commission originally adopted certain guidelines for design criteria in Macon and Bibb County's Historic Districts; and

WHEREAS, on July 10, 1989, the guidelines were changed to allow vinyl and aluminum siding in Historic Districts on all sides of a house except the front facade; and

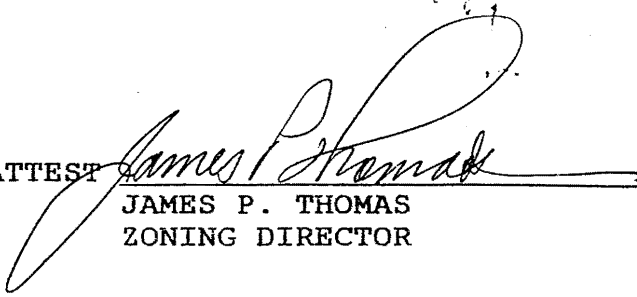
WHEREAS, the Historic Review Board recently met and determined that allowing vinyl and aluminum siding in the Historic Districts is not in keeping with the architectural characteristics of Macon's Historic District and recommended that the Commission amend the design guidelines to prohibit vinyl siding on existing structures, allow vinyl siding on new construction and additions to existing structures on a case by case basis.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Planning and Zoning Commission and it is hereby so resolved by the authority of same, that the Commission hereby amends page 11 of the design guidelines for Macon-Bibb County's Historic Districts as shown on the attached Exhibit "A."

MACON-BIBB COUNTY PLANNING
AND ZONING COMMISSION

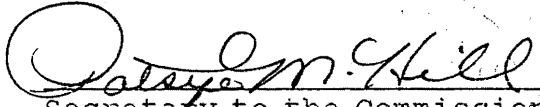
BY Mary D. Kearnes
MARY D. KEARNES, CHAIRMAN

ATTEST


JAMES P. THOMAS
ZONING DIRECTOR

I certify that the foregoing resolution was 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 23rd day of January, 1995


Secretary to the Commission
MY COMMISSION EXPIRES MARCH 1, 1998

AN AMENDMENT TO THE COMPREHENSIVE LAND DEVELOPMENT RESOLUTION FOR THE CITY OF MACON AND BIBB COUNTY, GEORGIA, AS AMENDED, SPECIFICALLY AMENDING SECTIONS 21.02, 21.09, 21.10, 21.12, 21.13, 21.14 AND 21.15 TO ABOLISH THE HISTORIC ADVISORY BOARD AND TO PROVIDE FOR THE ESTABLISHMENT OF A HISTORIC REVIEW BOARD AND SPECIFICALLY THE COMPOSITION, DUTIES AND RESPONSIBILITIES OF SUCH BOARD.

WHEREAS, on March 31, 1976, the Macon-Bibb County Planning and Zoning Commission, for the first time, enacted Historic District zoning regulations. As part of these regulations, provisions were made for the creation of specific historic zoning districts for which uses of land and standards for construction, alteration and modification of structures located within Historic Districts were established and a Historic Advisory Board was established and empowered with certain duties and responsibilities; and

WHEREAS, the Historic Advisory Board, as initially established, was to contain six members to be appointed by the Commission for overlapping terms of three years; and

WHEREAS, from time to time since March 31, 1976, the Commission, as required by changing circumstances or experience gained in administering Historic District regulations, amended such regulations to streamline and make more efficient the procedures employed; and

WHEREAS, the Commission, based upon experience in administering the Historic District regulations since March 31, 1976, has determined that the Historic Advisory Board with the duties and responsibilities as initially created, does not lend itself to efficient and orderly administration of the Historic

District regulations, rather the procedures as established are time consuming and over-burdensome on property owners in such districts; and

WHEREAS, it was the original intention of the Historic District regulations to offer protection for historic values and at the same time, however, protect to the greatest extent possible the property rights of citizens owning property in such districts, to include prompt and efficient handling of applications required to be submitted pursuant to the Historic District regulations; and

WHEREAS, for the foregoing reasons, the Commission has determined that to insure and promote efficient and orderly administration of the Historic District regulations, it is necessary to abolish the existing Historic Advisory Board and to replace said Board with a Historic Review Board to be composed and empowered with such duties and responsibilities as set out in this amendment,

NOW, THEREFORE, BE IT RESOLVED in regular session assembled that Chapter 21 of the Comprehensive Land Development Resolution for the City of Macon and Bibb County, Georgia is amended as follows:

1.

The Historic Advisory Board, as originally established by the Historic District regulations enacted on March 31, 1976, is hereby abolished and shall henceforth cease to exist.

2.

Section 21.02[2] shall be modified by deleting the last two

sentences and inserting the following one sentence:

"Upon completion of the survey, the Historic Review Board shall make its findings and report to the Planning and Zoning Commission.

3.

Section 21.09 entitled Establishment of Historic Advisory Board is deleted in its entirety and substituted therefor is the following:

Section 21.09 Establishment of Historic Review Board.

There shall be established a Historic Review Board to assist the Commission in making decisions regarding the application of these regulations to the historic districts created pursuant hereto. It is recognized that historic districts are of a unique character and possess special qualities and that certain individuals possess unique skills and qualifications which are useful to the Commission in making decisions concerning the application of these regulations. The intent is to obtain special expertise and knowledge as guidance for the Commission.

[1] Membership. The Historic Review Board shall consist of four members to be appointed by the Commission for overlapping terms of three years.

[2] Initial Appointment. The initial appointment of the Historic Review Board shall be as follows: One (1) shall be appointed for one (1) year, one (1) for two (2) years, and two (2) for three (3) years.

[3] Vacancies. Any vacancy in the membership shall be filled

for the unexpired term in the same manner as the initial appointment.

[4] Public offices held. No member shall hold any public office, however, one member appointed may be a member of the Macon-Bibb County Planning and Zoning Commission.

[5] Membership requirements. At all times one member of the Board shall be a resident of an established historic district. The remaining members of the Board shall be individuals who because of special training, knowledge or skills in the fields of real estate, law, history or architecture will be able to provide expertise to the Commission.

4.

Section 21.10 of the Comprehensive Land Development Resolution for the City of Macon and Bibb County, Georgia is deleted in its entirety and the following is substituted therefor:

Section 21.10. Duties of the Historic Review Board. The Historic Review Board shall have the following duties:

[1] To review documentation or survey of historic sites, landmarks or areas for designation purposes under these regulations;

[2] To review only applications for Certificates of Appropriateness for compliance with these regulations and design criteria established by the Commission for the construction, alteration, modification, rehabilitation or demolition of structures within the historic districts;

[3] To make recommendations to the Macon-Bibb County Planning

and Zoning Commission regarding criteria to be used in selecting historic and architecturally significant structures;

[4] To make recommendations to the Macon-Bibb County Planning and Zoning Commission for designation of structures and areas to be designed as an historic zoning district;

[5] To assist the Commission and its staff in the preparation of the design criteria to be used by the board and Commission for review of an application for a Certificate of Appropriateness. Such criteria shall be effective on the date adopted or amended by the Commission;

[6] To assist the Commission in making decisions concerning the demolition of structures in the historic districts pursuant to Section 21.12 [3];

[7] To assist applicant, upon request, in the preparation of applications for Certificates of Appropriateness to include providing such guidelines and advice that will assist the applicant in meeting the requirements of this Resolution and established design criteria; and

[8] To perform such other duties and responsibilities as may from time to time be assigned it by the Commission.

5.

Section 21.12[3] shall be deleted and the following substituted therefore:

[3] demolition: It is the policy of the Commission to encourage the preservation of historic structures, sites and areas and to protect against the razing or demolition of any building or

structure which is listed in the National Register of Historic Places or rated Number 1 or Number 2 in the Macon Historic Building Survey published by the Middle Georgia Historical Society, or which constitute a part of the historic fabric of the neighborhood.

(a) The Historic Review Board, upon receipt of copy of any application for the certificate of appropriateness to raze or demolish a building, structure, or any part thereof shall initially review the circumstances and the condition of the structure or part proposed for demolition and provide a report thereof to the Commission. The report shall include factual data addressing the four (4) criteria described below:

(1) Is the building of such architectural or historical interest that its removal would be to the detriment of the public interest?;

(2) Is the building of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?;

(3) Would retention of the building help preserve and protect an historic place or area of historic interest in the county?; and/or

(4) Would retention of the building promote the general welfare by maintaining and increasing real estate values; generating business; creating new positions attracting tourist, students, writers, historians, artists and artisans; attracting new residents; encouraging study and interest in American history; stimulating interest and study in architecture and design;

educating citizens in American culture and heritage; or making the county a more attractive and desirable place in which to live?

(b) Based upon the above mentioned report of the Historic Review Board, the Commission shall:

(i) Determine that none of the criteria listed in 21.12[3](a) apply and issue a certificate of appropriateness for demolition of the structure or

(ii) Delay issuing the certificate of appropriateness for up to 180 days in order to provide persons or groups interested in historic preservation who may wish to work with the owner or applicant in an effort to preserve the structure or locate purchasers who would agree to preserve the building or structure in accordance with the provisions of this section.

(c) If efforts at preservation prove unavailing, the Commission, shall issue a certificate of appropriateness. However, no certificate of appropriateness shall be issued for razing or demolishing of any structure listed in the National Register of Historic Places or rated Number 1 or Number 2 in the Macon Historic Building Survey published by the Middle Georgia Historical Society.

(d) The razing or demolition of any building or structure or any part thereof located in an historic district without first obtaining a certificate of appropriateness from the Commission shall subject such person to the penalties provided for in Chapter 33 of this Resolution. In addition, the Commission may refuse to grant a permit for new construction or for land use for a period of two (2) years, or condition the granting of any permit for new

construction of land use as would best serve the purpose of this Chapter.

6.

Section 21.13[2] shall be revised to read as follows:

After preliminary review, the zoning enforcement officer shall forward to the Historic Review Board the application with all material relevant thereto.

7.

Section 21.14 of the Comprehensive Land Development Resolution for the City of Macon and Bibb County is deleted in its entirety and substituted therefor is the following:

Section 21.14 Action by Historic Review Board.

The Historic Review Board shall initially review all applications for Certificates of Appropriateness and thereafter submit in writing to the Commission its findings as to whether the application is in compliance with these regulations and the design guidelines adopted by the Commission. If the Board determines that the application is not in compliance, it shall suggest to the Commission what changes, if any, in the applicant's plans and specifications would be required to bring the application into compliance.

8.

Section 21.15[1] shall be deleted and following substituted therefore: "The Commission shall review the findings of the Historic Review Board. As part of the review, the Commission may seek guidance and assistance for the professional staff of the

Commission or other possessing unique qualifications."

9.

Section 21.15[4] shall be deleted in its entirety.

10.

Notwithstanding any provision in Chapter 21 to the contrary, all references to Historic Advisory Board shall mean Historic Review Board.

LET THIS SAME BE ADOPTED, this 25th day of June, 1990.

MACON-BIBB COUNTY PLANNING AND ZONING COMMISSION

By: Mary D. Kearnes
Mary D. Kearnes, Chairman

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

I certify that the foregoing Amendment was 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 25th day of June, 1990.

Dorothy M. Hill
Commission Secretary

MY COMMISSION EXPIRES MARCH 4, 1994

Adopted August 14, 1997

A RESOLUTION OF THE MACON-BIBB COUNTY PLANNING AND ZONING COMMISSION PROVIDING AMENDMENTS TO THE COMPREHENSIVE LAND DEVELOPMENT RESOLUTION FOR THE CITY OF MACON AND BIBB COUNTY, GEORGIA ADOPTING NEW ZONING REGULATIONS TO IMPLEMENT LAND USE AND DESIGN GUIDELINES FOR THE DOWNTOWN AREA OF MACON, GEORGIA; SO AS TO AMEND CHAPTERS 2, 13, 21, 26, AND TABLES 25.07 AND 25.08 OF THE RESOLUTION AND CREATING NEW CHAPTERS 13A, 13B, AND 27A OF SAID RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, the Downtown Area of Macon, Georgia is presently on a National Register of Historic Places but is not zoned as a historic district; and

WHEREAS, there are numerous old and historically significant structures in the Downtown Area, however, there are not presently any design guidelines for the protection of those structures. Many of the structures have been neglected and are in the need of immediate repair and preservation; and

WHEREAS, in April 1994 the zoning commission staff prepared a strategic plan for downtown which identified the issue of obsolescence and neglect of the downtown building stock in the central business area. This strategic plan identified an objective to preserve Macon's downtown buildings which included among other things, the development of new zoning regulations that will promote the development of downtown and the preservation of our downtown buildings; and

WHEREAS, the Peyton Anderson Foundation has become a catalyst for the development of a plan for downtown. A group of interested business leaders has formed a new organization called New Town Macon, Inc. This organization engaged L. D. R. International, Inc. a well-recognized urban design and planning firm to develop a strategic plan for the preservation and economic development of Downtown Macon; and

WHEREAS, the Commission on the 27th day of December 1996 passed a resolution urging the City of Macon to implement a moratorium on the issuance of demolition permits in the downtown area to protect the historic structures downtown while the issue of design guidelines and land use controls was being studied; and

WHEREAS, on February 19, 1997 the City passed a resolution implementing a moratorium on the demolition of downtown structures; and

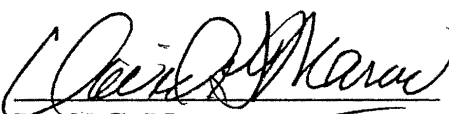
WHEREAS, the Mayor of the City of Macon appointed an advisory committee to study needs for Downtown and develop proposed land use controls and design guidelines. This committee began its work in April and has now submitted a proposal dated May 29, 1997 of recommended land use and design guidelines for the Downtown Area; and

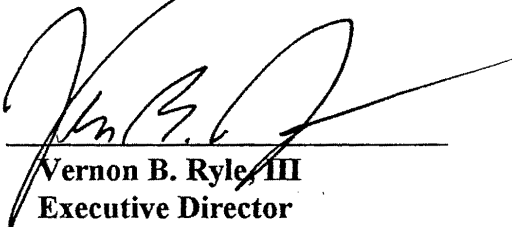
WHEREAS, the Commission has met and studied carefully their proposal and now wishes to implement the proposed guidelines for Downtown.

NOW, THEREFORE, BE IT RESOLVED in open and regular session by the Macon-Bibb County Planning and Zoning Commission that the following amendments are made to the Comprehensive Land Development Resolution for the City of Macon and Bibb County, Georgia as follows:

SO ADOPTED THIS 14th DAY OF August, 1997.

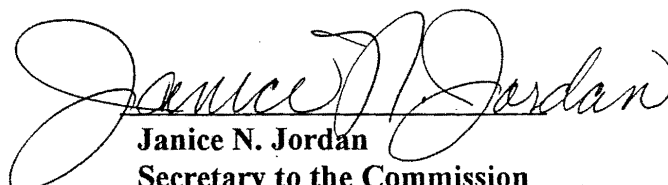
**MACON-BIBB COUNTY PLANNING
AND ZONING COMMISSION**

BY: 
David G. Mann
Vice-Chairman

ATTEST: 
Vernon B. Ryle, III
Executive Director

I certify that the foregoing agreement was 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 14th day of August, 1997.


Janice N. Jordan
Secretary to the Commission

DESIGN REVIEW BOARD RULES OF PROCEDURE

ARTICLE I - GENERAL GOVERNING RULES

The Design Review Board (hereinafter referred to as the "Board") shall be governed by the provisions of Chapter 27A of the Comprehensive Land Development Resolution for the City of Macon and Bibb County, Georgia.

ARTICLE II - DEFINITIONS

1. **BOARD** means the Design Review Board established pursuant to Section 27A.04 of the Comprehensive Land Development Resolution.
2. **BUSINESS ENTITY** means any corporation, partnership, limited partnership, firm enterprise, franchise, association or trust.
3. **CERTIFICATE** means Certificate of Appropriateness required pursuant to Section 27A.07 of the Comprehensive Land Development Resolution.
4. **COMMISSION** means the Macon-Bibb County Planning and Zoning Commission.
5. **COMPREHENSIVE LAND DEVELOPMENT RESOLUTION** means the Comprehensive Land Development Resolution for the City of Macon and Bibb County, Georgia.
6. **DESIGN GUIDELINES** means Design Guidelines for Macon-Bibb County's Historic Zoning Districts, CBD-1 Central Business District and CBD-2 Central Business District, adopted by the Macon-Bibb County Planning and Zoning Commission.
7. **FINANCIAL INTEREST** means all direct ownership of the local assets or capital stock of a business entity where such ownership interest is 10% or more.
8. **MEMBER OF THE FAMILY** means the spouse, mother, father, brother, sister, son or daughter of the Design Review Board member.
9. **PERSON** means an individual, partnership, committee, association, corporation, labor organization or other organization or group of persons.
10. **PROPERTY INTEREST** means the direct or indirect ownership of real property and includes any percentage or ownership less than total ownership.

ARTICLE III - OFFICERS, COMMITTEES

1. The Board shall elect a Chair and Vice-Chair annually during the first meeting after the month of September.
2. The Chair, or in his absence, the Vice-Chair shall preside at all meetings and hearings of the Board and decide all points of order and procedure. In the absence of both the Chair and Vice-Chair, an appointed Chair shall be designated by a majority voter of the quorum present.
3. The Chair shall appoint any committees the Board may find necessary to carry out the functions of the Design Review Board.
4. A staff member of Commission, designated by the Executive Director of the Commission, shall serve as Secretary to the Board.

ARTICLE IV - MEETINGS

1. A quorum of four members shall be required to conduct business.
2. The regular meeting of the Board shall be held the first and third Monday of the month at 2:00 ~~P.M.~~, unless there is no cause to hold such meeting, in which case, the Secretary shall inform the members of the Board at least 24 hours in advance of the regularly scheduled time.
3. **SPECIAL MEETINGS** may be called by the Chair provided that at least 24 hours notice of such meeting is given each Board member.

4. **CONFLICT OF INTEREST**

- A. A Board member shall have a conflict of interest if said Board member of his/her family, has a property interest in any real property affected by action on a certificate or, has a financial interest in any business entity which has a property interest in any real property affected by the issuance of a certificate, or has a business or professional interest in a project affected by action on a certificate. Any Board member having a conflict of interest shall immediately disclose the nature and the extent of such interest in writing to the Commission, or publicly at a meeting of the Board prior to consideration of an application for a certificate. These disclosures shall be made a public record and available for inspection. No Board member may vote or participate on a matter in which he or she has a conflict of interest. (No member shall represent an applicant before the Design Review Board.)

B. DISCUSSION OF PENDING MATTERS.

No Board member shall appear, or represent any party with respect to any case pending before the Board.

5. CONDUCT OF MEETINGS.

A. All meetings shall be open to the public.

B. Order of Business

1. Roll Call

2. Approval of Minutes

3. Hearing of Certificates of Appropriateness

4. Deliberations

5. Committee Reports

6. Unfinished Business

7. New Business

C. The owner of the property for which a certificate is being considered shall appear at the public meeting and may have a representative present. Attendance of the owner may be waived by the Chair for good cause.

D. Rules of Procedure for Certificates of Appropriateness

(1) A statement will be made by the Chair explaining the nature of the action to be taken.

(2) Presentation by the applicant.

(3) Presentation by others, first by supporters, then those in opposition to the application.

(4) Rebuttal by the applicant and then by the opposition.

E. The Chair may establish time limits for presentations with each having equal time.

F. The Board may defer the application or any parts thereof until the applicant has provided the necessary documentation.

G. Pursuant to Section 27A.05[2] of the Comprehensive Land Development Resolution, the Board shall make recommendations based on finding of facts to the Commission whether the applicant's proposal is appropriate or not appropriate. This determination shall be made by a majority vote of the quorum present. Any dissenting opinion shall be included in the Board's recommendation to the Commission.

6. **ADJOURNED MEETINGS.** The Board may adjourn a regular meeting if all business cannot be disposed of on the day set, and no further notice shall be necessary for rescheduling such meeting if the time and place of its resumption is stated at the time of adjournment and is not changed after adjournment.

ARTICLE V - VACANCIES

Resignation shall be in writing and delivered to the Design Review Board Chair with a copy to the Director. Any member who accumulates three (3) successive unexcused absences shall be deemed to have resigned. The Board Chair shall decide which absences are excused. Any member who misses more than half of the scheduled meetings during any six (6) month period shall be deemed to have resigned. A member is deemed to be absent if the member is not present 15 minutes after the meeting is scheduled to begin. Any vacancies occurring on the Board other than by an expired term shall be reported by the Chair to the Commission promptly and the Commission may appoint a replacement to fill the unexpired term of the Board member being replaced.

ARTICLE VI - DUTIES AND POWERS

The Design Review Board shall have all duties and powers as provided for in Section 27A.05 of the Comprehensive Land Development Resolution.

ARTICLE VII - GUIDELINES

The Design Review Board shall made their findings based on the Comprehensive Land Development Resolution and Design Guidelines as adopted by the Commission.

ARTICLE VIII - COMPENSATION

Board members shall serve without compensation.

**A RESOLUTION ADOPTING RULES OF PROCEDURE
FOR THE DESIGN REVIEW BOARD**

WHEREAS, the Design Review Board (hereinafter referred to as the "Board") was created on August 14, 1997 by the Macon-Bibb County Planning and Zoning Commission; and

WHEREAS, the Board pursuant to Chapter 27A Design Review provides assistance to the Macon-Bibb County Planning and Zoning Commission in making decisions regarding the application of regulations to Design Districts; and

WHEREAS, the Macon-Bibb County Planning and Zoning Commission desires to establish rules of procedure for the conduct of the Board's activities as required by the Comprehensive Land Development Resolution of Macon and Bibb County, Georgia;

NOW, THEREFORE, BE IT RESOLVED that the Macon-Bibb County Planning and Zoning Commission in regulation session assembled hereby adopts the Design Review Board Rules of Procedure which are attached hereto and made a part of this Resolution.

SO ADOPTED THIS 13th DAY OF October, 1997.

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

BY: Connie Cater
Connie Cater, Chairman

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

I certify that the foregoing Design Review Board Rules of Procedure 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 13th day of October, 1997

James D. Jordan
Commission Secretary

Notary Public, Bibb County, Georgia
My Commission Expires April 2, 2000

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Charles Jones
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