2016 Historic Preservation Commission Training
Columbus, Georgia

Design Guidelines and Their Application
The Georgia Historic Preservation Act of 1980

“The General Assembly finds that the historical, cultural, and aesthetic heritage of this state 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.

Therefore, in order to stimulate the revitalization of central business districts in this state’s municipalities, to protect and enhance this state’s historical and aesthetic attractions to tourists and visitors and thereby promote and stimulate business in this state’s cities and counties, to encourage the acquisition by cities and counties of facade and conservation easements... and to enhance the opportunities for federal tax relief of this state’s property owners... the General Assembly establishes a uniform procedure for use by each county and municipality in the state in enacting ordinances 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.”
ORDINANCE

AN ORDINANCE TO ESTABLISH A HISTORIC PRESERVATION COMMISSION IN THE CITY OF {CITY NAME HERE} 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 {CITY NAME HERE} CITY COUNCIL.

SECTION I

Purpose

In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of {CITY NAME HERE} 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 historic and aesthetic attractions to tourists and thereby promote and stimulate business;

In order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; and

In order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same;

The {CITY NAME HERE} City Council 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, objects, and landscape features having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the Ordinance.

SECTION II

Definitions

A. “Building” – A building is a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex such as a courthouse and jail or a house and barn.

B. “Certificate of Appropriateness” – Means a document evidencing approval by the Historic Preservation Commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

C. “Exterior Architectural Features” – Means the architectural style, general design and general arrangement of the exterior of a building, structure or object, 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 forgoing.

D. “Exterior Environmental Features” – Means all those aspects of the landscape or the development of a site which affect the historic character of the property.

E. “Historic District” – Means a geographically definable area, possessing a significant concentration, linkage, or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but
The Secretary of the Interior’s Standards

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

http://www.nps.gov/hps/tps/standguide/
What are Local Design Guidelines?

- They codify the goals of local preservation
- They educate and inform the public
- They add legitimacy to HPC decisions
- They answer a lot of the easy questions
- They answer some of the hard questions
What do your Guidelines do?

Reference the standards upon which your design guidelines are based.
What do your Guidelines do?

Explain your city’s preservation goal

“This manual seeks to provide property owner and the development community with a greater understanding of the standards in the ordinance to bring predictability to the District....

Savannah has always been architecturally heterogeneous and the standards are not prescriptive with respect to historic styles. The standards recognize buildings designed in the existing historic styles of the city are likely to be compatible, but so too may buildings articulated in a contemporary or modern idiom.

Rather than addressing specific architectural styles, these standards seek to facilitate buildings which are designed, detailed and constructed with care and consistency in accord with a material palette, compositional principles, and use of architectural elements consistent with the tradition of building in Savannah. Most important, its intent is to encourage private sector investment while protecting the unique and extraordinary qualities of one of the world's great cities.”
What do your Guidelines do?

Tell the story of your community and its built environment.
Identify the character-defining features of your District.
What do your Guidelines do?

Explain the process for review of CoA Applications including appeal process
What do your Guidelines do?
Define the standard for documents submitted for a CoA
What do your Guidelines do?

Explain the dos and don’ts of rehabilitation, alterations, additions, new construction, etc. in your Historic District.
What do your Guidelines do?

Explain the standards for minimum maintenance and repair.
Explain the standards for consideration of demolition.
Inform your public!

Make your design guidelines easily accessible to the public:

• Post a downloadable pdf of your guidelines to your city’s web page
• Give them away in bulk to:
  Realtors
  Builders
  Architects
  Zoning and Code Officials
• Have local realtors give a copy of your guidelines to clients buying a house or planning to build in your District
When design guidelines are updated, make sure the new information is given to those who are affected by it:

- Allow public comment on the guidelines being updated
- Be as clear and transparent as possible about the reasons for the update
- Allow advance public notice that a guideline is being updated

Involve your public!
Hold workshops for homeowners on maintenance tasks. Bring in talent to teach preservation skills to your public.

Potential topics:

• Historic window maintenance, repair, and reconditioning
• Plaster repair and maintenance
• Things to consider when insulating historic homes
• Proper maintenance of historic brick
• General history and philosophy behind your Guidelines
Reward your public!

Emphasize the Positive!

• Hold an annual award ceremony for the best projects in the last year. Invite all your applicants for that year, even the mean ones.

• Combine your awards ceremony with a social event. Madison has an old-fashioned ice cream social where the awards are presented.

• Invite local officials: your mayor, city council members, city manager, etc.
Applying The Secretary of the Interior’s Standards for Rehabilitation:

1. Stay true to a building’s original use as closely as possible
2. Tread lightly. Don’t remove what makes a building significant or distinctive
3. Avoid the tendency to recreate conjectural details. Stay true to the building’s history by using available forensic evidence. Avoid embellishment without historic documentation
4. Going back to the original form is not always the goal. Every building changes over time and that is part of the story
5. Preserve distinctive features that are significant to the building
Applying The Secretary of the Interior’s Standards for Rehabilitation:

6. Repair rather than replace, where possible. If you do have to replace, match the original as closely as possible, using the same materials where possible.

7. Be gentle. Avoid use of harsh chemicals and abrasives.

8. Preserve archaeological resources that may be affected by the rehabilitation project.

9. New additions and alterations should not require removing significant building fabric. New work should appear different than old work.

10. New additions and alterations should be reversible, so that the essential form and integrity of the building is intact.
A Materials Primer
New Life for Old Double-Hung Windows

With new weatherstripping, weights, pulleys, and ropes, you can improve performance without compromising historical authenticity

BY JOHN MICHAEL DAVIS

As an alternative course, I prefer to keep a majority of the existing elements that make the window operate well. With original materials and hardware, the window's performance is not as important as the existing structure. One issue to watch is the weatherstripping that doesn't detract from historical authenticity. If the weatherstripping is more recent, the window may lose its authenticity.

Old makes work better

Most people who want the look of old windows without the maintenance or the vulnerability to the elements will opt for new windows that look like the old ones. While some types of wood can be adapted to look like old wood, my preference is to keep the window intact. The window in the picture is made of Douglas fir with the hardware, glazing, and other details that give it an authentic appearance.

Preservation Briefs: 9 The Repair of Historic Wooden Windows

John H. Myers

The windows are an important feature of the architectural design of the house. The materials and craftsmanship that went into their construction are evident in their design and details. The materials and techniques used in their construction are important in preserving their historical significance.

Architectural or Historical Significance

The architectural or historical significance of a window can be assessed by examining the materials used in its construction. The window in question is made of wood and glass, with metal hardware. The materials are typical of the period in which the window was built.

Regulation of Historic Design

The window is subject to regulations that govern the design and construction of historic windows. These regulations are intended to protect the historical integrity of the building. The window must be repaired or replaced in accordance with these regulations.

Conclusion

The window is an important feature of the architectural design of the house. Its materials and craftsmanship are evident in its design and details. The materials and techniques used in its construction are important in preserving its historical significance. The window is subject to regulations that govern its design and construction. The window must be repaired or replaced in accordance with these regulations.
Typical Exterior Wood Issues

- Repairing deteriorated or loose wood trim elements
- Removing paint from heavily painted/caulked wood trim
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- Repairs deteriorated or loose wood trim elements
- Removing paint from heavily painted/caulked wood trim
Brick and Terra Cotta

Stone

Stucco
Typical Masonry Issues

- Repointing and tooling mortar joints
- Deteriorated or loose masonry elements
- Applying paint, stucco or other coatings to bare brick or stone
- Removing stucco from brick or stone
- Removing paint from brick or stone
- Erosion of sandblasted or soft brick
- Structural settling and cracking
- Rising damp
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Historic Property Exceptions to the Statewide Minimum Codes:

2012 International Building Code (IBC):
Section 3409.1 states that “provisions of this code related to the construction, repair, alteration, addition, restoration and movement of structures, and change of occupancy shall not be mandatory for historic buildings where such buildings are judged by the building official to not constitute a distinct life safety hazard.” Similar provisions are included in the IPC, NEC, IECC and IMC.

2012 International Fire Code (IFC):
Section 102.6 states: “Except to the extent required by applicable laws of Georgia, the provisions of this Code are not mandatory for buildings or structures identified and classified by the state, or as appropriate, a local jurisdiction, as historic buildings when such buildings or structures are judged by the fire code official to be safe and in the public interest of health, safety and welfare, based on the criteria established by the referenced provisions of the Official Code of Georgia Annotated.”

2012 Life Safety Code:
Provisions for rehabilitation of historic buildings is covered under Section 43.10 of the Life Safety Code and refer to NFPA 914, the Code for Fire Protection of Historic Structures. Simply put, the requirements of the LSC as pertains to historic buildings requires that, in the process of rehabilitating a historic building that the work shall not make the building less conforming than it was prior to the work being performed.

2010 Americans With Disabilities Act:
§ 36.405 Alterations: Historic preservation.
(a) Alterations to buildings or facilities that are eligible for listing in the National Register of Historic Places under the National Historic Preservation Act (16 U.S.C. 470 et seq.) or are designated as historic under State or local law, shall comply to the maximum extent feasible with this part.
(b) If it is determined that it is not feasible to provide physical access to an historic property that is a place of public accommodation in a manner that will not threaten or destroy the historic significance of the building or facility, alternative methods shall be provided...
Historic Property Exceptions to the Statewide Minimum Codes:
Adapting Historic Properties for Egress and Accessibility

Recommendations:

- Identify the historic building's character-defining spaces, features, and finishes so that accessibility code-required work will not result in their damage or loss.
- Comply with barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.
- Work with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.
- Provide barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.
- Design new or additional means of access that are compatible with the historic building and its setting.

Making Historic Properties Accessible

Thomas C. Jester and Sharon C. Park, AIA

Historically, most buildings and landscapes were not designed to be readily accessible for people with disabilities. In recent years, however, emphasis has been placed on preserving historically significant properties, and on making these properties—and the activities within them—more accessible to people with disabilities. With the passage of the Americans with Disabilities Act in 1990, access to properties open to the public is now a civil right.

This Preservation Brief introduces the complex issue of providing accessibility at historic properties, and underscores the need to balance accessibility and historic preservation. It provides guidance on making historic properties accessible while preserving their historic character; the Brief also provides examples to show that independent physical accessibility at historic properties can be achieved with careful planning, consultation, and sensitive design. While the Brief focuses primarily on making buildings and their sites accessible, it also includes a section on historic landscapes. The Brief will assist historic property owners, design professionals, and administrators in evaluating their historic properties so that the highest level of accessibility can be provided while minimizing changes to historic materials and features. Because many projects encompassing accessibility work are complex, it is advisable to consult with experts in the fields of historic preservation and accessibility before proceeding with permanent physical changes to historic properties.

Figure 1: It is important to identify the materials, features, and spaces that should be preserved when planning accessibility modifications. These may include stairs, railings, doors, and door surrounds. Photo: National Park Service files.
For further reference see:

Georgia Historic Preservation Division:
http://georgiashpo.org/technical_assistance

National Park Service Preservation Briefs
http://www.nps.gov/tps/how-to-preserve/briefs.htm