Designating Historic Resources

Sarah Rogers, CLG Coordinator, Georgia HPD
Laying the Foundation

Before you can even discuss creating a local district, these things must be complete:

1. Adopted a Historic Preservation Ordinance.
2. Appointed a qualified Historic Preservation Commission of at least 3 qualified persons.
3. HPC has adopted Rules of Procedures.
4. HPC members have read & understand the Historic Preservation Ordinance
First of all, what are we even talking about?

A historic district is a geographically definable area, which contains buildings, structures, sites, objects, and landscape features, which feature:

1. A special character or special historic/aesthetic interest;
2. Representative of one or more periods, styles, or types of architecture typical to the city, county, region, or state; and
3. Constitute a visible perceptual section of the city/county.
Outline

1. Public Outreach
2. Survey
3. Boundaries
4. Designation Report
5. Designation Ordinance
6. Design Guidelines
7. Public Hearing
8. City Council Vote
9. Public Notification of New District
10. Design Review
Step 1: Public Outreach

• Before you ever consider designating a new district, ramp up your public outreach to dispel rumors/myths

• Instill a preservation ethic in your community, so the designation process and COA compliance goes a lot easier

• Teach your constituents that preservation can be positive, not just top-down regulation
Benefits of Local Historic Districts

- Protect Investments
- Better Design
- Help the Environment
- Sense of Place
- Heritage Tourism
- Business Recruitment
- Social and Psychological Benefits

“Old ideas can sometimes use new buildings. New ideas must use old buildings”

– Jane Jacobs, *The Death and Life of Great American Cities*
Historic Resource Surveys are the first step in preservation planning.

Surveys should be completed according to the Georgia Historic Resources Survey Manual.

Individual surveys should be part of a larger, comprehensive planning process and should support other city functions.

Completed at least once every 10 years.

Capture information on all resources 40 years of age and older, regardless of integrity.
Adairsville – In progress
Avondale Estates – 2013, 2014
Brunswick – 2008
Camilla – 1977
Cartersville – 1990
Cobb Co. (unincorporated) – 2006
Dade County – 1975
Dalton – 2014
Douglas – 1990
Elberton - 1996
Fairburn – Never
Gainesville – 2006
Hampton – 2016, 2017
Jefferson – 2002
Jonesboro – 1997
Kennesaw – 2000
LaGrange – Never
Madison – 2008
Norcross – 1978
Porterdale – 2002
Rome – 1998
Roswell – In progress
Senoia – 1996
Toccoa – In progress
Villa Rica – 2010
Winterville – 1993
Creating a Plan

• What do you have in place already?
  • When was your last survey completed?
  • How do you use the available data now?
  • Do you periodically update the available data?

• How will you improve on this?
  • What are your goals for a new/updated historic resources survey?
  • How will survey data be integrated into larger planning process?

• How will you accomplish a new/updated survey?
  • When will it happen?
  • How will you fund it?
  • Will it be phased?
    • If so, how will boundaries be determined?
  • Who is in charge of implementing plan?
  • How will the community be informed?
Step 3: Creating Boundaries

- **Historical Factors**
  - Growth patterns

- **Visual Factors**
  - Topography, gateways, entrances, vistas

- **Physical Factors**
  - Railroads, highways, expressways
  - Urban spaces
  - Rivers, natural features

- **Surveyed Lines**
  - Legal boundary lines, property lines, streets, rights-of-way

- **Political Considerations**
Boundary Considerations

• Mix of Contributing/Non-Contributing -- at least 51% contributing

• Inclusion of historically vacant lots

• Can be different boundary than NR nomination

• No donuts, islands, or spot zoning

• No owner-consent clause
To be considered contributing, the resource be at least 50 years old and should retain the majority of its integrities:

1. Location
   • Has not been moved, or was moved more than 50 years ago
2. Design
   • Form, plan, space, structure, style
3. Setting
   • Surrounding environment
4. Materials
   • Replacement windows, vinyl siding, etc.
5. Workmanship
   • Physical evidence of craft – what makes building unique
6. Feeling
   • Sense of place
7. Association
   • Direct link between property & its significance
Step 4: Designation Report

• Submit to HPD at least 30 days prior to public hearing
  • Certified Mail

• Must include:
  • Statement of Significance
  • Boundary Justification
  • Map with boundaries and property classification (Contributing/Non-Contributing)
  • Photographs
Step 5: Draft Designation Ordinance

• Must Include:
  1. Boundary description
  2. List of each property located within
  3. Names of owners of each property
  4. Require that a COA be obtained from the HPC prior to any material change in appearance

Sec. 55-4B. - List of properties in the historic district and current ownership thereof.

The following is a list of each property, by owner and address, within the designated Historic Downtown Griffin Commercial District, as set forth above, as shown on the most recent Spalding County, Georgia, tax digest:

<table>
<thead>
<tr>
<th>Tax Parcel #</th>
<th>Physical Address</th>
<th>Property Owner’s Name</th>
<th>Property Owner’s Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>012 12002</td>
<td>210 W. Broad St.</td>
<td>The New Jerusalem Baptist</td>
<td>210 W. Broad St., Griffin, GA 30223</td>
</tr>
<tr>
<td>012 12003</td>
<td>206 W. Broad St.</td>
<td>Law, Sharon &amp; Traylor, Karen</td>
<td>1201 Oxford Rd., Griffin, GA 30224</td>
</tr>
<tr>
<td>012 12004</td>
<td>204 W. Broad St.</td>
<td>Black, Ronnie H., et al.</td>
<td>C/O Steve Statham, 231 Thrift Lake Dr., MTN REST, SC 29664</td>
</tr>
<tr>
<td>012 120904A</td>
<td>202 W. Broad St.</td>
<td>Richardson, Norma J.</td>
<td>707 Woodlawn Dr., Griffin, GA 30224</td>
</tr>
<tr>
<td>013 23008</td>
<td>218 N. Hill St.</td>
<td>Michail, Richard T. &amp; Martha</td>
<td>3525 Broad St., Atlanta, GA 30003</td>
</tr>
<tr>
<td>013 23008A</td>
<td>217 N. Hill St.</td>
<td>Joiner, John P., et al.</td>
<td>317 E South Hill St., Griffin, GA 30224</td>
</tr>
<tr>
<td>013 23009</td>
<td>209 N. Hill St.</td>
<td>Mazzei, Donald W.</td>
<td>P.O. Box 431, Griffin, GA 30224</td>
</tr>
<tr>
<td>013 23010</td>
<td>101 W. Broadway St.</td>
<td>Leyden, John C. Jr. &amp; Kolodz, D. J.</td>
<td>459 Neely Rd., Fayetteville, GA 30214</td>
</tr>
<tr>
<td>013 23011</td>
<td>107 W. Broadway St.</td>
<td>Leyden, John C. Jr. &amp; Kolodz, D. J.</td>
<td>459 Neely Rd., Fayetteville, GA 30214</td>
</tr>
<tr>
<td>013 24005</td>
<td>206 N. Hill St.</td>
<td>Akins Feed &amp; Seed Inc.</td>
<td>P.O. Box 283, Griffin, GA 30224</td>
</tr>
</tbody>
</table>
Design guidelines are an illustrated manual which the HPC uses to interpret the preservation standards in the ordinance. Guidelines guide the applicants work and the commissions decisions.

• If your HPC is new to design review, you need design guidelines!

• If this isn’t your first design review rodeo, you likely have city-wide design guidelines already in place.

As a PR Tool:
• By providing property owners with clear, accurate information about the care and maintenance of their historic building and how to achieve compatibility for infill construction, design guidelines can paint your commission to be the supportive preservation partner it is.
Step 7: Public Hearing (Council and HPC)

- Must have at least 1 hearing, but more informal public meetings are encouraged.

- Notice of Hearing must be published three times in the local newspaper.

- Written notice must be mailed to all owners and occupants within proposed district.

- Notices must be published or mailed 10-20 days before the hearing.

{Current date}

Dear Property Owner/Occupant,

The [name of town] Historic Preservation Commission is pleased to recommend for designation [name of district]. Preservation of the district and the properties within its boundaries provides for local recognition and protection of [name of town]'s unique character.

This letter is an invitation to you to participate in the designation process. In accordance with the provisions of [name of town’s] Historic Preservation Ordinance as adopted by the Mayor and Council on [date] this letter serves as notification that your property or properties lie within the boundaries of the proposed [name of district]. All owners of historic and/or non-historic properties within the proposed district are being notified.

A public hearing will be held in the [place] on [date], at [time] p.m., for a public presentation of the designation report and for public comment on the proposed designation. Representatives from the Historic Preservation Commission will be present to answer any questions.

If you have questions or comments, please contact staff at City Hall at [phone #].

Sincerely,

{Staff member}
{Title}
Following public hearing, governing body may:

- Adopt the designation ordinance as prepared;
- Adopt the ordinance with any amendments it deems necessary; or
- Reject the proposal.

Best Practice: Governing body acts within 15 following public hearing.
Step 9: Public Notification

• Within 30 business days immediate following the adoption of the ordinance, owners & residents shall be given written notification of such designation.

• Shall apprise said owners and occupants of the necessity for obtaining a certificate of appropriateness prior to undertaking material changes in appearance to the resource.

• Historic District Boundaries should be listed on community’s official zoning map after designation.
Application for a Certificate of Appropriateness (COA) to the Historic Preservation Commission (HPC) for a proposed change to a locally designated property

PLEASE NOTE:
Application Requirements:
All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will be returned to the applicant.

Applicant Information:
Applications and support materials must be submitted to the HPC office at 1301 Main Street, Madison, Georgia 30650. In the event that the HPC staff is unavailable, applications will be forwarded to the HPC by return.

Application Deadline:
Applications and support materials must be submitted within 30 days of the public hearing. Applications must be submitted in the HPC office.

Application Representative:
The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

Building Permit Requirements:
In addition to the COA application, building permits must be secured from the Building & Inspection Department. Building permits will not be issued without receipt of a COA.

Deadline for Project Completion:
After application approval, the COA is valid for 90 days and permit and visa construction does not begin within 18 months.

Please be sure to complete the back of the form as well!

TYPE OF PROJECT (CHECK ALL THAT APPLY):
- Construction
- Site Changes
- New building
- Addition to building
- Major building
- Minor building
- Structural
- Exterior
- Electrical
- Plumbing
- Site changes
- Miscellaneous
- Conservation

CONTRACTORS/CONSULTANTS:

In consideration for the City of Madison's review of this application, the applicant hereby agrees to have the necessary and all necessary materials from this application or any variance or any issuance of a permit therefrom.

SIGNATURE:

Date:

Application checklist:
- Complete application requirements
- Submit application to the HPC office
- Attend public hearing
- Complete construction within 18 months

Application for COA:
The application form must be completed in its entirety. All supporting documentation must be submitted with the application.

The City of Madison Historic Preservation Commission (HPC) is responsible for the review and approval of applications for Certificates of Appropriateness. The application must be submitted to the City Hall or online at www.madisonga.com. The HPC convenes monthly to review applications. The applicant must attend the public hearing to support the application.

The Madison Historic Preservation Manual is also available at the Madison Public Library. It is available for public use at City Hall or online at www.madisonga.com.
Quick Tips for Design Review

1. Post COA application easily accessible on city website.

2. Create a section in design guidelines that spells out the review process for residents.
   - Timeline, application components, appeals, etc.

3. Must act on COA applications within 45-days or they are automatically approved – so HPC must be meeting regularly!

4. Widely distribute design guidelines.

5. HPCs are not the preservation police. Leave the code enforcement to the pros!

6. You will be appealed at some point. It’s okay! Don’t take it personally.