PRESERVATION PROGRAMS
SIX “P”S OF PRESERVATION

PUBLIC

POLICY

PROCEDURE

PRACTICE

POLITICS

PERCEPTION
PRESERVATION PROGRAMS
GENERAL POWERS OF THE COMMISSION

- Operate the City’s HP Program (CLGs - Certified Local Governments)
- Inventory and Survey Historic Properties
- Recommend Designation & De-Designation of Properties & Districts
- Review Certificates of Appropriateness
- Recommend Restoration & Preservation for City-Acquired Properties
- Promote City-Acquisition of Conservation Easements
PRESERVATION PROGRAMS

GENERAL POWERS OF THE COMMISSION

- Conduct Educational Activities
- Investigate & Study HP Matters
- Consult with HP Experts
- Submit Materials to the GA SHPO
- Review and Comment on National Register items
- Seek Funding & Grants
- Accept, Donations, Grants, Funds & Gifts of Property
PRESERVATION PROGRAMS

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BASICS & BEYOND
PUBLIC

SIX “P”S OF PRESERVATION

- Point of Contact
- Map & Procedure
- Application & Checklist
- Sample – Completed Application & Materials
- Good Guidelines – Accessible & Digestible
- Clearinghouse

First impressions can impact the proposal as well as design review.
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BASICS & BEYOND

Will the work involve a change to an exterior feature?
- site changes
- rehabilitation
- additions
- new construction
- demolition or relocation

Yes

Is the property located within a locally designated historic district?

Yes

Apply for a Certificate of Appropriateness.
- Applications are available at City Hall and must be returned by the specified deadline before the Historic Preservation Commission's scheduled monthly meeting.

Historic Preservation Commission Meeting.
- Applicants should attend.

Denial

Approval or Approval w/ Conditions

Applicants are encouraged to reapply with applications meeting the design guidelines. However, applicants may appeal to the City Council within fifteen (15) days of the denial in the manner provided by law.

Apply for a Building Permit. Proposed work must also comply with all applicable zoning, building, sign, and landscape ordinances, etc.

START WORK
### PUBLIC

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### COA Submittal Checklist

**GENERAL:**

- [ ] Application
- [ ] Application Fee
- [ ] Original Signature
  (Property Owner has signed application as the applicant or has attached an *authorization letter* to the application.)
- [ ] Notification
  Applicant has been informed of:
  - [ ] Scheduled Meeting
  - [ ] Required Attendance

**SUPPORT MATERIALS:**

<table>
<thead>
<tr>
<th>New Construction</th>
<th>Fence</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Site Photographs</td>
<td>[ ] Site Photographs</td>
</tr>
<tr>
<td>[ ] Site Plan</td>
<td>[ ] Rendering</td>
</tr>
<tr>
<td>Elevations (1/4”=1’)</td>
<td>Site Plan</td>
</tr>
</tbody>
</table>
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**BASICS & BEYOND**

Roof design

Rooves of decorative buildings are a significant character-defining feature. For most commercial and institutional buildings, roofs are essentially hidden behind parapets. Parapets false walls which usually hide flat or sloping roofs, serve to define the roof line, characterize of twentieth and early twenites-century business districts (as opposed to the unique deh in the early and mid-twentieth century, skyscrapers). In these areas, civic and institutional facades are generally distinguished by the use of a decorative roof design, usually showing upon a particular architectural style.

The important aspects of roof design include but are not limited to: pitch, slope, parapets, coping, parapet form, and parapet materials. Properly pitched roofs provide a dry rainfall and can become the principal roof feature. Parapets may be simple or may incorporate a cornice feature, a cornice detail, a cornice, or alternates above detail. Coping, parapet blockwork, and parapet often accommodate the parapet. Buildings with stylistically influenced roofs are more likely to have sensitive roof features such as chimneys, cornices, dormers, skylights, and dormer windows, such as gray tiles. and slate.

_sensitive treatment_

Roof design is to be carefully maintained and preserved. Alterations to the original roof design and roof additions are not acceptable. Changes that cover, show or establish the parapets are also inappropriate. Secondary features, often used for both decorative and utilitarian purposes, are not to be removed nor altered. Chimneys and parapets are to be kept in good repair and not removed even when no longer in use.

For roof treatments, a complete understanding of the roof system and materials is essential. A professional should determine whether a roof can be effectively patched because repeated repairs can wear equal the cost of a new roof. The roof structure should also be examined for damage and weakness. Flashing, gutters, and downspouts should be examined separately during roof maintenance and rehabilitation, where the work is not visible above the parapet.

Architecturally, decorative roofing materials are to be carefully handled during repairs and replaced in-kind when necessary. In instances where the parapet is designed to hide the roof, roof shapes may be altered slightly, and modern materials may be utilized for improved drainage, provided that the new roof is not visible above the parapet.
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BASICS & BEYOND
POLICY
SIX “P”S OF PRESERVATION

- Ordinance – State Compliance (min)
- Rules of Procedure
- Standards
- Guidelines
- Criteria & Brochure
- Revisions/Updates
- Online Versions/Access

✓ When was the last time you read your ordinance thoroughly?

✓ Do you take into consideration the general standards and use them as backup?

✓ Do you have set based upon your local community and preservation objectives?

✓ Have you thought about simplicity – an abbreviated version?

✓ Are you revisiting policy that is not working and improving the guidelines?
POLICY
SIX “P”S OF PRESERVATION

- Ordinance – State Compliance (min)
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The best policy evolves over time through reflection and becomes more tailored.
POLICY

BASICS & BEYOND

Ordinance – Minimum Standards

Guidelines

Criteria & Brochure

Updates

POLICY

GENERAL POWERS OF THE COMMISSION

The best policy evolves over time through reflection and becomes more tailored.

Porches - 1.6

Porches are combinations of roof, roof supports, flooring, foundation, and stylistic details. On vernacular buildings, stylistic expression is often limited to the porch area. Because of their significance, changes to porches, especially front porches, should carefully consider the impact to historic material, details, massing and proportion.

Basics

a. Preserve the design of historic porches
b. Replace historic porch features damaged beyond repair with elements that maintain materials and design
c. Reconstruct missing porches with documentation available
d. New porches should not support the form of the house, should be simple, and in keeping with the scale, period, and style of the house
e. See Ruga, Materials & Details, and Foundations for further guidance
f. See Modern Features for publishes on decks

Application Materials

For screening and glazing of porches:
Description of materials and placement, elevation drawing showing placement, dimensions, and elements used or spill

For solid enclosure of porches:
Description drawing showing dimensions, and elements - including doors, windows, and materials

For restoration of missing porches and
For addition of new porches:
Elevation drawings showing placement and dimensions, and material descriptions

Specifics

a. Front porches should not be enclosed in any manner
b. Rear and side porches (including the side portions of wrapping porches behind the front wall) may be screened or glazed

c. Screening and glass should be identified behind decorative features
d. Rear porches may be enclosed with solid materials (discouraged)
e. Removal of rear porches may be considered to achieve the most sensitive option for a proposed new addition, depending on the overall significance of the porch
c. Removal of porches which have gained historic significance in order to reconfigure another porch should not occur
d. New porches on the rear elevation (preferred) or the rear half of the side elevation (depending on the impact to the house’s form)
e. Design new porches to be simple and generally in keeping with the scale, profile, and style of the house

Rehabilitation
POPCY
SIX “P”S OF PRESEVATION

- Ordinance – State Compliance (min)
- Rules of Procedure
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- Guidelines
- Criteria & Brochure
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BASICS & BEYOND

Historic Preservation Commission

Regular Meetings
- 5:00 pm
- Second Tuesday of each month
- Madison Fire Station, Conference Room
- 160 N. Main St.
- Madison, GA 30650

Agendas, Summary of Actions, & Minutes
Agendas are available at least 24 hours prior to the meetings. Agendas are updated with a Summary of Actions following the meeting.
Most Recent Agenda | View All

Attachments include handouts and applications for the upcoming meeting.
View All

Minutes are available following approval.
Most Recent Minutes | View All

Major Responsibilities
Madison's local preservation program is administered by the Madison Historic Preservation Commission (HPC), established in 1987. This dedicated volunteer board protects the community's wealth of historic resources - most notably the Madison Historic District, first listed in the National Register of Historic Places in 1974.

Because of the work and commitment of the HPC, Madison also qualifies at state and national levels as a: Certified Local Government (CLG)
Genesee Main Street & National Main Street
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BASICS & BEYOND

LOCAL

LOCAL

LOCAL

LOCAL

LOCAL

LOCAL
PROCEDURE
SIX “P”S OF PRESERVATION

- Welcome Statement
- Place cards
- Boy Scout Mentality
- Site Visits
- Public Service
- PATIENCE
- Notice – Published & Posted
PROCEDURE
SIX “P”S OF PRESERVATION

- Welcome Statement
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BASICS & BEYOND
LOCAL
LOCAL
LOCAL
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LOCAL
LOCAL
PRACTICE
SIX “P”S OF PRESERVATION

- Annual Training
- Notebooks
- Motion Cards
- Consent Agenda
- Administrative Review
- Fieldtrips
- Work Plan
- Year End Wrap Ups

✓ Has everyone at your table made the effort?

✓ Into which end of the swimming pool were you tossed?

✓ How do you frame the finding?

✓ Is there a way to streamline part of the process for efficiency and expediency?

✓ Is there something to be learned from another commission?
PRACTICE
SIX "P"S OF PRESERVATION

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Board Meeting Agenda

Item #1: Welcome
Item #2: Consent Agenda
  a) Minutes of prior meeting
  b) Contract to retain HR Counsel
  c) Financial report
  d) Project status report
  e) CEO report
Item #3: Discussion Item: Changes to XYZ Program
Item #4: Etc.
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LOCAL
LOCAL
LOCAL
LOCAL
LOCAL
LOCAL
HISTORIC PRESERVATION COMMISSION
ACTION AGENDA
May 20, 2015

1. Call to Order & Quorum
2. Minutes of Prior Meeting
3. Old Business
   a. Status Committee Report
   b. Administrative Approvals
4. New Business
   a. Design Review

(1) 892 S. Main Street – Mr. & Mrs. Tom Riden
   Minor Alteration: addition of garage doors
   APPROVED (6-1; abstention by Hannah)

(2) 255 Madison Road – Mrs. Norma Mattison
   New Construction: outbuilding-garage
   DENIED* (5-2) see attached letter and minutes

(3) 313 W. Washington – Mr. & Mrs. L.C. Powers
   Minor Alteration: installation of new walk
   TABLED (7-0) for lack of representation
POLITICS
SIX “P”S OF PRESERVATION

- Action Agenda
- Joint Meetings
- Liaisons & Makeup
- Cross Pollination
- Retention
- Social Engagements
POLITICS
SIX “P”S OF PRESERVATION

- Action Agenda
- Joint Meetings
- Liaisons & Makeup
- Cross Pollination
- Retention
- Proactive Press
- Social Engagements
POLITICS
SIX “P”S OF PRESERVATION

- Action Agenda
- Joint Meetings
- Liaisons & Makeup
- Cross Pollination
- Retention
- Social Engagements
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BASICS & BEYOND

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LOCAL
LOCAL
LOCAL
LOCAL
POLITICS
SIX “P”S OF PRESERVATION

- Validation
- Proactive Press (5th Week)
- Joint Publications
- Awards & Recognition
- Preservation Incentives
- Design Assistance & Cooperative Projects
- Tokens of Success
POLITICS
SIX “P”S OF PRESERVATION

- Validation
- Proactive Press
- Joint Publications
- Awards & Recognition
- Preservation Incentives
- Design Assistance & Cooperative Projects
- Tokens of Success
POLITICS

SIX “P”S OF PRESERVATION

- Validation
- Proactive Press
- Joint Publications
- Awards & Recognition
- Preservation Incentives
- Design Assistance & Cooperative Projects
- Tokens of Success
POLITICS
SIX "P"S OF PRESERVATION

- Validation
- Proactive Press
- Joint Publications
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