

**Application for Text Amendment(s)  
To Zoning Ordinance  
City of Cartersville**

Case Number: T20-01  
Date Received: 12-1-19

**Public Hearing Dates:**

~~Planning Commission~~ HPC 12-17-19 5:30pm    1<sup>st</sup> City Council 2-20-2020 7:00pm    2<sup>nd</sup> City Council 3-5-2020 7:00pm

**APPLICANT INFORMATION**

Applicant (printed name) <u>City of Cartersville</u>	Office Phone <u>770-387-5600</u>
Address <u>10 N. Public Sq</u>	Mobile/ Other Phone _____
City _____ State _____ Zip <u>30120</u>	Email <u>chandegee@cityofcartersville.org</u>
Representative's printed name (if other than applicant) <u>DAVID HARDEGREE</u>	Phone (Rep) <u>770-387-5614</u>
Representative Signature <u>David Hardegree</u>	Applicant Signature _____
Signed, sealed and delivered in presence of: _____	My commission expires: _____
Notary Public _____	

1. Existing Text to be Amended: CHAPTER 9.25, Historic Preservations  
Article II, Section 9.25-36 & 37, Subsection \_\_\_\_\_  
III 9.25-52 to 56

Existing Text Reads as Follows: See Attached

2. Proposed Text:  
Proposed Text Reads as Follows: See Attached

(Continue on additional sheets as needed)

**Application for Text Amendment(s)  
To Zoning Ordinance  
City of Cartersville**

3. Reason(s) for the Amendment Request: To Address Conflicts,  
VAGUENESS, AND Inconsistencies.

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(Continue on additional sheets as needed)

**REQUIREMENTS FOR FILING  
AN APPLICATION FOR TEXT AMENDMENT(S)  
CITY OF CARTERSVILLE, GA**

Completed applications must be submitted to the City of Cartersville Planning & Development Department, located at 10 N. Public Square, 2<sup>nd</sup> Floor. Cartersville, GA 30120.

**Requirements**

1. **Completed Application:** Include all signatures. Complete items 1, 2 and 3.
2. **Filing Fee:** A non-refundable filing fee of **\$400.00** must accompany the completed application.
3. **Public Notice Fee (Optional):** The applicant may choose to have city staff prepare and manage the public notification process outlined in **Requirement 4** below. If this option is requested, there is an additional, non-refundable fee of **\$30.00** which covers the cost of the newspaper ad.
4. **Public Notification:** The applicant is responsible for the following **public notification** process unless the applicant has requested that staff manage this process as outlined in **item 4** above:
  - a. Not less than fifteen (15) days and not more than forty-five (45) days prior to the scheduled date of the public hearing being the final action by the City Council and not less than ten (10) days prior to the Planning Commission meeting, a **notice of public hearing** shall be published in the legal notice section of the Daily Tribune newspaper within the City of Cartersville. Such notice shall state the application file number, and shall contain the location of the property, its area, owner, current zoning classification, and the proposed zoning classification. Such notice shall include both the Planning Commission and the City Council meeting dates. (See attached Notice of Public Hearing).

# MEMO

To: Mayor Santini & City Council  
From: Randy Mannino and David Hardegree  
Date: February 14, 2020  
Re: *Text Amendment T20-01. Historic Preservation Ordinance Chapters 9.25-36, -37, -52 to -56; Design Standards, Definitions and District Design Standards (guidelines)*

## **RE: Summary of HPC Ordinance and Design Standards, Phase 1 Revisions**

The purpose of this text amendment is to address concerns expressed by City Council and by the HPC regarding design guideline conflicts, vagueness and inconsistencies that most likely originated by adopting the HPC ordinance and design guidelines in multiple phases, drafted by multiple authors, as the ordinance evolved from 2000-2010.

These revisions are the first step in what may be a multi-step process to update the HPC ordinance, design standards, and historic resource surveys. No content changes were made to the guidelines with the exception of aligning the residential guideline for painted brick with that of the DBD design guideline. The DBD guidelines prohibit painting or coating unpainted brick.

All revisions are intended to clarify the standards (formerly guidelines), by stating which standards “shall” be followed versus “should” be followed. This should reduce the “gray” areas making the guidelines more “black and white,” and HPC decisions more defensible.

The general scope of the text amendments includes:

- Clearly defining what is a Requirement versus Recommendation;
- Eliminating or clarifying confusing text or references.
- Providing clearer direction and instruction to property owners regarding the rehabilitation, renovation, restoration, modification or demolition of structures; and,
- Clearly stating what preservation actions are allowed, or not allowed, thereby improving the HPCs ability to review a project and waive or vary a requirement for unique circumstances.
- Substituting “shall” for “must” to maintain consistent terminology.

The HPC approved these amendments at their regular meeting on December, 17<sup>th</sup> 2019.

Examples of conflicting language:

- (i.e 9.25-52, Part 1 (**Requirements**), item 4, parag 2... Rehabilitation work **should** not destroy the distinguishing character of the property)
- (i.e DBD Design Guidelines, Part 1,, par. 2: In filing for a certificate of appropriateness all requirements **must shall** be complied with and so indicated....)

Major changes are **highlighted**.

Historic Preservation Commission Called Meeting  
10 N. Public Square  
December 17, 2019  
5:30 P.M.

## **I. Opening Meeting**

Call to order by Chairman Frisbee

Present: Greg Frisbee, Becky Carr, Lynne Pritchett, Brad Galland, Jeff Glover  
Staff Present: David Hardegree, Keith Lovell and Samantha Fincher  
Absent: Larry Gregory, Vandi White

### **1. Call to Order**

### **2. Approval of Minutes**

Chairman Frisbee called for a motion to approve the minutes of the last meeting. A motion to approve the meeting minutes from November 19, 2019 was made by Board Member Carr and seconded by Board Member Glover. Motion carried unanimously. Vote: 4-0.

### **3. New Business:**

#### **A. COP19-31: 8 Oakland St. Applicant: Kyle Russell**

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the applicant is the new owner of the property and wishes to remodel the interior as well make changes to the exterior. Currently, the right front side of the house has a second entrance with a porch and gabled roof. The applicant is proposing to: Replace vinyl siding and cornice with hardi-plank siding; Replace door and gabled entryway with bay windows; Replace front door with new door; Clean and paint stucco crawlspace wall; Replace tile flooring on front porch with brick pavers or wood plank or composite material; Replace four sets dual wood columns on front porch with four craftsman style columns; Remove, or replace right side window on front porch (bathroom window); Replace three round support columns on carport with new wood column supports; Add a lattice screen to new carport support columns.

Mr. Hardegree stated the house is recently historic, but is non-contributing. The proposed changes will likely not harm the home structurally or devalue the home.

Kyle Russell, Applicant, came forward to answer questions from the Board. The Board discussed: the age of the home, windows, painting the stucco and options for the carport.

Chairman Frisbee opened the floor for public hearing, with no one coming

forward the public hearing was closed.

Board Member Glover made a motion to approve the application as submitted with the option for the applicant to enclose the entire garage with the same siding as house (add garage door as needed), or to add a lattice screen to new carport support columns. Motion was seconded by Board Member Galland. Motion carried unanimously. Vote: 4-0.

**B. COP19-32: 210 W. Main St. Applicant: Ben and Stephanie Harbour**

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the applicant is proposing to add 2-story porch to the front façade of home and an 8ft privacy fence along western property line adjacent to 214 W. Main St. The proposed changes will also require a variance approval from the Board of Zoning Appeals due to setback encroachment.

Stephanie Harbour, Applicant, came forward to answer questions from the Board. She explained that the residential home behind her requested an 8-foot privacy fence after the over-grown bamboo was removed. She stated that they have made improvements to the interior of the home and are now looking to update the exterior.

The Board discussed that the craftsman-style proposed porch is not appropriate for the home, and were not in favor of a balcony addition. The Board recommended for the applicant to redesign the porch to incorporate more simplistic and colonial revival-styled elements. The revised design submittal should include side and front elevations.

Mrs. Harbour withdrew her application submittal for the porch and side awning and agreed to reapply with a new design.

Board Member Glover made a motion to approve the installment of a wooden, shadow box fence, 6 foot in height, along the western property line. Motion was seconded by Board Member Carr. Motion carried unanimously. Vote: 4-0.

**C. COP18-08 REV2: 553 W. Main St. Applicant: Rodney and Rita Beegle**

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the applicant was previously approved to build a 22' x 24' master bedroom and bath addition to the left front corner of home. The Applicant would like to add a 24'' x 36'' awning window to the porch-side addition to allow ventilation and natural light.

Rodney Beegle, Applicant, came forward to answer questions from the Board. The Board thanked Mr. Beegle for returning to the Board with the change. Mr. Beegle confirmed that the window will match the existing windows.

Board Member Pritchett made a motion to approve the 24'' x 36'' awning window. Motion was seconded by Board Member Carr. Motion carried unanimously. Vote:4-0.

**4. Staff or Commission Comments**

**A. Anverse Microwave Dish. 13 Wall St.**

Mr. Hardegree stated that Anverse Inc. (Radio Station) is relocating a 12ft. diameter microwave dish from an off-site location to the Anverse location at 13 Wall Street. Initial discussions placed the dish on top of the radio station, a very conspicuous location. The new location places the dish to the rear of the building in the courtyard adjacent to Gilmer St. The satellite will be pointed to the southwest over the building. A landscape screen may be added along Gilmer St. to disguise the dish.

**B. Design Standards Update**

Mr. Hardegree gave the Board an update on the Design Standards. The first hearing for the Text Amendment will be heard at the second meeting in January, and the second reading will be heard the first week in February. The Board thanked Mr. Hardegree for all his hard work. The Design Standards are unrelated to the Moratorium.

Board Member Pritchett made a motion to approve the new Design Standards. Motion was seconded by Board Member Carr. Motion carried unanimously. Vote:5-0.

Board Member Gregory voted to approve via proxy letter. Letter will be attached to the Minutes.

**5. Adjourn**

Board Member Pritchett made the motion to adjourn. The meeting adjourned at 7 p.m. The next scheduled HPC meeting is Tuesday, January 21st, 2019 at 5:30 PM

/s/   
\_\_\_\_\_  
Greg Frisbee  
Chairman

**LAWRENCE D. GREGORY**  
HPC Board Member  
321 W. Cherokee Ave.  
P.O. Box 1744  
Cartersville, Ga. 30120  
770-382-8087 (h) 470-334-6154 (c)

12/15/2019

**Proxy Letter:**

**Cartersville Historic Preservation Commission**

**Board Members,**

**I have read the summary of the Phase 1 revisions to the HPC Ordinances and Design Standards dated December 13<sup>th</sup>, 2019.**

**I would like to vote my approval of these revisions.**

**I would like my approval vote, per this proxy, entered into the December 17<sup>th</sup>, 2019 HPC meeting minutes.**

**Thank You,**

**Larry Gregory  
Cartersville HPC  
Board Member**



**Cartersville Historic Preservation Commission  
Memo**

December 13th, 2019

**RE: Summary of HPC Ordinance and Design Standards, Phase 1 Revisions**

To all HPC members,

The following pages represent a summary of the Phase 1 revisions to the HPC ordinance and Design Standards. Major changes have been highlighted in the final document draft. A summary of SHPO comments is included.

The purpose of these revisions is to address concerns expressed by City Council and by you regarding conflicts, vagueness and inconsistencies that, in my judgement, originated by adopting the HPC ordinance and design guidelines in multiple phases, drafted by multiple authors, as the ordinance evolved from 2000-2010.

These revisions are the first step in what may be a multi-step process to update the HPC ordinance, design standards, and historic resource surveys.

The revisions are intended to:

- Clearly define what is a Requirement versus Recommendation;
- Eliminate or clarify confusing text or references;
- Provide clearer direction and instruction to property owners regarding the rehabilitation, renovation, restoration, modification or demolition of structures; and,
- Clearly state what preservation actions are allowed, or not allowed, thereby improving the HPCs ability to review a project and waive or vary a requirement for unique circumstances.

This final draft also includes the following revisions that were not discussed at a previous meeting:

- Substitute “shall” for “must” to maintain consistent terminology. Fifteen substitutions were made. *(i.e DBD Design Guidelines, Part 1., par. 2: In filing for a certificate of appropriateness all requirements **must shall** be complied with and so indicated....)*
- Remove (7) references to “color.”

Please review the final draft document and be prepared to discuss any final revisions at Tuesday’s HPC meeting. If the commission takes action to approve these draft revisions, it is my intention to include an ordinance text amendment at the January 16<sup>th</sup> and Feb 6<sup>th</sup> Council meetings

Sincerely,

David

Cc: KLovell, Esq



**Sec 9.25-36. - Design guidelines Standards. (Major Revisions highlighted)**

- (a) *Identification of design guidelines standards:* Concurrent with, or immediately following, the designation of any historic district, site, object, building, structure, or work of art, the historic preservation commission shall recommend to the city council a set of "design guidelines standards." The guidelines standards are intended to identify the characteristic features of the designation that will be used in determining the compatibility of new construction or alteration of size, location, materials, style, rhythm, and any other quality deemed by the historic preservation commission to contribute to the character of the historic property. Standards will be used in evaluating the appropriateness of a project for both contributing and non-contributing properties and structures.
- (b) Procedure for adoption of design guidelines standards. The historic preservation commission shall draft and recommend the proposed design guidelines standards or amendments to the standards, to the city council at a public hearing. Adoption of the guidelines standards or revisions to the standards by the city council may only be considered after the historic preservation commission's recommendation and following a public hearing as follows: The city council shall hold a public hearing on the adoption of the design guidelines standards or revisions to the standards. Notice of the hearing shall be published in at least three (3) consecutive issues in the legal organ newspaper within Cartersville, Georgia. All such notices shall be published not less than ten (10) nor more than twenty (20) days prior to the date set for the public hearing.
- (c) Concurrent action: The historic preservation commission may recommend, and the city council may consider and adopt, the design guidelines standards or revisions to the standards at the same public hearing and/or meeting as the designation of the corresponding historic district or historic property. The legal notices for the guidelines and designated area(s) may be combined into one notice if the hearings are to be combined.

(Ord. No. 19-01, § VI, 5-17-01)

**Sec. 9.25-37. – Definitions**

**Certificate of Preservation.** A document evidencing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district. This is also referred to as a certificate of appropriateness in O.C.G.A. 44-10-20 et seq. and the terms are interchangeable under the ordinance.

**Design Guideline.** A Design Guideline, or Guideline, is hereby defined as a recommendation by the Historic Preservation Commission that adheres to traditional and commonly recognized historic preservation practices. A guideline is not a requirement.

**Design Standard.** A Design Standard, or Standard, is hereby defined as a design requirement for a Certificate of Preservation but may be varied or deemed not applicable by the Historic Preservation Commission.

**Exterior architectural features.** The architectural style, general design and arrangement of the exterior of a building or other structure, including, but not limited to building material and the type and style of windows, doors, signs, and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

Exterior environmental and, features; landscape features. All those aspects of the landscape or the development of a site which affect the historical character of the property, i.e., walls, fences, paving, walks, drives, etc., but not plants, trees, or flowers of any kind.

**Historic:** For the purposes of historic preservation, a historic structure is one that is 50 years of age or older. A historic structure may be contributing or non-contributing.

Historic district. A geographically definable area which contains structures, buildings, objects, sites, works of art, or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Commission.

Historic property. An individual building, structure, site, object, or work of art which exhibits a special historical or architectural character as designated by the Commission.

Material change in appearance. A change that will affect either the exterior architectural or environmental features of a historic property or any buildings, structure site, object, landscape feature or work of art within a historic district, such as:

- (1) A reconstruction or alteration of the size, shape, or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements;
- (2) Demolition or relocation of a historic structure;
- (3) Commencement of excavation for construction purposes;
- (4) A change in the location or design of advertising visible from the public right-of-way on any historic property; or
- (5) The erection, alteration, restoration, or removal of any building, structure, object, or work of art within a historic property, including walls, fences, steps, and pavements or other appurtenant features.

(Ord. No. 19-01, § VII, 5-17-01; Ord. No. 47-04, § 8, 6-17-04)

**Sec. 9.25-52. - Downtown Business Historic District.**

The City Council of the City of Cartersville adopts the Downtown Business Historic District as indicated herein.

- (a) *Boundaries.* The boundaries of the Downtown Business Historic District are as follows:

Begin at the point of intersection of the northern right-of-way of Leake Street with the Eastern right-of-way of S. Bartow Street, said point being the Point of Beginning.

Thence along the northern right-of-way of Leake Street to the point of intersection with the western right-of-way of S. Tennessee Street; thence along the western right-of-way of S. Tennessee Street and N. Tennessee Street to the point of intersection with the northern right-of-way of Church Street, thence along the northern right-of-way of Church Street to the point of intersection with the western right-of-way of Gilmer Street; thence along the western right-of-way of Gilmer Street to the point of intersection with the northern property line of Bartow County Tax Parcel C00100001004; thence along the northern property line of Bartow County Tax Parcel C00100001004 and C00100001001 to the point of intersection with the eastern right-of-way of Railroad Street a/k/a Museum Drive; thence along the eastern right-of-way of Railroad Street a/k/a Museum Drive to the point of intersection with the southern right-of-way of Church Street; thence along the southern right-of-way of Church Street to the point of intersection on the southern right-of-way of Church Street with western property line of Bartow County Tax Parcel C00200014001; thence along the eastern property line in a southerly direction to the point of intersection with the southern right-of-way of W. Cherokee Avenue being approximately 335 ' and being the point of intersection of the with the western property line of Bartow County Tax Parcel C00200013004; thence along the southern right-of-way of W. Cherokee Avenue to the point of intersection with the western right-of-way of Noble Street; thence along the western right-of-way of Noble Street to the point of intersection with the northern property line of Bartow County Tax Parcel C00200012002; thence along the northern property line of Bartow County Tax Parcels C00200012002, C00200012013, C00200012012, and C00200012011 to the point of intersection with the eastern right-of-way of N. Bartow Street; thence along the eastern right-of-way of N. Bartow Street and S. Bartow Street to the point of intersection with the northern right-of-way of Leake Street, said point being the Point of Beginning.

- (b) *Designation of contributing/non-contributing property owners list.* The following is a list of all properties and property owners of the Downtown Business Historic District and designation of each property as contributing or non-contributing pursuant to the City of Cartersville Historic Preservation Ordinance.

\*Status N - Non Contributing C-Contributing

[Table of addresses omitted for TA revisions]

- (c) *Overlay map.* The zoning map of the City of Cartersville shall be amended to show the Downtown Business Historic District as an overlay on said zoning map and said overlay on said zoning map and said overlay shall be designated as the Downtown Business Historic District.

(d) The following design standards are adopted for the Downtown Business Historic District:

## **CARTERSVILLE HISTORIC PRESERVATION COMMISSION DOWNTOWN BUSINESS HISTORIC DISTRICT**

### **GENERAL STANDARDS**

#### **INTRODUCTION**

The following Downtown Business Historic District Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the *U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties*, latest edition, for guidance.

Preservation of character-defining elements of historic buildings is a priority, and alterations and repairs should accurately represent the historic qualities of the buildings. Original documentation shall be used for restoration work, if available. Where original documentation is unavailable, interpretations of similar elements that occurred in the area may be considered.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and as such shall not be considered by the Commission in reviewing said applications.

#### **PART 1- EXISTING STRUCTURES:**

1. *Changes in use:*

A change in use is not regulated, but every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.

2. *Original design character:*

Adhere to the original design character of the building. Analyze the building to determine which elements are essential to its character. Do not alter the structures' facade to make it appear newer or older than it actually is. The historic character of the Downtown Business Historic District should be expressed.

3. *Historical changes:*

Preserve older alterations that have achieved historic significance. An example is an addition or entryway that was added to the original building early in its history. More recent alterations that are not historically significant may be removed.

4. *Plan and implement strategies:*

Evaluate the historic property and create a plan for implementing strategies for preservation, rehabilitation, restoration, reconstruction, alterations to the exterior, and additions.

Rehabilitation work shall not destroy the distinguishing character of the structure. Match the original material when feasible. Alternative materials shall be considered by the Commission. Deteriorated architectural features shall be repaired, rather than replaced, whenever possible. Patch, piece-in, splice, consolidate, or otherwise upgrade the existing material using recognized preservation methods whenever possible. Alternative materials shall be considered by the Commission.

Replacement of missing architectural elements shall be based on accurate duplications of original features. In the event replacement is necessary, the new material shall match that being replaced in design, color, texture, and other physical qualities. The design shall be substantiated by physical or pictorial evidence.

Where reconstruction of an element is impossible because of lack of historical evidence, a new design that relates to the building in general size, scale and material shall be considered using design elements that reflect the building's style.

During repair or rehabilitation, protect and maintain historic features that survive in generally good condition. Treatments include rust removal, caulking, sealing and repainting. Original materials and details that contribute to the historic significance of the structure shall be preserved.

When disassembly of a historic element is necessary for its rehabilitation, one shall use methods that minimize damage to the original materials. Devise methods of replacing the disassembled materials in their original configuration.

5. *Roofs:*

Preserve original pitch and shape of the roof forms where they contribute to the historic character of the building. Replace existing roof materials with the same type of material where it is visible from the street unless an alternative material is approved by the Commission. Rooftop mechanical systems, satellite dishes, and similar devices shall be unobtrusive and located out of public view unless approved by the Commission.

Maintain historic chimneys.

Do not remove ornamental roof features.

Do not use shingled, mansard roofs.

6. *Cornices:*

A cornice is the decorative strip along the top of most historic commercial buildings. It caps off the facade physically and visually. Cornices are usually constructed of brick, wood, cast iron, or sheet metal, and occasionally, the horizontal supporting beam acts as a cornice.

Original cornices shall be preserved. Damaged cornices shall be repaired without disturbing the rest of the cornice, using like materials, unless an alternative material is approved by the Commission.

7. *Upper fronts:*

The upper front of a building is the section of the facade above the main storefront. Do not fill in upper window openings.

A second story addition **shall** maintain the historical architecture of the building. The addition of a front porch or balcony where none existed previously is prohibited unless approved by Commission.

8. *Facades:*

The basic commercial facade consists of two (2) main parts: the storefront and entrance with display windows; and the upper front, usually with regularly spaced windows and a cornice. The storefront and upper front are visually important.

The elements of the facade **shall** be retained as closely as possible to those of the original structure, using existing original materials unless an alternative material is approved by the Commission.

If parts of the facade are missing, design and reconstruction **shall** be based on historical, pictorial, or physical documentation. When documentation is unavailable, a new design for a missing element shall be compatible with the size, scale, and material of the historic building.

9. **Exterior Walls:**

**Painting, sealing or applying other types of coatings to unpainted masonry is prohibited without Commission approval.** One shall not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.

When repointing brick or other masonry walls, one **shall** use a historic mortar mix (softer than modern mixes), matching the original mortar joints.

Maintain historic exterior materials. As part of a renovation, repair damaged exterior materials with like materials only in the area of damage. One **shall** not use imitation or faux brick, stone, wood siding, metal siding or aggregates on the building façade unless approved by the Commission.

Maintain historic exterior materials. As part of maintenance, repair damaged exterior materials with like materials only in the area of damage. One **shall** not use imitation or faux brick, stone, wood siding, metal siding or aggregates on the building façade unless approved by the Commission.

10. *Storefronts:*

Common historic storefront design consists of large, thinly framed windows and a recessed entrance. Frequently, there is a cornice at the top of the storefront to separate it from the upper facade, and low bulkheads at the base of the storefront to protect the windows and define the entrance.

Historic storefronts **shall** be repaired rather than replaced or covered. Retain historic elements, such as bulkheads or cast iron columns. Storefronts can consist of a variety of materials similar to those of the rest of the building. If replacement of elements is required, new materials **shall** match the original in placement, composition, design, texture and other visual qualities. The frame can be wood, cast iron, or anodized

aluminum. Bulkheads are generally wood panels, aluminum-clad plywood, polished stone, glass, or tile.

Where the original storefront no longer exists, replacement **shall** be based on historical research, physical or pictorial evidence, and be compatible with nearby historic buildings. One **shall not** extend the storefront out of its place in the facade. It should be in the same plane as the upper facade and shall not extend beyond the original opening.

One **shall** retain transom windows, reopening previously covered transoms whenever possible. One **shall not** enclose, replace the window type, cover, or install air-conditioning units in transom windows.

11. *Exterior details:*

Details can be some of the most striking elements of a building's facade. Since the design and size of many commercial buildings are quite similar, their unique decorations should be noted and preserved.

Subtle wood details, such as window moldings, **shall** be retained. One **shall not** add architectural details where none existed before, such as colonial doors, small windowpanes, or storefront shutters unless approved by the Commission.

Decorative tile and structural, pigmented, beveled, stained, leaded or etched glass contributing to the original historic value of the structure **shall** be retained.

All decorative terra cotta and all forms of brick work and stonework **shall** be repaired and maintained. Historic cast iron and sheet metal decorations, common on many nineteenth century buildings, **shall** be preserved.

12. *Windows—Storefront:*

Retain large display windows characteristic of commercial buildings in their original size, shape, and proportions. Preserve original window components, replacing only damaged portions. When replacing glass or restoring windows, retain the original configuration, size and shape of the storefront opening.

Display windows shall use clear glass only; transom windows can be clear, tinted or stained. Neither shall have dividing mullions.

Restore previously enclosed display windows when the original design is documented.

One shall not fill in window spaces or add storm windows which obscure the historic windows. If dropped ceilings cover part of the window openings, have the drop setback so the entire window space appears open from the outside. One shall not add decorative exterior shutters that do not fit the windows.

13. *Windows—Upper front:*

Existing windows shall be repaired unless an alternative is approved by the Commission. If required, replacement windows shall fill the entire opening and match the original windows in material, configuration, and style. If an aluminum frame is used, it shall be painted to match the remaining windows. Storm windows shall be either mounted inside or painted to match the window sash.

Upper story windows help tie together all the facades on a street. They give a building the appearance of vitality and shall not be filled in or covered.

14. *Awnings and canopies:*

The canvas awning was an important design element common in the traditional storefront. Awnings shelter passersby, reduce glare, and conserve energy by controlling the amount of sunlight that hits the store windows. Movable awnings can be retracted allowing the sun to shine into a building in the winter and can be extended to shade the storefront from summer heat. Awnings can also effectively and tactfully disguise inappropriate storefront alterations.

There are a variety of materials for awnings, including canvas, vinyl-coated canvas, and carillon, a synthetic material. Standard street-level awnings shall be mounted between the display windows and the first-floor cornice or sign panel with the valance about seven (7) feet above the sidewalk. They shall reinforce the frame of the storefront without covering up the side piers, and shall project four (4) to seven (7) feet from the building. A twelve-inch valance flap is usually attached at the awning bar and can serve as a sign panel.

Canopies that are intact and are an integral part of the building shall be preserved. For smaller canopies one may consider the addition of a canvas over the rails, and a twelve- to twenty-four-inch skirt along the front and sides.

*Guidelines:*

Since the average life of an awning is between four (4) and seven (7) years, the only records of authentic awnings are old photographs or renderings, unless awnings have been maintained regularly through the years. Reference old photographs to determine an awning appropriate for a building. An awning can bring attention to a building, but care should be given to its design. Consider how it will appear in relation to the scale of a building to others on the street. An appropriately designed and placed awning can save money, identify a storefront, and create a pleasant sidewalk experience.

15. *Entrances and Doors:*

Retain original recessed entries where they exist. Use building symmetry to suggest location, preferably recessed and canted. Retain tiled entryway floors. On upper levels, maintain historic door placements. One shall not add new entrances to secondary levels on the facade.

Entrance doors on historic commercial buildings usually have a large, clear glass panel and are made of wood, steel, or aluminum. Replacement doors shall resemble the original in design, materials, size and proportions.

Retain doors, hardware, trim and the original number of doors and their original locations. One shall not install unfinished aluminum doors or residential doors. One shall not add transom or sidelight windows where none existed previously.

16. *Building Additions:*

1. Design an addition to be compatible with the historic building in mass, form, materials, and relationship of solid surfaces to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. Construct new additions so that there is the least possible loss of historic fabric and that the character-defining features of the historic building are not destroyed, damaged, or obscured.
4. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
5. Locate a new addition to the rear of the structure or behind the front façade.
6. New parking lots shall be located to the side or rear of a structure unless an alternate location is approved by the Commission.

## **PART TWO- NEW BUILDING CONSTRUCTION**

1. *Building form and scale:*

Any new building constructed in the Downtown Business Historic District will make a significant visual impact on the streetscape. It is important to consider the character and scale of the surroundings and adjacent buildings to insure the new structure will be compatible. New buildings shall appear similar in mass and scale to historic structures in the area. Use building forms and roof forms that match those used historically.

Building height shall be comparable to adjacent structures. Where new building facades will be wider than those found traditionally, subdivide the surface into proportions similar in scale to historic facades by varying setback, roof forms, and materials. New construction shall be sensitive to the size, scale, proportion, material, shape, texture, and rhythm of its neighbors.

2. *Reconstruction*

Infill designs should not attempt to duplicate the period and style of the adjacent buildings, or try to look "old" by using period proportions and materials. The designs should complement the buildings in the area but represent the style of the period in which it is built.

Reconstruction may be considered as a treatment when: 1) a contemporary depiction is required to understand and interpret a property's historic value, (2) no other property with the same associative value has survived; and, 3) when sufficient historical documentation exists to ensure an accurate reproduction.

3. *Building orientation and site-placement:*

New buildings will respect the placement of nearby historic buildings by being placed at a setback equal to that of nearby similar historic buildings or similar buildings within the district. It is required to align new buildings with the established setbacks of the area. Nontraditional lots can be given special consideration by the HPC.

Buildings with party walls, such as those along Wall Street, Main Street, Public Square, and East Church Street (under the bridge) shall maintain zero lot line placement. New buildings on these streets will not have side setbacks, but will use party walls.

4. *Entrance orientation:*

New construction will face the same street as nearby similar buildings. Respect traditional designs used for building entrances of similar buildings in the district, using, for example, a recessed entrance where appropriate.

5. *Windows:*

The size and proportion of window and door openings of a building shall be similar to those on surrounding facades. The same applies to the ratio of window area to solid wall for the facade as a whole. Maintain the rhythm of the surrounding windows.

6. *Materials:*

Use building materials that are similar to those employed historically for all major surfaces. Brick, stone and terra cotta may be used in unlimited quantities.

Wood may be used on the first story (store-front level) for architectural elements such as pilasters, cornices, decorative raised panels, etc., but wood shall not be used as a general siding material.

Concrete and precast concrete use is limited to architectural elements such as window hoods, cornices, columns and capitals. Glazed block or ceramic tile may be used as accent material only.

Prohibited materials on building facades include metal, aluminum, or vinyl siding and preformed panels, or porcelain or baked enamel metal panels. Other materials may be used if their appearances are similar to those of historic building materials.

7. *Plant beds and plantings:*

The goal is to beautify the district and make it more pleasant for pedestrian traffic. Locate plantings in traditional areas of the site, such as along fences, walks, and foundations. Well-maintained concrete planters that harmonize with nearby buildings and existing streetscape are recommended.

8. *Walls and fences:*

The goal is to maintain the pattern of existing fencing in the Downtown Business Historic District and to use fencing and walls to screen parking and storage areas. Maintain traditional fence lines or dominant fence lines in the vicinity. New fence and wall designs shall be appropriate for the primary structure and reinforce the pedestrian scale instead of forming barriers or exclusionary walls.

Privacy fences shall not be placed flush with the facade of a building.

New fences should limit their impact by being placed behind the rear elevation and by using traditional materials, such as wood. Any obtrusive fence shall be further screened from public view by evergreen vegetation or a second traditional fence.

9. *Pavement:*

Historic walks and drives shall be repaired rather than replaced. If replacement is required, new materials shall match the original in placement, composition, design, texture and other visual qualities as determined by the Commission.

10. *Parking lots:*

Parking lots shall not be allowed in the front yard. Side or rear locations are required. Plan parking lots to be subdivided into small components so that the visual impact of large paved areas is reduced. Include islands of plantings in the interior of lots, and provide planting buffers at the edges of parking lots.

If walls are required to screen parking lots, then they shall be constructed at a height that screens parked vehicles. The facade line of nearby historic buildings shall be maintained. Traditional materials, such as brick, shall be used.

11. *Service areas and equipment:*

Screen service equipment and trash containers from public view. The visual impact of mechanical and electrical equipment shall be minimized. (See also walls and fences.)

12. *Signs:*

Signs shall be subordinate to the architecture and overall character throughout the district. Sign materials shall be compatible with the building materials. The types and sizes of signs allowed are defined in the sign ordinance of the City of Cartersville.

Position flush-mounted signs so they will fit within architectural features. Locate flush signs so they do not extend beyond the outer edges of the building front. Avoid obscuring ornament and detail.

Locate projecting signs along the first floor level of the facade. Positions near the building's entrance are encouraged. Locate pole-mounted signs in landscaped areas.

Where several businesses share a building, coordinate the signs. Align several smaller signs, or group them onto a single panel. Use similar forms or backgrounds for the signs to visually tie them together.

13. *Additions:*

New additions shall not obscure or confuse the essential form and character of the original building. Exteriors shall be compatible with the size, scale, material, and character of the main building and its environment.

New additions shall not be allowed that would hinder the ability to interpret the design character of the historic period of the district. Site additions back from the building front so they will not alter the historic rhythm of building fronts.

When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area. Locate additions so they will not obscure or damage significant ornamentation or detail. Special moldings, decorative windows, or

dormers shall be preserved. Generally, additions shall be sited to the side or rear of the original structure.

14. *Demolition:*

Before demolition, one shall submit a site plan to the Commission for review that illustrates the proposed site development or plantings to follow demolition.

During and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.

After demolition, clear the site promptly and thoroughly. Plant or develop the site promptly as approved in the proposed site plan.

(e) *Effective date.* This district shall become effective on April 1, 2004.

(Ord. No. 04-04, § 2, 2-5-04)

**Sec. 9.25-XX (53 to 56) All Residential Districts (Olde Town, West End, Cherokee-Cassville, Grainger Hill). The design standards for the four residential districts may be replaced by one set of residential design standards.**

## INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

### *Generally:*

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development Department to confirm that the proposed changes comply with the city building code and development regulations.
3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

## **PART ONE- MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES**

### **A. Wood:**

1. Repair historic wooden features using the recognized preservation methods for patching, consolidating, splicing, and reinforcing.
2. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials only if using the original material is not feasible.
3. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, and texture. Use compatible substitute materials only if using the original material is not feasible.
4. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and district.
5. One **shall not** clean wooden features and surfaces with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
6. One **shall not** strip historically painted surfaces down to bare wood and apply clean stains or finishes to create a natural wood appearance.
7. One **shall not** replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
8. One **shall not** replace or cover wooden siding, trim, or window sashes with contemporary substitute materials such as aluminum, masonite or vinyl without approval from the Commission. However, in order to maintain continuity, material for additions, as well as out buildings, shall closely match the house.
9. One **shall not** introduce wooden features or details to a historic building to create a false historic appearance.
10. Preserve wooden features that contribute to the overall historic character of a building and site, including such functional and decorative elements as siding, shingles, cornices, architrave, brackets, pediments, columns, balustrades, and architectural trim.
11. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards **shall** be observed.
  - a. When retaining and cleaning painted surfaces, it is required that the gentlest means possible be used. It is further required that historic structures be painted only when the paint film is damaged or deteriorated.
  - b. Protect and maintain wooden surfaces and features through appropriate methods. Inspect for and repair signs of moisture damage, mildew, and fungal or insect infestation. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
  - c. Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.

- d. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.

B. *Masonry:*

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. **One shall not paint, coat, or waterproof unpainted masonry surfaces.** Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards **shall** be observed:
  - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
  - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
  - c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
  - d. Repaint painted masonry surfaces when needed.
  - e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One

shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C. *Architectural metals:*

1. Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, railings, hardware, casement windows, and fences.
2. Retain and preserve architectural metals, such as copper, tin, brass, cast iron, wrought iron, lead, and terneplate, which contribute to the overall historic character of the district.
3. If replacement of deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
4. If replacement of an entire architectural feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
5. If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, and material with the historic building and district.
6. Repair deteriorating architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.
7. One shall not introduce architectural metal features or details to a historic building in an attempt to create a false historical appearance.
8. One shall not patch metal roofs or flashing with tar or asphalt products.
9. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. Protect and maintain architectural metal surfaces and features through appropriate methods:
    1. Inspect for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
    2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
    3. Clear metal roofs and gutters of leaves and debris.
  - b. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
  - c. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method.
  - d. Repaint promptly when paint film deteriorates.
  - e. Clean soft metals, including lead, tin, terneplate, and copper, with chemical solutions after pretesting them to ensure that they do not damage the metal surface.

It is not appropriate to clean soft metal surfaces with destructive methods like grit blasting.

- f. Clean hard metals such as cast iron, wrought iron, and steel using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective.

D. *Paint:*

1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
    1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
    2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
    3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.
    4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.
  - b. Repaint previously painted surfaces with compatible paint.

E. *Roofs:*

1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices, unless approved by the Commission.
2. If replacement of a partially deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
3. If full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.

4. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and material, with the historic building and district.
5. One shall not remove a roof feature that is important in defining the overall historic character of a building rather than repair and replace it.
6. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Retain the shape of traditional half-round gutters and downspouts if replacing them.
7. One shall not replace concealed, built-in gutter systems with exposed gutters.
8. One shall not introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
9. One shall not install ventilators, solar collectors, antenna, skylights, or mechanical equipment in locations that compromise character defining roofs or on roof slopes prominently visible from the street.
10. One shall not install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing.
11. One shall not patch any roofing or flashing with tar or asphalt product.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. Protect and maintain the metal, wooden, and masonry elements of historic roofs through appropriate methods:
    1. Inspect for signs of deterioration and moisture penetration.
    2. Clean gutters and downspouts to ensure proper drainage.
    3. Replace deteriorated flashing as necessary.
    4. Reapply appropriate protective coats to metal roofs as necessary.
    5. Maintain adequate ventilation of roof sheathing to prevent moisture damage.
    6. Ensure that roofing materials are adequately anchored to resist wind and water.
    7. Re-fasten loose (or replace damaged) shingles, slates, or tiles.
  - b. Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.

F. *Exterior walls:*

1. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a building, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.

4. If the replacement of a deteriorated detail or element of an exterior wall is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If replacement of an entire exterior wall or feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible. 6. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or new design compatible with the historic character of the building and the district.
7. One shall not introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if this will compromise the architectural integrity of the building.
8. One shall not remove or cover any material detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and corner boards unless supported by historic documentation.
9. One shall not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.
10. It is not appropriate to introduce features or details to an exterior wall that would create a false historical appearance.

G. *Driveways, walkways and off-street parking:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:
  - a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
  - b. Care should be taken not to injure nearby trees by intruding on the root areas.
  - c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.
  - d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
  - e. One shall not locate parking where it will obstruct the principal structure.

H. *Lighting:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. Lighting of walkways, driveways and off-street parking shall retain and preserve mechanically sound exterior fixtures that contribute to the overall historic character of a building, site or streetscape.
  - b. If replacing missing or deteriorated historical exterior fixtures, replace with fixtures that are similar in appearance, scale, and material to the original.

- c. The introduction of indiscriminate permanent area lighting, illuminating facades of houses with harsh floodlight, or creating a runway effect with multiple footlights along front walks is not allowed unless approved by the Commission.

I. *Windows and doors:*

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.
6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
    1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
    2. Clean the surface using the gentlest means possible.
    3. Limit paint removal and reapply protective coatings as necessary.

4. Reglaze sash as necessary to prevent moisture infiltration.
5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
- b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
- c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
- d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
- e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.

J. *Entrances, porches, and balconies:*

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible..
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission. 7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.

9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

K. *Utilities and energy retrofit:*

1. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
4. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with existing meeting rails.
  - b. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door or frame. Select storm doors with a painted, stained, or baked-enamel finished that is compatible with the existing door. Bare aluminum storm doors and storm windows are not appropriate.
  - c. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
  - d. In general, the introduction of underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid archaeological resources and the roots of trees.

L. *Accessibility, health, and safety considerations:*

1. In considering changes to a historic building, review accessibility and life safety code implications to determine if the proposed change is compatible with the building's historic character and setting or will compromise them.
2. Meet accessibility and life-safety building code requirements in such a way that the historic building's character-defining facades, features, and finishes are preserved.
3. Determine appropriate solutions to accessibility with input from the Commission, historic preservation specialists and local disability groups.
4. Introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
5. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.

6. Locate fire doors, exterior fire stairs, or elevator additions on side or rear facades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

M. *Aesthetic recommendations:*

1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.
3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.

## **PART TWO- ADDITIONS AND NEW BUILDING CONSTRUCTION**

A. Additions to historic buildings:

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.
5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

B. New Building Construction:

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.

5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.
9. Design new buildings so that they are compatible with but discernible from historic buildings in the district.

*Recommendations:*

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

**PART THREE- RELOCATION OF STRUCTURES**

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record existing site conditions.
2. Enlist contractors experienced in moving historic buildings to do the following:
  - a. Determine the structural condition of the property before the move.
  - b. Coordinate the move with the utility companies and appropriate city departments.
  - c. Protect the structure from vandalism or weather damage before, during and after the move.
  - d. Minimize structural damage during the move.
3. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
4. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
5. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall character of the district. Pay particular attention to the tree canopy along the route of the move.

6. Provide the HPC with site plan information for the proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
7. If the original site of the structure to be relocated is within a historic district, before the move, submit to the Commission a site plan for proposed site features and plantings of the original site after the relocation.
8. Protect significant site features of the original site, the new site, and the route of the move during relocation.

#### **PART FOUR- DEMOLITION**

1. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
  2. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.
  3. After demolition, clear the site promptly and thoroughly.
  4. After demolition, plant or develop the site promptly as approved in the proposed site plan.
- (e) *Effective date.* This district shall become effective on April 1, 2004.

(Ord. No. 04-04, § 2, 2-5-04; Ord. No. 51-08, § 1, 12-4-08)



HPC Design Standard Revisions---Phase 1  
 SHPO comments from Sarah Rogers dated 11-7-19.

Comment No.	SHPO Comment	Comment Incorporated into Phase 1 Revisions?	Comment to be Considered in a Future Revision?	City Ord. Section Affected	Residential (R) or DBD
1	50 years of age or older	Y	---	9.25-37	---
2	consider: if a rezoning is required for a use change, formally ask the HPC for comment. If so, define process.	N	Not likely for zoning review. Likely for defining process	9.25-52, Part 1 (1)	DBD
3	historic	Y		9.25-52, Part 1 (2)	DBD
4	---	---	---	---	DBD
5	How are you defining this? What qualifies something as historically significant? What if the removal of recent alterations will damage the historic fabric?	N	Y	9.25-52, Part 1 (3)	DBD
6	When replacement is required, new features shall (should?) match the old in terms of design, texture, and when possible, materials.	N	Y	9.25-52, Part 1 (4)(par. 2)	DBD
7	consider having some rubric or guide for the commission about how they should determine if the level of deterioration warrants replacement vs. if it's able to be repaired.	N	Y	9.25-52, Part 1 (4)(par. 2)	DBD
8	consider having a separate style guide (either that you create yourself, pulled out of recent survey report, or use academic source) for common styles in the district & their character-defining features to cite if needed.	N	Y	9.25-52, Part 1 (4)(par. 4)	DBD
9	at closely resembles the makeup of the original mortar mix.	N	Y	9.25-52, Part 1; (9)(par. 4)	DBD
10	historic instead of original to capture historic elements that have come of age	Y	---	9.25-52, Part 1; (9)(par. 10)	DBD
11	such as	Y	---	9.25-52, Part 1; (11)(par. 2)	DBD
12	comma	Y	---	9.25-52, Part 1; (11)(par. 2)	DBD
13	remove	Y	---	9.25-52, Part 1; (11)(par. 4)	DBD
14	, configuration, and	Y	---	9.25-52, Part 1; (12)(par. 1)	DBD
15	when added, storm windows should be removable & framing elements should line up with existing window framing.	N	Y	9.25-52, Part 1; (12)(par. 4)	DBD
16	same comment as above re: storm windows	N	Y	9.25-52, Part 1; (13)(par. 1)	DBD

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17	remove	Y	---	9.25-52, Part 1; (14)(par. 4)	DBD
18	If restoring previously-enclosed entrances,	N	Y	9.25-52, Part 1; (15)(par. 1)	DBD
19	formatting + additional standard suggestion: ensure new construction is secondary to the historic building.	N	Y	9.25-52, Part 1; (16)(5)	DBD
20	---	---	---	---	DBD
21	move to materials section? Doesn't fit here.	N	Y	9.25-52, Part 2; (2)(par. 1)	DBD
22	remove	Y	N	9.25-52, Part 2; (6)(par. 4)	DBD
23	this seems more appropriate for rehab section, not new construction.	N	Y	9.25-52, Part 2; (9)	DBD
24	was this for additions or new construction or non-contributing buildings? Not internally consistent with additions section in part 1.	N	Y	9.25-52, Part 2; (13)(par. 2)	DBD
25	Also consider having staff reviewer reach out to HPD archaeologists to confirm if any known archaeological sites are within the project area.	N	Y	9.25-xx (53 to 56) Intro/ Generally (2)	R
26	Passive voice – use: care should be taken...	Y	---	9.25-xx (53 to 56) Intro/ Generally (3)	R
27	Remove. Anything within the district boundaries is designated, doesn't need to be explicitly called out.	Y	---	9.25-xx (53 to 56) Intro/ Generally (3)	R
28	parking lots	Y	---	9.25-xx (53 to 56) Intro/ Generally (3)	R
29	Font different than rest of document	Y	---	9.25-xx (53 to 56) Part 1; (A)(2)	R
30	OK for additions and outbuildings to have contemporary materials if they are contemporary construction.	N	Y	9.25-xx (53 to 56) Part 1; (A)(8)	R
31	That would create.... Applicants intent to create false history doesn't matter, just that the end product would result in it.	Y	---	9.25-xx (53 to 56) Part 1; (A)(9)	R
32	Recommend having a chart somewhere in here that IDs what kind of projects need a CoP/what level review (staff, HPC, no CoP needed)	N	Y	9.25-xx (53 to 56) Part 1; (A)(11)	R

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33	These could also be incorporated into a property maintenance section to help target demolition by neglect issues if they are present here	N	Y	9.25-xx (53 to 56) Part 1; (A)(11)(a-d)	R
34	Remove, qualifies this statement to only when repair is necessary. Some folks will want to apply waterproof coatings when repair is not necessary.	Y	---	9.25-xx (53 to 56) Part 1; (B)(3)	R
35	...cover, paint, coat, or waterproof...	N	Y ( what does "cover" mean tarp, plywood, stucco, other?)	9.25-xx (53 to 56) Part 1; (B)(9)	R
36	remove	Y	---	9.25-xx (53 to 56) Part 1; (C)(9)(e)	R
37	unless supported by historic documentation.	Y	---	9.25-xx (53 to 56) Part 1; (F)(8)	R
38	That would	Y	---	9.25-xx (53 to 56) Part 1; (F)(10)	R
39	Add: Do not introduce new fixtures that would create a false historic appearance.	N	Y	9.25-xx (53 to 56) Part 1; (H)	R
40	Remove. Blinds are interior change that is not in commission's purview.	Y	---	9.25-xx (53 to 56) Part 1; (I)(8)	R
41	remove	Y	---	9.25-xx (53 to 56) Part 1; (I)(8)	R
42	unless supported by historic documentation	Y	---	9.25-xx (53 to 56) Part 1; (I)(9)	R
43	consider using positive tone here: one shall use true divided light windows.	N	Y	9.25-xx (53 to 56) Part 1; (I)(10)	R
44	Remove all references to color + add this language somewhere: when added, storm windows should be removeable & framing elements of the new storm window should line up with existing framing elements	N	Y	9.25-xx (53 to 56) Part 1; (I)(12)(c)	R
45	historic	Y	---	9.25-xx (53 to 56) Part 1; (J)(5)	R
46	unless supported by historic documentation	Y	---	9.25-xx (53 to 56) Part 1; (J)(6)	R
47	remove	Y	---	9.25-xx (53 to 56) Part 1; (J)(8)	R
48	that would	Y	---	9.25-xx (53 to 56) Part 1; (J)(9)	R

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49	see comments about storms in previous section	N	Y	9.25-xx (53 to 56) Part 1; (K)(6)(a & b)	R
50	add: ramps should be located on a non-primary elevation, when feasible. They should not be anchored into the building.	N	Y	9.25-xx (53 to 56) Part 1; (L)	R
51	Move to next section	N	Y	9.25-xx (53 to 56) Part 1; (M)	R
52	Think about explicitly addressing dormer/ or second floor/pop-top additions somewhere in here	N	Y	9.25-xx (53 to 56) Part 2; (M)	R
53	To be secondary to the historic building	N	Y	9.25-xx (53 to 56) Part 2; (A)(1)	R
54	Add: new buildings should be representative of their own time.	N	Y	9.25-xx (53 to 56) Part 2; (B)(9)	R
55	Internal recommendation: if relocation is within a National Register-listed district or is an individually-listed property, contact HPD's National Register staff to discuss how the relocation may impact the NR status.	N	Y	9.25-xx (53 to 56) Part 3	R