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10.1 Milledgeville Historic Preservation Ordinance

HISTORIC PRESERVATION COMMISSION ORDINANCE

AN ORDINANCE TO ESTABLISH AN HISTORIC PRESERVATION COMMISSION IN THE CITY OF MILLEDGEVILLE, TO PROVIDE FOR DESIGNATION OF HISTORIC PROPERTIES OR HISTORIC DISTRICTS; TO PROVIDE FOR ISSUANCE OF CERTIFICATES OF APPROPRIATENESS; TO PROVIDE FOR AN APPEALS PROCEDURE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE MAYOR AND ALDERMEN OF THE CITY OF MILLEDGEVILLE

Section I
Purpose

In support and furtherance of its findings and determination that the historical, cultural, and aesthetic heritage of The City of Milledgeville is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people;

In order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historical and aesthetic attractions to tourists and thereby promote and stimulate business;

In order to enhance the opportunities for federal tax relief of property owners under relevant provisions of the Economic Recovery Tax Act of 1981 allowing tax investment credits for rehabilitation of certified historic structures (26 U.S.C.A., Section 191);

The Mayor and Aldermen of the City of Milledgeville hereby declare it to be the purpose and intent of this Ordinance to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation, and use of places, districts, sites, buildings, structures, and works of art having a special historical, cultural, or aesthetic interest or value, in accordance with the provisions of the Ordinance.

Section II

Creation of an Historic Preservation Commission

A. Creation of the Commission

The title of the Commission shall be the "Milledgeville Historic Preservation Commission." Commission members shall be appointed in accordance with subsection (c) of this Section II, and will have only advisory authority in recommending landmark and historic district designation.

B. Commission Position within the City of Milledgeville Government.

"The Milledgeville Historic Preservation Commission" shall be considered a part of the planning functions of the City of Milledgeville.

C. Commission Members: Number, Appointment, Terms, and Compensation.

The Historic Preservation Commission shall consist of nine (9) members appointed by the Mayor and confirmed by the Aldermen, who shall be residents of the City of Milledgeville, who have demonstrated special interest, experience, or education in history, architecture, or the preservation of historic resources. Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: three (3) members for one (1) year; three (3) members for two (2) years; and three (3) members for three (3) years. Members do not receive a salary, although they may be reimbursed for expenses.

D. Statement of the Commission's Powers.

The Milledgeville Historic Preservation Commission shall be authorized to:

1 Prepare an inventory of all property within its respective historic preservation jurisdiction having the potential for designation as historic property;

2. Recommend to the Mayor and Aldermen of the City of Milledgeville specific places, districts, sites, buildings, structures, or works of art to be designated by ordinance as historic properties or historic districts;

3. Review applications for Certificates of Appropriateness, and grant or deny same in accordance with the provisions of this Ordinance;

4. Recommend to the Mayor and Aldermen of the City of Milledgeville that the designation of any place, district, site, building, structure, or work of art as an historic property or as an historic district be revoked or removed;

5. Restore or preserve any historic properties acquired by the City of Milledgeville.

6. Promote the acquisition by the City of Milledgeville of facade easements in accordance with the provisions of the "Facade and Conservation Easements Act of 1976" (Georgia Laws, 1976, p. 1181);

7. Conduct an educational program on historic properties located within its historic preservation jurisdiction;

8. Make such investigations and studies of matters relating to historic preservation as the local governing body or the Commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;

9. Seek out state and federal funds for historic preservation, and make recommendations to the Mayor and Aldermen of the City of Milledgeville concerning the most appropriate uses of any funds acquired;

10. Submit to the Historic Preservation Section of the Department of Natural Resources a list of historic properties or historic districts designated;

11. Perform historic preservation activities as the official agency of the City of Milledgeville historic preservation program;

12. Receive donations, grants, funds, or gifts of historic property, and shall acquire and sell historic properties. The Commission shall not obligate the Mayor and Aldermen of the City of Milledgeville without prior consent;

13. Review and make comments to the State Historic Preservation Office concerning the nomination of properties within its jurisdiction to the National Register of Historic Places.

E. Commission's Power to Adopt Rules of Procedure.

The Commission shall adopt rules for the transaction of its business and consideration of applications; shall provide for the time and place of regular meetings, and for the calling of special meetings. The Commission shall have the flexibility to adopt rules of procedure without amendment to this Ordinance. A quorum shall consist of a majority of the members. The latest edition of Roberts' Rules of Order shall determine the order of business at all meetings.

F. Commission's Authority to Receive Funding from Various Sources.

The Commission shall have the authority to accept donations and shall insure that these funds do not displace appropriated governmental funds.

G. Records of Commission Meetings.

A public record shall be kept of the Commission's resolutions, proceedings, and actions.

Section III

Designation of Historic Districts and Landmarks

A. Preliminary Research by the Commission.

(1) Commission's Mandate to Conduct a Survey of Local Historical Resources: The Commission shall have the authority to compile and collect information and collect surveys of historic resources within the City of Milledgeville.

(2) Commission's Power to Recommend Districts and Buildings to the Mayor and Aldermen of the City of Milledgeville for Designation: The Commission shall present to the Mayor and Aldermen of the City of Milledgeville nominations for historic districts and local landmarks.

(3) Preparation of a Report on Proposed Designations: The Commission shall prepare formal reports when nominating historic districts or local landmarks. These reports shall be used to educate the community and to provide a permanent record of the designation. The report will follow guidelines for nominating structures to the National Register of Historic Places (National Preservation Act of 1966), and shall consist of two (2) parts: a) a physical description, and b) a description of historic significance. This report will be submitted to the Historic Preservation Section of the Department of Natural Resources.

B. Designation of an Historic District.

(1) Criteria for Selection of Historic Districts: An Historic District is a geographically definable area, which contains structures, sites, works of art, or a combination thereof, which:
a) have special character or special historic/aesthetic value or interest;
b) represent one or more periods or styles of architecture typical of one or more eras in the history of the City of Milledgeville; and
c) cause such area, by reason of such factors, to constitute a visibly perceptible section of the City of Milledgeville.

(2) Boundaries of an Historic District: Boundaries of an Historic District shall be specified on tax maps; these boundaries will be included in the separate ordinances designating local districts. Boundaries specified in legal notices shall coincide with the boundaries finally designated. Districts shall be shown on the Official Zoning Map of the City of Milledgeville.

(3) Evaluation of Properties within Historic Districts: Individual properties within historic districts shall be classified as:
a) Historic (more than 50 years old);
b) Non-Historic (less than 50 years old, yet possessing architectural character);
c) Intrusions (structures less than 50 years old which do not contribute to the historical character of the district).

(4) Affirmation of Existing Zoning: This Historic Preservation Ordinance is not a Use Ordinance, and "The Zoning Ordinance of the City of Milledgeville" remains in effect until modified.

C. Designation of a Landmark.

(1) Criteria for Selection of Landmarks: An historic landmark is a structure, site, work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the City of Milledgeville, State of Georgia, or local region, for one or more of the following reasons:
a) it is an outstanding example of a structure representative of its era;
b) it is one of the few remaining examples of past architectural style;
c) it is a place or structure associated with an event or person of historic or cultural significance to the City of Milledgeville, State of Georgia, or the region.

(2) Boundary Description: Boundaries shall be clearly defined for individual properties on tax maps and located on the Official Zoning Map.

D. General Matters Affecting Designation of Both Historic Districts and Landmarks.

(1) Application for Designation of Historic District or Landmark:
a) Historic District - An historical society, neighborhood association, or group of property owners may apply for designation.
b) Landmark Structure - An historical society or property owner may apply for designation.

(2) Required Public Hearings: The Commission and the Mayor and Aldermen of the City of Milledgeville shall hold a Public Hearing on the proposed ordinance for designation. Notice of the hearing shall be published in at least three (3) consecutive issues in the legal organ of the City of Milledgeville, and written notice of the hearing shall be mailed by the Commission to all owners and occupants of such properties. All such notices shall be published or mailed not less than ten (10) nor more then twenty (20) days prior to the date set for the Public Hearing. A letter sent via the Unitad States Mail to the last-known owner of the property shall constitute legal notification under this Ordinance.

(3) Notification of Property Owners of Proposed Designation: Any ordinance designating any property or district as Historic shall describe each property to be designated, set forth the name(s) of the owner(s) of the designated property or properties, and require that a Certificate of Appropriateness be obtained from the Milledgeville Historic Preservation Commission prior to any material change in appearance of the designated property.

(4) Requirements Regarding District Boundaries: Any ordinance designating any property or district as Historic shall require that the designated property or district be shown on the Official Zoning Map of the City of Milledgeville and kept as a public record to provide notice of such designation.

(5) Notification of Historic Preservation Section: Prior to designating any property or district as Historic, the Commission must submit a report on the historic, cultural, architectural, or aesthetic significance of each place, district, site, building/structure, or work of art, to the Historic Preservation Section of the Department of Natural Resources; thirty (30) days will be allowed to prepare written comments.

(6) Ordinance for Designation Announcement: A decision to accept or deny the ordinance for designation shall be made within fifteen (15) days following the Public Hearing, and shall be in the form of a resolution to the Mayor and Aldermen of the City of Milledgeville.

(7) Notification of Adoption of Ordinance for Designation: Within thirty (30) days immediately following the adoption of the ordinance for designation, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site, or work of art located within a designated historic district shall be given written notification of such designation by the Mayor and Aldermen of the City of Milledgeville; which notice shall apprise said owners and occupants of the necessity of obtaining a Certificate of Appropriateness prior to undertaking any material change in appearance of the historic property designated or withing the historic district boundary.

(8) Notification of Other Agencies Regarding Designation: The Commission shall notify all necessary agencies within the City of Milledgeville of the ordinance for designation, including the local historical organization.

(9) Moratorium on Applications for Alteration or Demolition while Ordinance for Designation is Pending: If an ordinance for designation is being considered, the Commission shall have the power to freeze the status of the involved property.

(10) Authority to Amend or Rescind Designation: The Commission has the authority to amend and/or rescind the designation if necessary.

Section IV
Application to Preservation Commission for Certificate of Appropriateness

A. Approval of Alterations or New Construction in Historic Districts or Involving Landmarks.

After the designation by ordinance of an historic property or of an historic district, no material change in the appearance of such historic property, or of a structure, site, or work of art within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until application for a Certificate of Appropriateness has been submitted to and approved by the Commission.

B. Approval of New Construction within Designated Districts.

The Commission shall issue Certificates of Appropriateness to new structures constructed within designated historic districts. These structures shall conform in design, scale, building materials, setback, and landscaping to the character of the district specified in the Commission's Design Guidelines.

C. Guidelines and Criteria for Certificates of Appropriateness.

When considering applications for Certificates of Appropriateness to existing buildings, the Secretary of the Interior's "Standards of Rehabilitation" shall be used as a guideline along with any other criteria adopted by the Commission.

D. Submission of Plans to Commission.

An application for Certificate of Appropriateness shall be accompanied by such drawings, photographs, or plans, as may be required by the Commission.

E. Acceptable Commission Reaction to Application for Certificate of Appropriateness.

(1) The Commission shall approve the Application and issue a Certificate of Appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture, and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and pertinent features of the other structures in the immediate neighborhood.

(2) The Commission shall deny a Certificate of Appropriateness if it finds that the proposed material change(s) in appearance would have substantial adverse effects on the aesthetic, historic, or architectural significance and value of the historic property or the historic district.

F. Public Hearings on Applications for Certificates of Appropriateness, Notices, and Right to be Heard.

At least seven (7) days prior to review of a Certificate of Appropriateness, the Commission shall take such action as may reasonably be required to inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. In cases where the Commission deems it necessary, it may hold a public hearing concerning the application.

G. Interior Alterations.

In its review of applications for Certificates of Appropriateness, the Commission shall not consider interior arrangement or use having no effect on exterior architectural features.

H. Technical Advice.

When dealing with difficult technical questions, the Commission shall have the power to seek expert advice.

I. Deadline for Approval or Rejection of Application for Certificate of Appropriateness.

(1) The Commission shall approve or reject an application for a Certificate of Appropriateness within not more than forty-five (45) days after the filing thereof by the owner or occupant of an historic property, or of a structure, site, or work of art located within an historic district.

Evidence of approval shall be by a Certificate of Appropriateness issued by the Commission.

(2) Failure of the Commission to act within said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed.

J. Necessary Actions to be Taken by Commission upon Rejection of Application for Certificate of Appropriateness.

(1) In the event the Commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The Commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.

(2) In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a Certificate of Appropriateness by the Commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits, and, in such a case, no building permit shall be issued. It shall be the responsibility of the Commission to provide written notice to the building inspector, or such other administrative officer charged with issuing building permits, of the Commission's rejection of the application for a Certificate of Appropriateness.

K. Undue Hardship.

Where, by reason of unusual circumstances, the strict application of any provision of this Ordinance would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the Commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship; provided such variances, modifications, or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the Commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this Ordinance. An undue hardship shall be a situation not of the person's own making, which is: a) a problem unique to a specific property, or b) in order to comply with this Ordinance, the person will conflict with another Ordinance of the City of Milledgeville.

L. Requirement of Conformance with Certificate of Appropriateness.

Work not in accordance with an issued Certificate of Appropriateness shall be halted before it is completed.

M. Certificate of Appropriateness Void if Construction not Commenced.

A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of the date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.

N. Recording of Applications for Certificate of Appropriateness.

The Commission shall keep a public record of all applications for Certificates of Appropriateness, and of all the Commission's proceedings in connection with said application.

O. Acquisition of Property.

The Commission may, where such action is authorized by the local governing body, and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, of the property or any interest therein.

P. Appeals.

Any person adversely affected by any determination made by the Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to the Mayor and Aldermen of the City of Milledgeville; the appeal must be applied for within fifteen (15) days after notification is sent. The Mayor and Aldermen of the City of Milledgeville may approve, modify, or reject the determination made by the Commission, if the governing body finds that the Commission abused its discretion in reaching its decision. Appeals from decisions of the Mayor and Aldermen of the City of Milledgeville made pursuant to the Georgia Historic Preservation Act may be taken to the Superior Court of the County, in the manner provided by law, for appeals from conviction for municipal or county ordinance violations.

Section V
Demolition or Relocation Applications

A. Authority to Comment on Demolition Permit Applications.

The Commission shall have the authority to comment on any request for a permit to demolish or relocate a structure within an historic district, or classified as an historic landmark.

B. Actions Acceptable in Reaction to Application for Demolition or Relocation Permit.

The Commission shall have the authority to deny demolition or relocation permits within its jurisdiction.

C. Considerations of Pre-Demolition Plans.

A Public Hearing shall be scheduled for each application for demolition or relocation. This hearing shall be scheduled prior to the delay period specified.

D. Considerations of Post-Demolition Plans.

The Commission shall not grant demolition permission or relocation permission without reviewing at the same time the plans for the building that would replace the structure.

E. Demolition or Relocation Criteria.

Upon receipt of an application for a Certificate of Appropriateness for demolition or relocation, the Commission shall make a determination, supported by a written report, whether one or more of the following criteria are met:

(1) The structure is of such interest or quality that it would reasonably meet national, state, or local criteria for designation as an historic or architectural landmark.

(2) The structure is of such unusual or uncommon design texture or materials that it could not be reproduced or be reproduced only with great difficulty and expense.

(3) Retention of the structure would aid substantially in preserving and protecting a structure which meets criterion (1) or (2) hereinabove.

Where the Commission determines that one or more of these criteria are met, no Certificate of Appropriateness shall be issued and the application shall be denied.

Section VI
Maintenance of Historic Property

A. Ordinary Repair.

Ordinary maintenance or repair of any exterior architectural feature in or on an historic property, that does not involve a material change in design, material, or outer appearance thereof, is excluded from review.

B. Conformity to Existing Building Codes.

Nothing in this Ordinance shall be construed as to exempt property owners from complying with existing City or County building codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances, or regulations.

Section VII
Penalty Provisions

Violations of any provisions of this Ordinance shall be punished in the same manner as provided by Charter or local law for punishment of violations of other validly-enacted ordinances of the City of Milledgeville.

Section VIII
Severability

In the event that any section, subsection, sentence, clause, or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the other sections, sentences, clauses, or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause, or phrase so declared or adjudged invalid or unconstitutional were not originally a part thereof.

Section IX
Repealer

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

Section X
Effective Date

The effective date of this Ordinance shall be and the same is August 28, 1984.

Section XI
Definitions

(a) "Certificate of Appropriateness" - Means a document evidencing approval by the Milledgeville 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.

(b) "Exterior Architectural Features" - Means the architectural style, general arrangement of the exterior of a building or other structure, including but not limited to the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

(c) "Exterior Environmental Features" - Means all those aspects of the landscape or the development of the site which affect the historical character of the property.

(d) "Historic District" - Means a geographically definable area which contains structures, sites, works of art or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Mayor and Aldermen of the City of Milledgeville.

(e) "Historic Property" - Means an individual structure, site, or work of art which exhibits a special historical, architectural, or environmental character as designated by the Mayor and Aldermen of the City of Milledgeville.

(f) "Material Change in Appearance" - Means a change that will affect either the exterior architectural or environmental features of an historic property or any structure, site or work of art within an historic district, and may include any one or more of the following:

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

THEREFORE BE IT RESOLVED, that the Mayor and Aldermen of the City of Milledgeville do hereby ordain, resolve, and enact the foregoing Historic Preservation Commission Ordinance for the City of Milledgeville.

ADOPTED this 28th day of August, 1984.

James E. Baugh, Mayor

ATTEST:

Martha T. Miller
Clerk and Treasurer

10.2 Milledgeville Historic District Ordinance

AN ORDINANCE TO PROVIDE FOR THE DESIGNATION OF A CERTAIN AREA WITHIN THE CORPORATE LIMITS OF THE CITY OF MILLEDGEVILLE AS AN HISTORIC DISTRICT: TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, The Mayor and Aldermen of the City of Milledgeville deem it in the public interest and general welfare of the citizens of the City of Milledgeville to designate a certain area within the corporate limits of the City of Milledgeville as an Historic District pursuant to Section III of the "Historic Preservation Commission Ordinance" adopted by the Mayor and Aldermen on August 28, 1984;

WHEREAS, The Mayor and Aldermen of the City of Milledgeville, pursuant to Section III of the "Historic Preservation Commission Ordinance", held a Public Hearing on November 26, 1985 at 7:30 p.m. in the City Hall in accordance with said Section III of the "Historic Preservation Commission Ordinance", written notice of the Public Hearing was sent to each owner and occupant of properties located within the proposed Historic District not less than ten (10) nor more than twenty (20) days prior to said Public Hearing. Notice of said Public Hearing was published in three (3) consecutive issues of the Union Recorder Newspaper on November 14, 15, and 16, 1985.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Aldermen of the City of Milledgeville, in formal session duly assembled, and it is hereby ordained by authority of the same, as follows:

I. Pursuant to the authority vested in the Mayor and Aldermen of the City of Milledgeville under Section III of the "Historic Preservation Commission Ordinance", adopted by the same on August 28, 1984, the following described geographical area is hereby designated an Historic District of the City of Milledgeville, as said term is defined in paragraph (d), Section XI of the "Historic Preservation Commission Ordinance":

Said Historic District shall be bounded on the North by the center line of Thomas Street; bounded on the South by the center line of Franklin Street, including that certain parcel of land known and designated as Memory Hill Cemetery; bounded on the East by the center line of Elbert Street; and bounded on the West by the railway line of the Southern Railroad (formerly owned by Central of Georgia Railroad). Said Historic District comprises all of that property and area of the corporate limits of the City of Milledgeville located within the above described boundaries and shall include without limitation the following properties

)ean, Ione Bass
112 West McIntosh Street

Robinson, Virginia O.
115 East McIntosh Street

:lark, Martha B.
121 East McIntosh Street
150 North Jefferson Street

Brown, Hosley & Frances
161 North Elbert Street
141 North Elbert Street

Wilbon, Julia & Mose
321 East McIntosh Street

Whitlow, Lizzie J.
East McIntosh Street

II. "Each owner of property or properties located within the above described Historic District shall obtain a Certificate of Appropriateness from the Milledgeville Historic Preservation Commission prior to making any material change in appearance of said property or properties. Said Certificate of Appropriateness shall be obtained pursuant of Section IV of the "Historic Preservation Commission Ordinance."

III. For purposes of public notice and in accordance with Section III of the "Historic Preservation Commission Ordinance" the Historic District described and designated herein above shall be presented to the Milledgeville Planning and Zoning Commission for the purpose of amending the Official Zoning Map of the City of Milledgeville to identify the location of said designated Historic District described hereinabove on the aforesaid Zoning Map.

IV. The terms and phrases used herein shall have the same meaning and definition as contained in Section XI of the "Historic Preservation Commission Ordinance."

V. This Ordinance designating the above described area as an Historic District is being adopted pursuant to the "Historic Preservation Commission Ordinance" and shall at all times be construed and interpreted to effect the purposes and intentions set forth therein.

VI. In the event that any section, subsection, sentence, clause, or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the other sections, sentences, clauses, or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause, or phrase so declared or adjudged invalid or unconstitutional were not originally a part thereof.

VII. All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

VIII. The effective date of this Ordinance shall be and the same is November 27, 1985.

PASSED AND ADOPTED by the Mayor and Aldermen of the City of Milledgeville, on the 26th day of November, 1985,

James E. Gaugh, Mayor

Attest:

Martha T. Miller
Clerk and Treasurer

10.3 Milledgeville Historic Preservation Commission Rules of Procedure

CITY OF MILLEDGEVILLE
HISTORIC PRESERVATION COMMISSION
RULES OF PROCEDURE

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RULES OF PROCEDURE
CITY OF MILLEDGEVILLE
HISTORIC PRESERVATION COMMISSION

I. PURPOSE

To establish procedures for processing applications for certificates of appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) the relocation or demolition of landmarks and existing structures within the Milledgeville Historic District.

II. GENERAL RULES

The Milledgeville Historic Preservation Commission (the "Commission") shall be governed by the terms of the Historic Preservation Ordinance as adopted August 28, 1984 and contained in the Code of Ordinances for the City of Milledgeville (the "City") and by the terms of The Official Code of Georgia Annotated Sections 44-10-20 through 44-10-31 as they may be amended or revised.

It is recognized that the Milledgeville Local Historic District includes hundreds of properties, structures and landmarks of varied age, architectural style and historical significance. Accordingly, it is understood that each property is considered on its own unique merits and conditions, and the decision of the Commission relative to one property does not constitute a precedent or binding rule for a different property or structure.

III. JURISDICTION

The jurisdiction for requiring certificates of appropriateness as required by the Historic Preservation Ordinance for the Milledgeville Local Historic District shall be delineated on the official zoning map of the City.

IV. MEMBERS, OFFICERS, AND DUTIES

A. **General.** The Commission shall be composed of nine (9) members, appointed by the Mayor and confirmed by the Aldermen. The majority of whom shall have demonstrated special interest, experience, or education in history, architecture and other design-related professions. All members shall reside, or own and operate a business, within the city limits. The Commission's business year shall commence with the first regular meeting in September and conclude with the regular meeting held the following August.

B. **Terms of Appointments.** Terms of appointment of Commission members shall be three years from date of appointment. A Commission member appointed to fill an unexpired term shall begin a three-year term effective with the month appointed. Members may not serve more than two (2) consecutive terms or six (6) consecutive years.

C. **Election and Terms of Officers.** Terms for officers shall be one year and begin with the first regular meeting in September of each year and end the following August. Members shall be notified in writing of the election of officers at least thirty (30) days prior to the regular September meeting.

1) Chairman. A Chairman shall be elected by the voting members he/she may serve no more than two consecutive terms as Chairman. The Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at the time. The Chairman shall designate members or appoint any committees of members found necessary to assist with any matters before the Commission.

2) Vice-Chairman. A Vice-Chairman shall be elected by the Commission from among its members in the same manner as the Chairman and shall be eligible for re-election. He/she shall serve as Acting Chairman in the absence of the Chairman, and at such time he/she shall have the same powers and duties as the Chairman.

3) Secretary. A member of the Commission shall serve as Secretary to the Commission. The Secretary, subject to the direction of the chairman of the Commission, shall keep all records, shall conduct all correspondence of the Commission, shall prepare annual reports and supply information as required to maintain the City's Certified Local Government (CLG) status, and shall generally supervise the administrative work of the Commission.

D. **Attendance at Meetings.** Should a member fail to attend four or more regular meetings of the Commission in a business year, and should there be no adequate excuse for such absences, the Chairman, with the concurrence of a majority of the entire Commission, shall recommend to the appropriate authority that a vacancy be declared and that the vacated position be filled.

E. **Training.** Commission members will be expected to complete at least one Historic Preservation Commission training course during the first year of service (conference fee paid or reimbursed by the City of Milledgeville), and continue with related training as funding resources permit.

V. MEETINGS

A. **Regular meetings.** The Commission shall hold regular meetings monthly, on a regularly designated day and at a regularly designated time and place, provided that meetings may be held at some other convenient place or time if directed by the Chairman at least twenty-four (24) hours in advance of the meeting.

B. **Special Meetings.** Special meetings of the Commission may be called at any time by the Chairman. At least twenty-four (24) hours' notice of the time and place of special meetings shall be given, by the Secretary or by the Chairman, to each member of the Commission; provided that this requirement may be waived by action of a majority of all the members.

C. **Cancellation of Meetings.** Whenever there is no business for the Commission, the Chairman may dispense with a regular meeting by giving notice to all the members not less than twenty-four (24) hours prior to the time set for the meeting.

D. **Quorum.** A quorum shall consist of five members of the Commission, except that in the case of an unfilled vacancy, a quorum shall consist of a majority of active members of the Commission.

E. **Conduct of Meetings.** All meetings shall be open to the public and notice for the meetings shall be posted at City Hall and noticed to the local newspaper. The order of business at regular meetings shall be as follows: 1) call to order; 2) new applications; 3) reading and approval of the minutes of previous meetings; and 4) other business. Roberts Rules of Order otherwise shall apply to the conduct of the Commission's business.

VI. REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS

A. **Exterior Alterations or Modifications in Designated Historic Districts.** Any exterior change in materials, structure or architectural features of a property, structure, site, or landmark within a designated historic district shall require an application for Certificate of Appropriateness and approval by the Commission prior to commencement of work.

B. **New Construction In Designated Historic Districts.** New construction of principal structures, additions or outstructures shall require an application for a Certificate of Appropriateness for approval by the Commission prior to commencement of work.

C. **Demolition or Relocation of Structures or Landmarks in Designated Historic Districts.** Demolition or relocation of a historic structure, site or landmark shall require an application for a Certificate of Appropriateness for approval by the Commission prior to commencement of work.

D. **Specifically excluded from Commission Preview and Application Requirements.** While Commission member consultation is available on any work associated with a historic district property, a Certificate of Appropriateness is not required for (1) interior changes; (2) selection of exterior paint colors, (3) minor natural landscaping changes, (4) exterior repairs involving no substantial change in materials or original features to the house or structure, and (5) removal of synthetic (aluminum or vinyl) materials associated with siding, storm windows, screen and storm doors, or the like to reveal or restore features and materials original to a historic house or structure.

VII. GUIDELINES AND CRITERIA FOR CERTIFICATES OF APPROPRIATENESS

A. **Existing Structures and Landmarks.** When considering applications for Certificates of Appropriateness relative to existing structures and landmarks, the Secretary of the Interior's "Standards for Rehabilitation," the local "Guidelines for Rehabilitation and New Construction in the Milledgeville Historic District," and the National Trust for Historic Preservation Main Street guidelines for the treatment of historic downtown commercial buildings and business signs, shall be used as guidelines along with any other criteria adopted by the Commission. (See Appendix E and Appendix F).

B. **New Construction.** When considering applications for Certificates of Appropriateness for new construction, plans shall conform in design, scale, building materials, setback and landscaping to the character of the designated historic district.

C. **Review of Applications.** In reviewing applications for certificates of appropriateness, the Commission shall take into account the historic and architectural significance of the structure and shall maintain records of all historic resource surveys indicating the historic and architectural significance of structures. It is understood that the greater the historical and architectural significance of the property, structure or landmark involved, the more stringent the guidelines will be applied.

In its review the Commission shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical or visual character of the Historic District: The height of the building in relation to the average height of the nearest adjacent and opposite buildings; the setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings; exterior construction materials, including textures and patterns but not to include color; architectural detailing, such as lintels, cornices, brick bond, and foundation materials; roof shapes, forms, and materials; proportions, shapes, positionings and locations, patterns and sizes of any elements of fenestration; general form and proportions of buildings and structures; appurtenant fixtures and other features such as lighting; structural condition and soundness; and architectural scale.

D. **Applications Involving Members.** A Commission member may present an application, but shall abstain from any motion or vote on any application in which he/she holds a financial interest or ownership.

VIII. APPLICATION PROCEDURES

A. **Submitting Applications.** An application should be filed with the Commission at least ten (10) working days prior to the next meeting of the Commission, accompanied by sketches, drawings, photographs, specifications, descriptions, etc., as required for an informed review of the proposed project. (See Appendix A and Appendix D.) An application may be accepted after the ten (10) day deadline provided there is sufficient time for the application materials to be reviewed, reproduced and distributed seven (7) days in advance of a formal hearing before the Commission.

B. **Application Review.** The Commission Secretary or other member designated by the Commisison Chair shall review all applications as submitted, and shall refer the application as appropriate to either the formal hearing process outlined in Section IX. or the informal review process outlined in Section X.

The City of Milledgeville Code Enforcement office shall review all applications for compliance with applicable building codes and zoning ordinances. In the case of applications requiring a formal hearing before the Commission, the Code Enforcement Office shall notify by mail, not less than seven (7) days prior to the meeting at which the matter is to be heard the applicants, Commission members and affected property owners within:

(1) 100 feet on all sides of the subject property for applications which involve a substantial material or structural change in a historic property; or or (2) 500 feet on all sides of the subject property for applications which involve a demolition or relocation of a historic property, or new construction of a principal building or house in the district.

C. **Decision Timeframe.** The Commission must issue or deny a certificate of appropriateness within forty-five (45) days from the date the application is filed, except when the time limit has been extended by mutual agreement between the applicant and the Commission.

D. **Issuance of Certificate of Appropriateness.** If the application is approved, the Secretary of the Commission shall transmit a Certificate of Appropriateness, clearly describing the nature of the work which has been approved. A copy of the Certificate of Appropriateness shall be forwarded to the Code Enforcement Office and supplied to the applicant with the building permit. The original Certificate of Appropriateness, application and other pertinent materials shall be maintained by the Historic Preservation Commission in the appropriate property folder by street address. (See Appendix B.)

E. **Denial of Application.** If an application is denied, written reasons for denial shall be mailed to the applicant The applicant shall be notified that the denial may be appealed to the Mayor and Aldermen of the City of Milledgeville within fifteen (15) days from the date of written notification of the denial. (See Appendix C.)

F. **Life of Certificate of Appropriateness.** A Certificate of Appropriateness shall remain valid, and transferable to any new property owner, so long as plans for the proposed work and any other conditions relevant to the application remain the same as originally approved.

G. **Reapplication following Denial of Application.** Absent a change in the proposed work or other conditions relevant to the original application, the denial of an application for reasons other than procedural grounds will remain valid and not subject to re-application for a period of twelve (12) months from the date the application was denied.

H. **Reporting Violations of the HPC Ordinance.** Commission members may report violations of the Ordinance or these Procedures to the City Marshal for appropriate Code Enforcement action, but are neither expected nor authorized by the City to issue citations or fines. (See Appendix G.)

IX. FORMAL APPLICATION HEARINGS BEFORE THE HISTORIC PRESERVATION COMMISSION

A. **Formal Hearing Requirements.** A formal hearing before the Commission will be required for demolition or relocation of a historic structure or landmark in the District, a substantial material or structural change to a historic structure, or new construction of a principal structure in the District. (See Section X. for applications subject to an informal review process.)

B **Appearance of Applicant at Hearing.** The applicant or the applicants' designated representative must be present for the consideration of an application at a formal hearing. Any party may appear in person or by agent or attorney at the meeting. An applicant's failure to appear or be represented at a formal hearing will result in either (1) deferral of the application to the next regular meeting if the Commission has the opportunity to decide the application within the 45-day time limit specified in Section VIII. C.; or (2) denial of the application on procedural grounds, in which case the application may be resubmitted for consideration.

C. **Order of Business for Application.** The order of business for consideration of applications for Certificates of Appropriateness shall be as follows, with the understanding that procedures for hearing applications may be modified by concurrence of all parties and the Commission members:

1) The applicant shall present all information relative to his or her application. In the case of new buildings and significant additions to existing buildings not designed for domestic use, the applicant shall present to the Commission at the time of the hearing, a reasonable model or plans of the proposed construction which shall reveal with as much clarity as possible the way the finished building will look, and, if possible, the degree to which it will conform to its immediate environment.

2) Any persons having questions about the application shall have the opportunity to raise those questions for clarification and discussion.

3) Any statements or arguments submitted by an official, commission, or department of the City, any state agency, or any local historical, preservation or neighborhood association shall be presented as directed by the Chairman.

4) The Chairman, or such person as he or she shall direct, shall summarize the application presented, giving all parties an opportunity to make objections or corrections.

5) The Commission shall thereafter proceed to deliberate whether to grant the application or to deny it.

6) The Commission may, in its discretion, view the premises and obtain additional facts concerning any application before arriving at a decision.

7) The Chair shall take any reasonable step necessary to assure that all matters discussed are relevant to the application as presented.

8) All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary to effectuate the purposes of the ordinance, shall be accompanied by such conditions and/or recommendations determined reasonable under the circumstances.

E. **Vote.** The vote of a majority of those members present shall be sufficient to decide matters before the Commission, provided a quorum is present. Where a vote outcome is other than unanimous, the minutes shall reflect the votes cast by Commission member name.

X. HISTORIC PRESERVATION COMMISSION INFORMAL REVIEW PROCESS

A. **Informal Review**. Commission members designated by the Chairman may conduct an informal review and render a decision on applications not involving demolition or relocation of a historic structure, substantial material or structural changes to a historic structure, or new construction of a principal structure in the local Historic District.

An application consistent with Commission guidelines may be approved in an informal review. Otherwise, and at the applicant's option, the application may be submitted for formal review by the full Commission at its next regular meeting; or, if denied in the informal review, may be appealed directly to the City Council.

B. **Applications and Notice Requirements.** The Commission's Informal Review Process shall require and result in the same application and Certificate of Appropriateness documentation as the Commission's formal review process, but shall not require a formal hearing with prior notification to surrounding property owners.

C. **Applications permitted under the HPC Informal Review Process** may include:

1. "Emergency" repairs involving alterations or changes in materials where delay of work jeopardizes public safety, protection of property or its inhabitants/contents.

2. Any proposed work on an existing non-historic structure (less than 50 years old).

3. Any proposed work involving the historic central business district business signs, awnings and canopies and other non-structural features. Applications consistent with sign and storefront standards "pre-approved" by the Commission may be administratively approved by the Executive Director-Milledgeville MainStreet/The Downtown Development Authority. (See Appendix E.)

4. New or replaced driveways, walkways, fencing, enclosure walls.

5. Removal of mature trees; removal or alterations of natural landscaping associated with historic gardens or historically significant features of the property.

6. Residential or institutional property signs, awnings and canopies, light posts or other stationary features visible from the street.

7. Any proposed work that is not visible from the street, and that does not involve a substantial addition, alteration or change to an historic structure (more than 50 years old.)

XI. ANTICIPATED APPLICATIONS ON MAJOR PROJECTS

With regard to anticipated applications involving new structures or extensive alterations and/or additions to existing structures, members of the Commission shall be available to meet with representatives of the persons or organization involved at some early stage in the design process in order to advise them informally concerning the Commission's guidelines, the nature of the area where the proposed construction is to take place, and any other relevant factors that bear on the prospective application.

The Commission members, collectively and individually, shall refrain from any indication of approval or disapproval, but shall not, for that reason, be barred from a reasonable discussion of the applicant's proposals. No advice or opinion given,

or reported as having been given, by any member of the subcommittee at such an informal meeting shall be in any way official or binding upon the Commission at any time.

XII. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than five (5) of the members of the Commission, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

10.4 Application for Certificate of Appropriateness

MILLEDGEVILLE HISTORIC PRESERVATION COMMISSION
Application For Certificate of Appropriateness

Instructions: Property or Business Owner is responsible for providing this information when proposing exterior signs, exterior material changes, or exterior alterations to any property located in the (LOCAL) Milledgeville Historic District bounded (by a line in the middle of the streets on the North by Thomas Street, on East by Elbert Street, on South by Franklin Street, and on West by Central of Georgia railroad tracks. A Certificate of Appropriateness will be a condition of receiving the required building permit.

The Property

1. Address of Local Historic District property WITH LOCATION CLEARLY MARKED BY AN "X" ON ATTACHED MAP.

   _____

   Property is zoned _____ *Residential* _____ *Commercial/Institutional*

2. Building: Condition: _____ Age: _____

3. What is the Building's historic and architectural significance?

   _____

The Applicant

4. Property Owner's Name: _____ Phone _____

   Mailing Address: _____

   Business/Representative Name (If applicable): _____

   Business/Lessee Name: _____ Telephone _____

   Mailing Address: _____

The Proposed Work

5. Nature of proposed work (check appropriate items):

_____ New Construction	_____ Sign (s)
_____ Demolition	_____ Awning/Canopy
_____ Relocation of Structure	_____ Landscaping
_____ Exterior Repairs/Material Changes	_____ Other _____
_____ Exterior Alterations	_____
_____ Walk, Fence, Drive, etc.	_____

6. Proposed material changes:

	Existing	Proposed
Foundation	_____	_____
Exterior Framing/Facade	_____	_____
Roof Type	_____	_____
Roof Covering	_____	_____
Door (s)	_____	_____
Windows	_____	_____
Other	_____	_____

7. Briefly describe repairs and/or modification. Before the Commission can react to this request, members must understand the nature of the work to be done as would the builder or contractor.
Estimated cost $ _____ Who made cost estimate? _____

_____

_____

8. For information and guidance, the US Secretary of the Interior's "Standards for the Treatment of Historic Properties" and the "Guidelines for Rehabilitation and New Construction" in the Milledgeville Historic District" are located at the Building Department office (Tel: 445-6385).
Would applicant like to inspect these?
YES ( ) NO ( ) ALREADY INSPECTED ( )

9. Detailed sketch/plans attached showing proposed work. _____

10. Person (s) from Milledgeville Historic Preservation Commission, if any, with whom Applicant has discussed this request: _____

11. Other Comments: _____

_____

_____

I/We the undersigned, certify that the above information, to the best of my/our knowledge is true and correct

Applicant's Signature: _____ Date: _____
Received by _____ Date: _____
Reviewed by _____ Date: _____
Reviewed by HPC_____ Date: _____
If Formal Hearing required: . ***Scheduled for Thursday,*** _____, ***at 5:30 p.m. in the 2nd floor conference room at City Hall. Applicant or applicant's designated representative must be present at meeting.***

City of Milledgeville
Historic Preservation Commission
Certificate of Appropriateness

Granted to _____

For the Historic District property: _____

_____

For the following purpose(s): _____

_____

_____

_____

_____

_____

_____

_____

Date of Commission Review: _____

This certificate shall remain valid and transferable for completing the proposed work, provided there are no changes in conditions, plans or specifications from those approved with this application.

_____ _____

Date For the Milledgeville Historic Preservation Commission

Photo Copies To: Applicant
City of Milledgeville - Building Permits & Code Enforcement
Original: City of Milledgeville - HPC/Property File

10.5 Downtown Storefront & Business Design Standards

Downtown Storefront & Business Sign Standards *

Features Visible From Sidewalks or Streets	Pre-Approved For Permit w/ Review by MainStreet/DDA	HPC Design Review Required For Permit	Specifically Prohibited
SIGNS: (1) – (10)			
(1) Types of Signs: On Building	•lettering affixed to front window/door glass •lettering painted on front awning valance •façade-mounted sign board •right angle sign mounted between arm brackets •sign board or shingle sign suspended from inside or outside storefront window, or from front awning/canopy	•other types of signs	•Product advertisement banners, posters, or similar materials affixed to facade or storefront glass surface •Special event or promotional postings up more than 30 days •Streamers, whirling devices
(2) Types of Signs: Free Standing for Stand-Alone Buildings Only	•limit of 1 per business front •sign mounted between sign posts •total size of sign face and mounts up to 48" wide and 72" high	•materials other than those specified in Section (4) •other sizes or dimensions •other mounting methods	•free standing signs on right of way •billboards •portable box signs •flashing or blinking signs •placement within 5' of property line
3) Maximum Number of Signs Per Business	Up to 2 per exposed side of building (e.g., 1 in window and 1 on building as required for pedestrian and vehicular visibility	More than 2 per business, per exposed side of building	

*C-3 District and Institutional/Business Properties throughout Local Historic District

Downtown Storefront & Business Sign Standards *

Features Visible From Sidewalks or Streets	Pre-Approved For Permit w/ Review by MainStreet/DDA	HPC Design Review Required For Permit	Specifically Prohibited
SIGNS: **(1) – (10) continued**			
4) Sign Materials	•lettering - painted, matte finished vinyl metal or composition material; sandblasted •sign face - painted wood; matte finished metal or composition material; sandblasted	•neon signs •raised letters •illuminated sign boxes •other materials	•shiny plastic •shiny or unfinished metal
5) Business Sign Content	•primary identification sign(s) can include business name or logo, product/service description of up to 4 words •street number, hours and days of business should appear on storefront glass (not counted in maximum number of signs) with up to 6" affixed or painted lettering	Other/additional content required for business identification or entry	
6) Maximum Size and Placement of Business Signs	• on window/door glass - up to 50% of selected surface covered •facade mount - total sign/lettering surface sized to fit within the building's lintel or sign board space, if applicable; otherwise sign board up to 36" high x 72" wide •right angle - brackets/sign project up to 36" from facade (width); up to 54" deep (height); minimum 7' clearance to sidewalk	•other sizes or dimensions •other placement •sizing of raised letters, neon, illuminated sign boxes, and other types of signs subject to design review	•roof-mounted signs •signs mounted within 12" of an adjoining building/business front

*C-3 District and Institutional/Business Properties throughout Local Historic District

Downtown Storefront & Business Sign Standards *

Features Visible From Sidewalks or Streets	Pre-Approved For Permit w/ Review by MainStreet/DDA	HPC Design Review Required For Permit	Specifically Prohibited
SIGNS: (1) – (10) continued			
7) Illumination of Business Sign and/or Storefront Window	•soft white spot or back lighting, illuminating sign or window area only	other forms of lighting	•blinking, flashing, or colored lights
8. Other Design Features	•block or traditional lettering styles	•artwork, logo graphics or other items appearing with sign lettering	•shiny metallics, glitter or fluorescent colors on sign boards or lettering
9) Historic Building Markers or Plaques (not counted as Business Sign – no permit required)	•pedestrian level (cornerstone) marker or plaque offering historic information on the building, of a size not to exceed 16"x32".	•materials other than those specified in Section (4) •other sizes or dimensions	•covering or removal of historic cornerstone or other marker set in façade
10) Temporary Business Signs, Special Event Postings or Advertisements ("Sale", "Going Out Of Business", Community Event Postings, etc.), For Sale/Rent Signs	(No permit required.)		
OTHER BUILDING FRONT FEATURES			
11) Storefront Windows - Other	•displays/windows illuminated with soft white spot or string lighting (small white lights) •glass clean and clear of visual clutter •night lighting recommended for business visibility after hours/security		•postings, coverings or paint obscuring visibility to inside of business (after hours security and/or law enforcement) •broken glass (also safety hazard at street level) left un-repaired more than 30 days

*C-3 District and Institutional/Business Properties throughout Local Historic District

Downtown Storefront & Business Sign Standards *

Features Visible From Sidewalks or Streets	Pre-Approved For Permit w/ Review by MainStreet/DDA	HPC Design Review Required For Permit	Specifically Prohibited
OTHER BUILDING FRONT FEATURES continued			
12) Window/Entrance Awnings & Canopies *	•painted/finished metal awning or canopy •fabric awnings with tubular frames; 45° shed-style, arched, or dome-style for rounded openings •minimum 7' clearance from sidewalk and maximum 48" extension from building	•other styles or materials •projection beyond 48" from facade	•unfinished metal
13) Items Temporarily Set Out on Sidewalks or Outside Entrance to Business/Building Front	•display easels, sandwich board signs, merchandise displays, seating (small tables/chairs) that are temporarily situated within 3' of the sidewalk space in front of the business during open days/hours of business	other items	•display/seating items situated on sidewalk or outside entrance after or before days/hours business opens •shiny plastic seating (tables/chairs) •trash/debris
14) Free Standing Plant Containers/Flower Boxes & Planters	•masonry, wood or matte finish composition materials •adequately braced or mounted upper window flower boxes	•depth or extension of more than 18" (upper window) or 36" at street level •shiny plastics or metals	
15) Storefront Windows and Glass Doors	•all glass maintained in good repair •framed in wood or finished metal	•other remedies or changes in windows/doors*	•exposed broken glass at pedestrian level •bare plywood, cardboard, sheet plastic, other boarding materials •more than 30 days pending repair of broken glass

*C-3 District and Institutional/Business Properties throughout Local Historic District

Downtown Storefront & Business Sign Standards *

Features Visible From Sidewalks or Streets	Pre-Approved For Permit w/ Review by MainStreet/DDA	HPC Design Review Required For Permit	Specifically Prohibited
OTHER BUILDING FRONT FEATURES continued			
16) Enclosures, Entrance Security Gates, Window Security Bars *	•black wrought iron or finished metal material	•other materials	
17) Drain Pipes Exposed at Storefront*	•masonry •finished metal or composition material blending in with facade	•other materials	•broken or bent pipes in disrepair
18) Exposed Air Conditioning Units*	•a/c units installed with rear or side exposure only	•a/c units visible from building front	•air conditioning units placed on sidewalk or outside building front/entrance at street level

NOTE:

Provides updated guidelines for Section 605.4 of the Zoning Ordinance – Sign Controls for the C-3 District.

*C-3 District and Institutional/Business Properties throughout Local Historic District

10.6 Evaluation Guidelines for Review of Applications for use of Synthetic Vinyl/Aluminum Siding on Existing Structures in the Historic District

CITY MILLEDGEVILLE
HISTORIC PRESERVATION COMMISSION
EVALUATION GUIDELINES FOR REVIEW OF APPLICATIONS
FOR USE OF SYNTHETIC VINYL/ALUMINUM SIDING ON EXISTING
STRUCTURES IN THE HISTORIC DISTRICT

Considerations:

a) Does the building or structure qualify as "historic" and contribute to the integrity of the District?

b) Does it have historical or architectural significance "standing alone"? Examples: Old Governor's Mansion, Vinson House, Masonic Hall.

c) Does it enhance or contribute in a significant way to the surrounding historic "streetscape"?

d) Does it contribute to the District because it relates appropriately to neighboring structures? In other words, is it representative of structures typically found in its neighborhood?

If the answer to any of the above is "yes", then the following questions should be answered:

a) Does the addition of aluminum/vinyl siding cause a "material change in appearance"?

b) Is vinyl/aluminum siding "appropriate" for this structure? Or structural addition?

c) Can any "negative" visual impact be mitigated?

1) authorized only where not visible from street.

2) Authorized only for areas where it will not obscure or "bury" architectural details.

3) Authorized only where all detail/trim is removed before the siding is applied and restored, post-application, to preserve the original appearance.

d) Does the proposed application of vinyl/aluminum siding threaten the preservation of the structure or its original materials?

[As Prepared by Attorney Charles Moore/HPC Member 1996]

CITY MILLEDGEVILLE
HISTORIC PRESERVATION COMMISSION
EVALUATION GUIDELINES FOR REVIEW OF APPLICATIONS
FOR USE OF SYNTHETIC VINYL/ALUMINUM SIDING ON EXISTING
STRUCTURES IN THE HISTORIC DISTRICT

Considerations:

a) Does the building or structure qualify as "historic" and contribute to the integrity of the District?

b) Does it have historical or architectural significance "standing alone"? Examples: Old Governor's Mansion, Vinson House, Masonic Hall.

c) Does it enhance or contribute in a significant way to the surrounding historic "streetscape"?

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If the answer to any of the above is "yes", then the following questions should be answered:

a) Does the addition of aluminum/vinyl siding cause a "material change in appearance"?

b) Is vinyl/aluminum siding "appropriate" for this structure? Or structural addition?

c) Can any "negative" visual impact be mitigated?

1) authorized only where not visible from street.

2) Authorized only for areas where it will not obscure or "bury" architectural details.

3) Authorized only where all detail/trim is removed before the siding is applied and restored, post-application, to preserve the original appearance.

d) Does the proposed application of vinyl/aluminum siding threaten the preservation of the structure or its original materials?

[As Prepared by Attorney Charles Moore/HPC Member 1996]

10.7 Enforcement and Penalty Schedule

City of Milledgeville
Historic Preservation Ordinance
Enforcement and Penalty Schedule: City Marshal/Code Enforcement

Violation Observed or Verified by City Marshal	Action By City Marshal	Penalty / Fine Schedule*
1. Exterior work commences without required COA (and Building Permit)	• Issue immediate stop work order and Citation • Require application for COA (and building permit) within seven (7) days	$50 fine to property owner
Stop work order does not result in COA Application within seven (7) days, or work resumes at any time after stop work order	• Issue Second Citation and Fine	$100 per day fine to property owner until (a) COA approved, or (b) commenced work corrected to original condition, whichever first occurs
2. Exterior change made without COA (and Building permit)	• Issue Citation and Fine with Option to correct change to original condition or make application for COA (and building permit) within seven (7) days	$50 fine to property owner
Citation and Fine does not result in correction to original condition or application for COA within 7 days	• Issue Second Citation and Fine	$100 per day fine to property owner until (1) COA approved, or (b) change corrected to original condition, whichever first occurs
3. Historic Structure demolished or substantially compromised without COA and without opportunity to correct to original condition	• Issue Citation and Fine	• Up to $1,500 for total demolition of principal structure • Up to $1,000 for partial demolition or alteration of principal structure • Up to $1,000 for historic out structure, mature tree or other significant historic feature
4. Repeat Offenders in Violation of Ordinance	Same as 1. – 3. Above, with notation of earlier violations occurring in past 48 months.	Base = 1. – 3. Above, X2 for second offense X3 for third offense X4 for fourth offense (and so on) *In addition to those specified for building code/permit and other local ordinance violations

*Reference: Historic Preservation Commission Ordinance adopted August 28, 1984; Section VII – Penalty Provisions

(12/10/98)

10.8 Sources for Maintenance and Resource Rehabilitation

PRESERVATION BRIEFS

Preservation Briefs may be obtained from the Georgia Historic Preservation Division, or are available online at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.

1 The Cleaning and Waterproof Coating of Masonry Buildings
2 Repointing Mortar Joints in Historic Brick Buildings
3 Conserving Energy in Historic Buildings
4 Roofing for Historic Buildings
5 Preservation of Historic Adobe Buildings
6 Dangers of Abrasive Cleaning to Historic Buildings
7 The Preservation of Historic Glazed Architectural Terra-Cotta
8 Aluminum and Vinyl Siding on Historic Buildings
9 The Repair of Historic Wooden Windows
10 Exterior Paint Problems on Historic Woodwork
11 Rehabilitating Historic Storefronts
12 The Preservation of Historic Pigmented Structural Glass
13 The Repair and Thermal Upgrading of Historic Steel Windows
14 New Exterior Additions to Historic Buildings: Preservation Concerns
15 Preservation of Historic Concrete: Problems and General Approaches
16 The Use of Substitute Materials on Historic Buildings
17 Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18 Rehabilitating Interiors in Historic Buildings
19 The Repair and Replacement of Historic Wooden Shingle Roofs
20 The Preservation of Historic Barns
21 Repairing Historic Flat Plaster - Walls and Ceilings
22 The Preservation and Repair of Historic Stucco
23 Preserving Historic Ornamental Plaster
24 Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25 The Preservation of Historic Signs
26 The Preservation and Repair of Historic Log Buildings
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PRESERVATION BRIEF #8
ALUMINUM AND VINYL SIDING ON HISTORIC BUILDINGS

THE APPROPRIATENESS OF SUBSTITUTE MATERIALS FOR RESURFACING HISTORIC WOOD FRAME BUILDINGS

John H. Myers, revised by Gary L. Hume

A historic building is a product of the cultural heritage of its region, the technology of its period, the skill of its builders, and the materials used for its construction. To assist owners, developers and managers of historic property in planning and completing rehabilitation project work that will meet the Secretary's "Standards for Rehabilitation" (36 CFR 67), the following planning process has been developed by the National Park Service and is applicable to all historic buildings. This planning process is a sequential approach to the preservation of historic wood frame buildings.

It begins with the premise that historic materials should be retained wherever possible. When retention, including retention with some repair, is not possible, then replacement of the irreparable historic material can be considered. The purpose of this approach is to determine the appropriate level of treatment for the preservation of historic wood frame buildings.

Standard 6 of the *Secretary of the Interior's Standards for Rehabilitation* states that "deteriorated architectural 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..." The Guidelines further caution against "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."

The planning process has the following four steps:

1. Identify and preserve those materials and features that are important in defining the building's historic character. This may include features such as wood siding, brackets, cornices, window architraves, doorway pediments, and their finishes and colors.

2. Undertake routine maintenance on historic materials and features. Routine maintenance generally involves the least amount of work needed to preserve the materials and features of the building. For example, maintenance of a frame building would include caulking and painting; or, where paint is extensively cracking and peeling, its removal and the re-application of a protective paint coating.

3. Repair historic materials and features. For a historic material such as wood siding, repair would generally involve patching and piecing-in with new material according to recognized preservation methods.

4. Replace severely damaged or deteriorated historic materials and features in kind. Replacing sound or repairable historic material is never recommended; however,

if the historic material cannot be repaired because of the extent of deterioration or damage, then it will be necessary to replace an entire character-defining feature such as the building's siding. The preferred treatment is always replacement in kind, that is, with the same material. Because this approach is not always feasible, provision is made under the recommended treatment options in the Guidelines that accompany the Secretary of the Interior's Standards to consider the use of a compatible substitute material. A substitute material should only be considered, however, if the form, detailing, and overall appearance of the substitute material conveys the visual appearance of the historic material, and the application of the substitute material does not damage, destroy or obscure historic features.

In many cases, the replacement of wood siding on a historic building is proposed because little attention has been given to the retention of historic materials. Instead, the decision to use a substitute material is made because: (1) it is assumed that aluminum or vinyl siding will be a maintenance-free material; and (2) there is the desire to give a building a "remodeled" or "renovated" appearance. A decision to replace historic material must, however, be carefully considered for its impact on the historic resource—even when the model planning process has been followed and the appropriate treatment is replacement.

Therefore, this brief focuses on the visual and physical consequences of using a substitute material such as aluminum or vinyl siding for new siding installations on a wood frame historic building. These concerns include the potential of ***damaging or destroying*** historic material and features; the potential of ***obscuring*** historic material and features; and, most important, the potential of ***diminishing the historic character*** of the building.

The Historic Character of Buildings and Districts

The character or "identity" of a historic building is established by its form, size, scale and decorative features. It is also influenced by the choice of materials for the walls—by the dimension, detailing, color, and other surface characteristics. This is particularly true for wood frame buildings which are the typical objects of aluminum or vinyl siding applications. Since wood has always been present in abundance in America, it has been a dominant building material in most parts of the country. Early craftsmen used wood for almost every aspect of building construction: for structural members such as posts, beams and rafters, and for cladding materials and decorative details, such as trim, shakes, and siding.
The variety of tools used, coupled with regional differences in design and craftsmanship, has resulted in a richness and diversity of wood sidings in America. For example, narrow boards with beveled, lapped joints called "clapboards" were used on New England frame dwellings. The size and shape of the "clapboards" were determined by the process of hand splitting or "riving" bolts of wood. The width, the short lengths, the beveled lapping, the "feathered" horizontal joints, and the surface nailing of the clapboards created a distinctive surface pattern that is recognizable as an important part of the historic character of these structures.

The sawn and hand-planed clapboards used throughout the Mid-Atlantic and Southern states in the eighteenth and early nineteenth centuries, by contrast, have a wide exposure—generally between six and eight inches. The exposure of the siding, frequently

coupled with a beaded edge, created a very different play of light and shadow on the wall surface, thus resulting in a different character. The "German" or "Novelty siding"—a milled siding that is thin above and thicker below with a concave bevel—was used throughout many parts of the United States in the late nineteenth and early twentieth century but with regional variations in material, profile, and dimensions. One variation of this type of milled siding was called "California siding" and was milled with a rabbetted or shiplap edge to insure a tight installation of the weather boards. Shingles were also commonly used as an exterior cladding material, and in buildings such as the Bungalow style houses, were often an important character-defining feature of the exterior. Shingles were often applied in decorative patterns by varying the lap, thus creating alternating rows of narrow exposures and wide exposures. Shingles were also cut in geometric patterns such as diamond shapes and applied in patterns. This treatment was commonly used in the gable end of shingled houses. Siding and wood shingles were often used in combination with materials such as cobblestone and brick in Bungalow style buildings to create a distinctive interplay of surfaces and materials.

The primary concern, therefore, in considering replacement siding on a historic building, is the potential loss of those features such as the beaded edge, "drop" profile, and the patterns of application. Replacing historic wood siding with new wood, or aluminum or vinyl siding could severely diminish the unique aspects of historic materials and craftsmanship. The inappropriate use of substitute siding is especially dramatic where sufficient care is not taken by the owner or applicator and the width of the clapboards is altered, shadow reveals are reduced, and molding or trim is changed or removed at the corners, at cornices or around windows and doors. Because substitute siding is usually added on top of existing siding, details around windows and doors may appear set back from the siding rather than slightly projecting; and if the relationship of molding or trim to the wall is changed, it can result in the covering or removal of these historic features. New substitute siding with embossed wood graining—intended to simulate the texture of wood—is also visually inappropriate. Exaggerated graining would have been undesirable on real wood siding and is generally found only after sandblasting, a destructive and totally unacceptable treatment for wood.

While this discussion focuses primarily on the historic character of individual wood frame buildings, of equal importance is the context of buildings that comprise a historic district or neighborhood. Changes to the character-defining features of a building, such as distinctive clapboarding and other wall surfaces and decorative trim, always have an impact on more than just that building; they also alter the historic visual relationship between the buildings in the district. If character-defining weatherboards, clapboards or shingles are replaced on a number of buildings in a historic district, the historic character of the entire district may be seriously damaged. Because of the potential impact some substitute materials have on the character of a neighborhood or district, many communities regulate their use through zoning ordinances and design review boards. These ordinances and review boards usually require review and approval of proposed alterations to a historic building that could potentially impact the historic character of the building or the district, including the application of substitute materials, such as aluminum or vinyl siding.

Preservation of a building or district and its historic character is based on the assumption that the retention of historic materials and features and their craftsmanship are of primary importance. Therefore, the underlying issue in any discussion of replacement

materials is whether or not the integrity of historic materials and craftsmanship has been lost. Structures are historic because the materials and craftsmanship reflected in their construction are tangible and irreplaceable evidence of our cultural heritage. To the degree that substitute materials destroy and/or conceal the historic fabric, they will always subtract from the basic integrity of historically and architecturally significant buildings.

The Products and Their Installation

The use of aluminum and vinyl siding really involves two separate industries. The siding materials themselves, including a variety of inside and outside corner pieces, trim and molding pieces and panning for window and door frames, are produced by a comparatively small number of manufacturers. The product information, advertising, and any manufacturer's warranties on the product itself are handled by this part of the industry. The installation of aluminum or vinyl siding is generally carried out by independent contractors or applicators, who are frequently called "home improvement" contractors, and they are not affiliated with the manufacturers. The manufacturer's warranties normally do not cover the installation, or any damage or defect resulting from the installation process.

Since the manufacturer has little control over the quality of the installation, both the quality of the work and the sensitivity of the application are variable. This variation in quality has traditionally been a problem in the industry and one which the industry and its professional associations have attempted to correct through publishing and disseminating information on the proper application of vinyl and aluminum siding.

Although it is sometimes argued that an artificial siding application is reversible since it can be removed, there is frequently irreversible damage to historic building materials if decorative features or trim are permitted to be cut down or destroyed, or removed by applicators and discarded. The installation process requires that the existing surface be flat and free of "obstructions" so that the new siding will be smooth and even in appearance. To achieve the requisite flat surface, furring strips are usually placed over the wall surface (vertical furring strips for horizontal aluminum or vinyl siding and vice-versa for vertical siding). The potential danger in this type of surface preparation is that the furring strips may change the relationship between the plane of the wall and the projecting elements such as windows, door trim, the cornice, or any other projecting trim or molding. Projecting details may also cause a problem. To retain them, additional cutting and fitting will usually be required. Further, additional or special molding pieces, or "accessories" as they are called by the industry, such as channels, inserts and drip caps, will be needed to fit the siding around the architectural features. This custom fitting of the siding will be more labor-intensive, adding to the cost of the siding installation.

The existing wall fabric is further damaged by the nailing necessary to apply siding. Either by nailing directly to the building fabric or by nailing the furring strips to the old siding, the installation of aluminum or vinyl siding will leave numerous holes in wood siding, molding, trim, window and door frames. When applied to brick or other masonry units, the nail penetrations attaching the furring strips and siding can cause irreversible cracking or spalling of the masonry. Although this reference to damaging masonry is included as a point of fact, the application of aluminum or vinyl siding is highly inappropriate to historic masonry buildings.

The Use of Aluminum or Vinyl Siding on Historic Buildings

The maintenance and periodic painting of wood frame structures is a time-consuming effort and often a substantial expense for the homeowner. It is therefore understandable that a product which promises relief from periodic painting and gives the building a new exterior cladding would have considerable appeal. For these reasons, aluminum and vinyl siding have been used extensively in upgrading and rehabilitating the nation's stock of wood frame residential buildings. For historic residential buildings, aluminum or vinyl siding may be an acceptable alternative only if (1) the existing siding is so deteriorated or damaged that it cannot be repaired; (2) the substitute material can be installed without irreversibly damaging or obscuring the architectural features and trim of the building; and (3) the substitute material can match the historic material in size, profile and finish so that there is no change in the character of the historic building. In cases where a non-historic artificial siding has been applied to a building, the removal of such a siding, and the application of aluminum or vinyl siding would, in most cases, be an acceptable alternative, as long as the abovementioned first two conditions are met.

There are, however, also certain disadvantages in the use of a substitute material such as aluminum or vinyl siding, and these factors should be carefully considered before a decision is made to use such a material rather than the preferred replacement with new wood siding duplicating the old.

Applying Siding without Dealing with Existing Problems

Since aluminum and vinyl sidings are typically marketed as home improvement items, they are frequently applied to buildings in need of maintenance and repair. This can result in concealing problems which are the early warning signs of deterioration. Minor uncorrected problems can progress to the point where expensive, major repairs to the structure become necessary.

If there is a hidden source of water entry within the wall or leakage from the roof, the installation of any new siding will not solve problems of deterioration and rotting that are occurring within the wall. If deferred maintenance has allowed water to enter the wall through deteriorated gutters and downspouts, for example, the cosmetic surface application of siding will not arrest these problems. In fact, if the gutters and downspouts are not repaired, such problems may become exaggerated because water may be channeled behind the siding. In addition to drastically reducing the efficiency of most types of wall insulation, such excessive moisture levels within the wall can contribute to problems with interior finishes such as paints or wallpaper, causing peeling, blistering or staining of the finishes.

It cannot be overemphasized that a cosmetic treatment to hide difficulties such as peeling paint, stains or other indications of deterioration is not a sound preservation practice; it is no substitute for proper care and maintenance. Aluminum and vinyl siding are not directly at fault in these situations since property owners should determine the nature and source of their problems, then make appropriate repairs. The difficulty arises when owners perceive the siding as the total solution to their required maintenance and forgo other remedial action.

Durability and Cost

The questions of durability and relative costs of aluminum or vinyl siding compared to the maintenance cost of historic materials are complex. It is important to consider these questions carefully because both types of siding are marketed as long lasting, low maintenance materials. Assuming that the substitute sidings are not damaged, and that they will weather and age normally, there will be inevitable changes in color and gloss as time passes. A normal application of aluminum or vinyl siding is likely to cost from two to three times as much as a good paint job on wood siding. A sensitive application, retaining existing trim, will cost more. Therefore, to break even on expense, the new siding should last as long as two or three paintings before requiring maintenance. On wood two coats of good quality paint on a properly prepared surface can last from 8 to 10 years, according to the U.S. Department of Agriculture. If a conservative life of seven years is assumed for paint on wood, then aluminum and vinyl siding should last 15 to 21 years before requiring additional maintenance, to break even with the maintenance cost for painting wood siding. Once painted, the aluminum and vinyl siding will require repainting with the same frequency as wood.

While aluminum siding can dent upon impact and the impact resistance of vinyl siding decreases in low temperatures and, therefore, is susceptible to cracking from sharp impact, these materials are generally not more vulnerable than wood siding and shingles. All siding materials are subject to damage from storm, fire, and vandalism; however, there is a major difference in the repairability of wood siding versus substitute materials such as aluminum and vinyl. Although they can all be repaired, it is much easier to repair wood siding and the repair, after painting, is generally imperceptible. In addition, a major problem in the repairability of aluminum and vinyl siding, as mentioned above, is matching color since the factory finishes change with time. Matching the paint for wood siding has a greater likelihood of success.

Energy

Because of high fuel costs, there is a concern for energy conservation in historic materials as well as in substitute materials. Because aluminum and vinyl siding can be produced with an insulating backing, these products are sometimes marketed as improving the thermal envelope of a historic building. The aluminum and vinyl material themselves are not good insulators, and the thickness of any insulating backing would, of necessity, be too small to add to the energy efficiency of a historic building. What energy savings did accrue as a result of a siding application would probably be as much the result of the creation of an air space between the old and new siding as the addition of insulating material. If the historic wood siding were removed in the course of installing the aluminum or vinyl siding (even with an insulating backing), the net result would likely be a loss in overall thermal efficiency for the exterior sheathing.

Preservation Briefs Number 3, “Conserving Energy in Historic Buildings,” notes that the primary sources of energy loss in small frame buildings are the doors, windows and roof. It is, therefore, more cost-effective to apply storm windows, weatherstripping and attic insulation than to treat the side walls of these structures. There are numerous publications on energy retrofitting which explain techniques of determining cost-effectiveness based on utility costs, R-factors or materials and initial cost of the treatment. Persons interested in this approach may wish to read “Retrofitting Existing Houses for Energy Conservation: An Economic Analysis” published by the National

Bureau of Standards, or the U.S. Department of Housing and Urban Development booklet "In the Bank or Up the Chimney." One such study in Providence, Rhode Island, determined that for a two-story house, twenty-five feet square, the payback period for twenty-three storm windows, two storm doors and six inches of attic insulation (R-20) was 4.4 years while the payback period of aluminum siding with an R-factor of 2.5 was 29.96 years. Most of the information which is available supports the position that aluminum or vinyl siding will not have a reasonable payback on an energy-saving basis alone.

Summary

The intent of this brief has been to delineate issues that should be considered when contemplating the use of aluminum or vinyl sidings on historic buildings and assessing under what circumstances substitute materials such as artificial siding may be used without damaging the integrity of the historic building or adversely changing its historic character. Many property owners are faced with decisions weighing the historic value of their building and its maintenance cost against the possible benefit of aluminum and vinyl siding materials. To assist in making these decisions, "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" have been published and are available from National Park Service Regional Offices and State Historic Preservation Offices. Further, since rehabilitation projects for income-producing historic buildings often seek tax benefits under the 1981 Economic Recovery Tax Act, as amended, it is essential that all work, such as the replacement of exterior siding, be carried out in conformance with the Standards and be consistent with the building's historic character to insure that the tax benefits are not denied.

As stated earlier, the application of aluminum and vinyl siding is frequently considered as an alternative to the maintenance of the original historic material. The implication is that the new material is an economical and long-lasting alternative and therefore somehow superior to the historic material. In reality, historic building materials such as wood, brick and stone, when properly maintained, are generally durable and serviceable materials. Their widespread existence on tens of thousands of old buildings after many decades in serviceable condition is proof that they are the original economic and long-lasting alternatives. All materials, including aluminum and vinyl siding can fall into disrepair if abused or neglected; however, the maintenance, repair and retention of historic materials are always the most architecturally appropriate and usually the most economically sound measures when the objective is to preserve the unique qualities of historic buildings.

The appropriate preservation decision on the use of a substitute material in the rehabilitation of a historic building must always center on two principal concerns: the possible damage or destruction of historic building materials; and, the possible negative impact on the historic character of the building and the historic district or setting in which the building is located. Because applications of substitute materials such as aluminum and vinyl siding can either destroy or conceal historic building material and features and, in consequence, result in the loss of a building's historic character, they are not recommended by the National Park Service. Such destruction or concealment of historic materials and features confuses the public perception of that which is truly historic and that which is imitative.

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10.9 Glossary of Terms

Addition — A non-original element placed onto an existing building, site or structure.

Alteration — Any act or process which changes the exterior architectural appearance of a building.

Appropriate — Suitable to or compatible with what exists. Proposed work on historic properties is evaluated for "appropriateness" during the design review process.

Architectural Style — Showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.

Certificate of Appropriateness — A document giving approval to work proposed by the owner of a property located within a locally-designated historic district or designated as a local landmark. Specific conditions, set forth by the Historic Preservation Commission and to be followed during the project, may be specified in the document. Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

Character — Those individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.

Commercial Building Type — A definition based on the composition of a commercial building's primary facade. Most commercial facades are divided into major divisions or elements that are used to define the building type.

Compatible — Not detracting from surrounding elements, buildings, sites or structures; appropriate given what already exists.

Component — An individual part of a building, site or district.

Contemporary — Of the current period; modern.

Contributing — Contributes to the architectural or historic significance of a historic district. (A "contributing building" in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.)

Context — The setting in which a historic element or building exists.

Delamination — Separation of layers of stone along bedding planes.

Demolition — Any act or process that destroys a structure in part or in whole.

Element — An individual defining feature of a building, structure, site or district.

Exfoliation — Peeling or scaling of stone surfaces caused by chemical or physical weathering.

Face — In gravestones, commonly the carved and polished surfaces of the gravestone.

High Style — A completely authentic or academically correct interpretation of an architectural style; a "textbook" example of one particular style and not a composition of several different styles.

Historic District — A geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, archaeological, architectural or aesthetic value.

Historic Site — A site worthy of protection or preservation, designated as historic for its historic, archaeological or aesthetic value.

Historic Structure — A structure worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

House Type—A definition based on floor plan, height, and sometimes roof shape of a house, having nothing to do with architectural style. Most houses that can be identified as a particular house type are of vernacular design meaning that their designs are based on regional tradition and utilize regional materials.

Infill — New construction within a historic district, generally situated on the site of a demolished structure but possibly on a site never previously developed.

Landmark — A building, structure, object or site worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

Maintenance — Routine care for a building, structure or site that does not involve design alterations.

Neglect — The failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but may lead to very serious deterioration of materials and even structural systems.

New Construction — The construction of a new element, building, structure or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

Noncontributing — Does not contribute to the architectural or historic significance of a historic district. (Some noncontributing resources are not yet fifty years of age, and therefore do not meet the age requirement for contributing resources. Other noncontributing resources may be historic but have lost their architectural integrity due to extensive changes or alterations.)

Preservation — The process of taking steps to sustain the form, details and integrity of a property essentially as it presently exists. Preservation may involve the elimination of deterioration and structural damage, but does not involve reconstruction to any significant degree.

Reconstruction — The process of reproducing the exact form of a component, building, structure or site that existed at some time in the past.

Rehabilitation — The process of returning a building to a state of utility while retaining those elements essential to its architectural, historical and/or aesthetic significance.

Repair — Any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance.

Restoration — The process of returning a building to its appearance at an earlier time (though not necessarily to its original appearance). Restoration involves the removal of later additions and the replacement of missing components and details.

Setting — The immediate physical environment of a building, structure, site or district.

Significant — Possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.

Site — A place or plot of land where an event occurred or where some object was or is located.

Spall — In stone, to flake or split away though frost action or pressure.

Stabilization — Maintaining a building as it exists today by making it weather-resistant and structurally safe.

Streetscape — All physical elements that may be viewed along a street.

Structure — Anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.

Vernacular — Based on regional tradition and utilizing regional materials.