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# ROME HISTORIC DISTRICT GUIDELINES

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*PREPARED BY THE HISTORIC PRESERVATION STAFF  
CITY OF ROME, GEORGIA - 2020*

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## INTRODUCTION

*The purpose of the Historic District Design Guidelines is primarily to inform the property owner of best practice in preserving their historic resource. In a broader sense, these guidelines serve to protect the overall fabric of the historic district.*

*Through informed recommendations on maintenance, rehabilitation, and new construction, property owners can ensure their historic resource lasts long into the future.*

*Guidance on how to use this document, contact information, district maps, and a glossary can be found within these guidelines more specifically.*

*More specific resources on preservation and rehabilitation techniques, and materials can be found at the end of this document.*

*In addition to this document, information on the Historic Preservation Commission, the application process, financial incentives, and supporting technical documents are available for download on the City of Rome historic preservation web page.*

**[https://www.romefloyd.com/  
departments/historic-preservation-  
commission](https://www.romefloyd.com/departments/historic-preservation-commission)**

## CONTACT

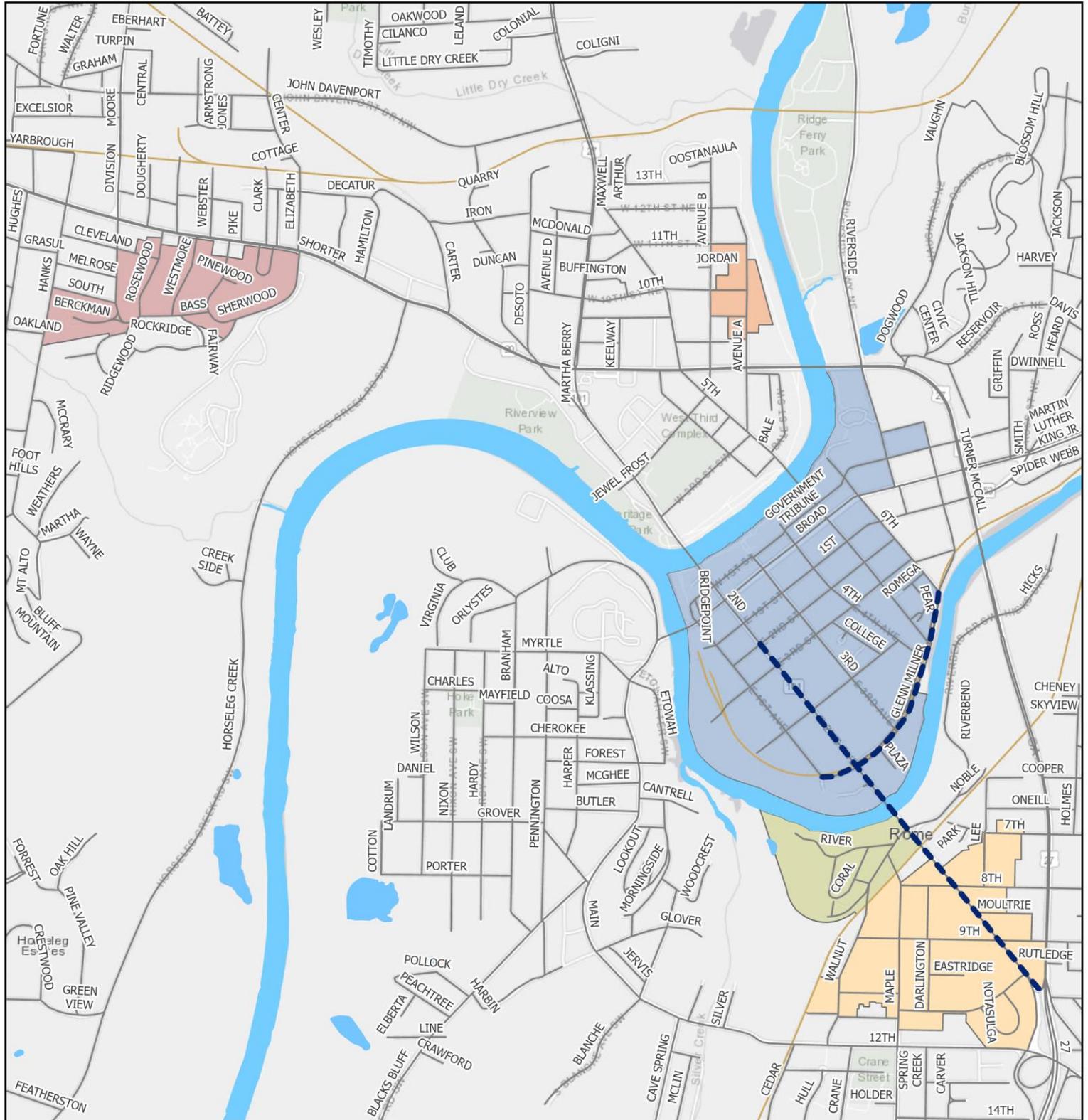
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Rome, GA 30161*

# HISTORIC DISTRICTS

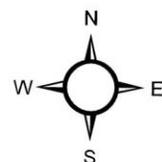
CITY OF ROME



## DISTRICTS

--- COMMERCIAL CORRIDOR

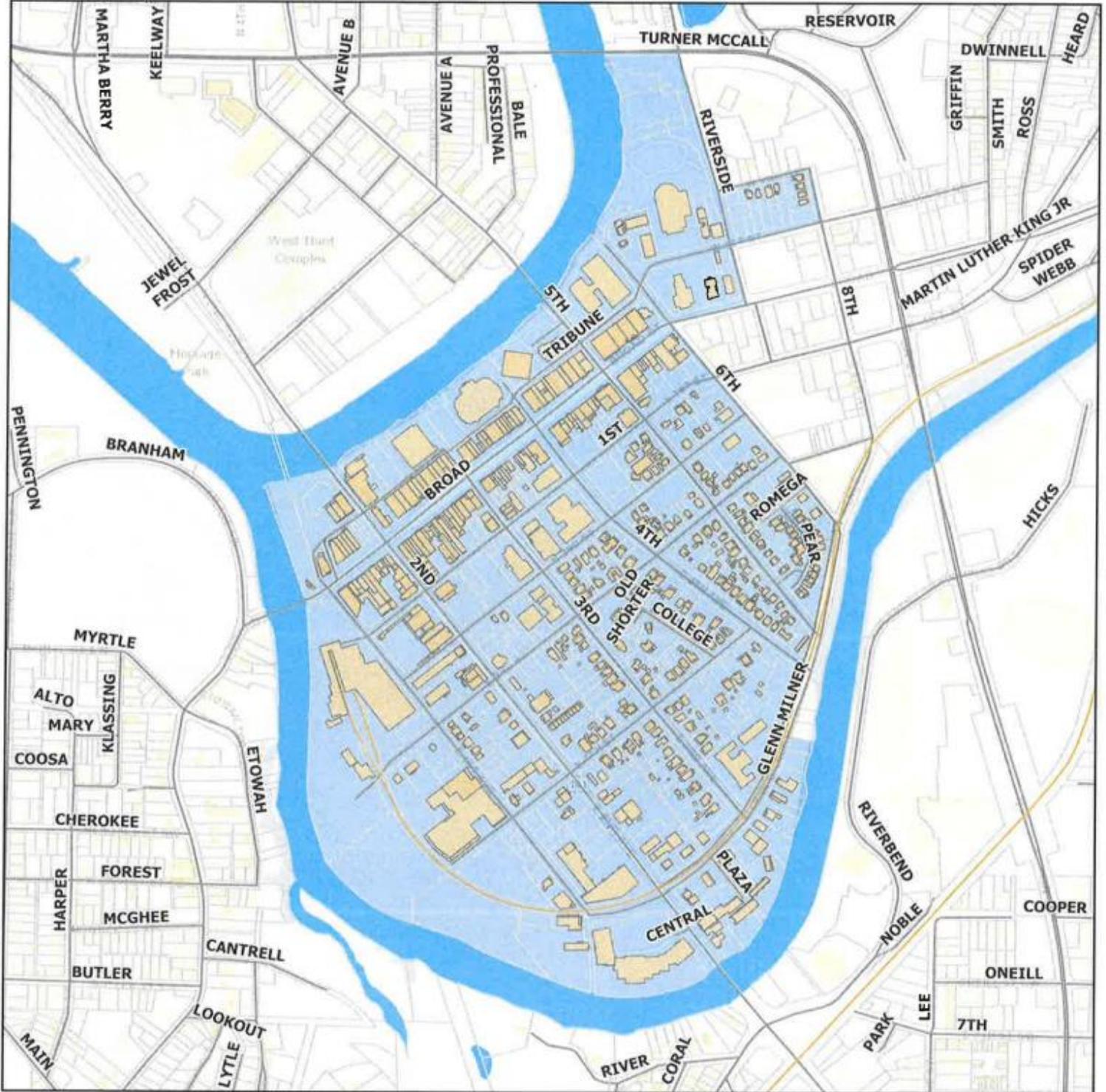
- AVENUE A
- BETWEEN THE RIVERS
- COLLEGE HEIGHTS
- EAST ROME
- OAKDENE



# BETWEEN THE RIVERS



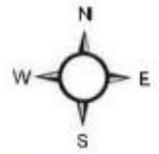
CITY OF ROME



*BETWEEN THE RIVERS IS A NATIONALLY AND LOCALLY DESIGNATED DISTRICT RECOGNIZED AS THE ORIGINAL CORE OF THE CITY. THE DISTRICT IS MADE UP OF BOTH A LINEAR GRID RESIDENTIAL SECTOR AND HISTORIC DOWNTOWN.*

*NATIONALLY DESIGNATED IN 1983  
536 PROPERTIES IN DISTRICT*

# OAKDENE



CITY OF ROME



*OAKDENE IS A NATIONALLY AND LOCALLY DESIGNATED DISTRICT  
RECOGNIZED AS AN EARLY PLANNED COMMUNITY DEVELOPED FOR  
PROMINENT FAMILIES OF ROME IN THE 1890s*

*NATIONALLY DESIGNATED IN 1983  
67 PROPERTIES IN DISTRICT*

# EAST ROME



CITY OF ROME



*EAST ROME IS A NATIONALLY AND LOCALLY DESIGNATED DISTRICT THAT WAS INCORPORATED AS ITS OWN TOWN IN 1883 PRIOR TO ANNEXATION BY THE CITY OF ROME*

*NATIONALLY DESIGNATED IN 1985  
301 PROPERTIES IN DISTRICT*

# AVENUE A



CITY OF ROME



*AVENUE A IS A NATIONALLY AND LOCALLY DESIGNATED DISTRICT RECOGNIZED AS THE REMAINING PROTION OF THE SUBURB OF DESOTO, DEVELOPED IN THE 1870s*

*NATIONALLY DESIGNATED IN 1983  
60 PROPERTIES IN DISTRICT*

# COLLEGE HEIGHTS



CITY OF ROME



*COLLEGE HEIGHTS IS LOCALLY DESIGNATED BECAUSE IT WAS THE FIRST RESIDENTIAL COMMUNITY PLANNED FOR AUTOMOBILES. THE DISTRICT FEATURES HOMES BUILT FOR AUTOMOBILES AND CURVILINEAR STREET PATTERNS.*

*LOCALLY DESIGNATED IN 2000  
161 PROPERTIES IN DISTRICT*

# INTRODUCTION

## HOW TO USE THESE DESIGN GUIDELINES

***These design guidelines only pertain to those properties that fall within historic district lines as indicated on the maps included within this document.***

- *The guidelines pertain to significant changes to the existing property within the historic district.*
- *Only exterior changes are subject to these guidelines.*
- *The review process by the Historic Preservation Commission and staff only applies to projects that are initiated by the property owner.*
- *The design guidelines do not require that rehabilitation occur on a historic property, only that the property be maintained and not neglected.*
- *Precedent or decisions made on previous applications do not apply to new applications. Each application is evaluated on its own basis.*

## LAYOUT OF DESIGN GUIDELINES

***All guidelines are categorized by architectural features.***

1. *Guidelines are denoted by a numerical system. For example, windows are the 4th feature mentioned in these guidelines, therefore specific practices regarding windows are denoted **4.1**, **4.2**, etcetera.*
2. *Exceptions for each type of district are abbreviated as follows: Downtown (DT), Residential (RES), Commercial (CO), and Institutional (INS).*
3. *Applicable preservation briefs from the National Parks Service: Technical Preservation Services are listed at the bottom of each feature section in a green box.*
4. **Requirements**, **recommendations**, and **prohibitions** are clearly delineated.

***These guidelines are not fully exhaustive, and the Historic Preservation Commission and staff reserve the right to make determinations and recommendations, respectively, on inappropriate treatments of historic properties. The guidelines also recognize that in many instances, there are alternatives that will meet the intention of the design guidelines though not mentioned explicitly.***

## INTRODUCTION

### HISTORIC ARCHITECTURAL STYLES

*Stylistic tradition in Georgia is usually one where ornament is applied to an underlying building type. Few buildings are considered high style. Often a building will have elements of a style and may be a commercial block, or a vernacular or folk interpretation of a style. The following listed architectural styles are found in Rome.*

#### GREEK REVIVAL

*This style was popular in Georgia from the 1830s to the 1860s. It typically has large massing and is characterized by prominent porch columns, pilasters, and wide plain entablatures. The building is typically a symmetrical rectangular block, with a central entrance and door surround of transom, sidelights, and pilasters. A low-pitch hipped roof and double hung windows are characteristic of the style. Wooden examples were often painted white or lime-washed.*

#### GOTHIC REVIVAL

*The Gothic Revival style (1850s-1890s) is not extremely common in Rome, especially in the high-style. Vernacular or Carpenter-Gothic forms are more prevalent. The style is characterized by steeply pitched roofs, front facing gables, and decorative sawn bargeboard along the eaves. Porches are typical as well for houses. Commercial or institutional examples are often made of stone instead of wood.*

## INTRODUCTION

### ITALIANATE

*Italianate (1850s-1890s) houses are characterized by decorative bracketed eaves, narrow, arched windows, and many times, porches. Vernacular Italianate houses are often L-shaped and asymmetric in plan. While high-style Italianate houses are symmetrical and sometimes feature cupolas. Rome's commercial examples are primarily characterized by elaborate window hoods and ornamented parapets.*

### ROMANESQUE REVIVAL

*Characterized by heavy stone or brick work, often in polychrome, the Romanesque Revival style (1870s-1890s) is most often found on institutional buildings, and some commercial buildings. Other features of the style include short columns or pilasters, and arched windows.*

### SECOND EMPIRE

*The Second Empire style is rare in the Southeast, and thrived from the 1870s-1880s. Characterized by mansard roofs, elaborate window dormers, and a variety of window shapes and ornamentation along cornice lines and window lintels.*

## INTRODUCTION

### **QUEEN ANNE**

*A popular 19th century style, widely built from the 1880s through until around 1910. The style is identified by its asymmetric massing, complex roof and wall shapes, and wide variety of textures, materials, and details. Steep gables are often decorated with sawn-work and patterned shingles. Houses were typically painted a variety of colors to highlight the details.*

### **NEOCLASSICAL REVIVAL**

*Primarily seen on institutional and residential buildings, the Neoclassical Revival style (1890s-1940s) is characterized by large columns, porticos, flat entablatures, and stonework.*

### **BEAUX ARTS**

*The Beaux Arts style (1890s-1920s), while uncommon in Rome, is distinct for its corner quoins, plaster and stonework, and elaborate pilasters. Typically found with large massing for commercial and institutional buildings.*

### **ART DECO**

*The Art Deco style (1910s-1930s) embraced concrete, glass, metal, and other new materials in its design. Vertical patterns in fenestration created a sense of upward movement, so this style was often used on commercial buildings to add a sense of height.*

## INTRODUCTION

### **CRAFTSMAN**

*The Craftsman style (1910s-1930s) is often applied to a one-story, bungalow type. Often, this style will have large, central window dormers, exposed rafter tails, and a combination of wood and stucco or concrete cladding. Porches are common and are supported by wide posts or piers.*

### **PERIOD REVIVAL - AMERICAN/DUTCH COLONIAL**

*Another period revival, seen primarily from the 1920s-1940s, later evolving into the New Traditional style; Colonial Revivals are popular across the U.S. Most houses are symmetrical, with an ornamented door surround, hood, and small stoop or porch. Cornice line usually has dentil molding. The Dutch variety will possess a Gambrel roof instead of the usual eaves front roof.*

### **PERIOD REVIVAL - TUDOR**

*From the 1920s through the 1940s, period revivals of various styles were popular, though generally they were applied to smaller plans and in vernacular forms. The Tudor revival style is characterized by an asymmetric plan and a steeply pitched gable-front roof. False half-timbering in the gables is common. Materiality is usually composed of brick, stone, or stuccoed masonry.*

### **NO STYLE: COMMERCIAL BLOCK/FOLK**

*Some commercial buildings in Rome do not possess a distinct style, instead, they have patterns in their brick, and corbelling at the cornice line. This is often described as early 20th century commercial block tapestry brick.*

*In residential architecture, houses without distinct styles typically occurred in poorer areas, as additional architectural details increase building cost. Folk architecture therefore was more practical in plan and form, with few rooms and a rectilinear shape.*

## INTRODUCTION

### SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

*The Standards were developed by the U.S. Department of the Interior to promote responsible preservation practices that help protect irreplaceable historic resources. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings are designed to be applied to all historic resource types included in the National Register of Historic Places - buildings, sites, structures, districts, and objects.*

*The Historic Preservation Commission may consult the Standards for additional interpretation when reviewing COA applications.*

*The Secretary of the Interior's Standards for Rehabilitation are those that are used in reviewing Federal and State tax incentive projects. All historic preservation tax incentives projects must be done in accordance with the Standards for Rehabilitation. There are 10 Standards for Rehabilitation that address the rehabilitation of historic buildings.*

### SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

- 3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.*
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*
- 6. Deteriorated historic 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. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- 7. Chemical or physical treatments, such as sand blasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
- 8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- 10. New additions and adjacent or related new construction shall 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.*

## INTRODUCTION

### DEMOLITION

*Demolition of a historic resource is seen as the greatest harm to the fabric of a historic district. One harmful practice that can lead to demolition is neglect.*

*Neglect of a historic resource, whether intentional or not, is harmful to the individual historic resource and the neighborhood nearby. Safety risks as well as threats to the health and welfare of the public are also exacerbated by neglect of property. By allowing property to deteriorate into such poor condition that demolition might be necessary, the property owner is allowing harm to occur to historic resources and the community.*

***The Building Inspection Department is responsible for enforcing proper maintenance of properties such that they do not reach a state of neglect that would call for demolition.***

*If a demolition seems necessary, every effort should be made to mitigate the adverse effect toward the building.*

*Options could include:*

- ***Locating a buyer who might have an alternative use for the building***
- ***Relocating the building to another site***
- ***Exploring options for financial assistance for rehabilitation of the property***
- ***Consulting with the Historic Preservation Staff***

*If all efforts to mitigate an adverse effect to the building have failed, buildings of particular significance should be carefully photographed and documented prior to demolition. It is possible however to save architectural features and ornamentation and incorporate them into the design of the replacement structure.*

*The Historic Preservation Commission (HPC) in reviewing applications for demolitions or relocations shall not grant a Certificate of Appropriateness (COA) without reviewing at the same time replacement plans for the site.*

*For more information on COA specifications in regard to demolition allowances, please see the "**Certificate of Appropriateness Application**" document listed on the historic preservation website.*

Ord. No. 96-5-1, 5-20-96 PROHIBITS:

*Demolition of historic buildings without a Certificate of Appropriateness.*

Ord. No. 96-5-1, 5-20-96 REQUIRES:

*Demolition applications to be accompanied by a complete plan for the new development proposed on the site, a timetable, a budget for both the demolition and new construction, and satisfactory evidence that adequate financing is available.*

THE HPC RECOMMENDS:

*When demolition is unavoidable, every effort should be made to mitigate the negative impact.*

# INTRODUCTION

## MAINTENANCE AND MATERIALS

***While these guidelines include general recommendations for care of historic properties, detailed information on maintenance can be found in the NPS Preservation Briefs cited at the end of this document.***

### A. WOOD

Wood siding is a common exterior wall material found on historic buildings. Clapboards, wooden shingles, other wood siding, and wood ornamentation are typical features.

#### **1. Retain and preserve historic wood surfaces and features.**

- *It is not appropriate to cover historic wood surfaces and features with synthetic siding and materials.*
- *It is not appropriate to strip wood surfaces that were historically painted down to bare wood and apply clear stains or finishes to create a natural wood appearance.*

#### **2. Protect and maintain wood surfaces and features.**

- *Wood surfaces and features should be inspected regularly for signs of moisture damage, mildew, and fungal or insect infestation.*
- *It is not appropriate to clean wooden surfaces and features with destructive methods such as sandblasting, power washing, and torches.*
- *Maintain protective paint films on exterior wood surfaces to prevent damage due to ultraviolet light and moisture.*

#### **3. Repair damaged wood surfaces and features through recognized preservation methods.**

- *Deteriorated wood surfaces or features should be replaced in-kind.*
- *Avoid removal of damaged wood surfaces and features that can be repaired. If replacement of an entire wood feature is necessary, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and finish. Consider compatible substitute materials only if using the original is not feasible.*
- *Consult the Historic Preservation staff for compatible substitute materials.*

**Preservation Brief:  
10. Exterior Paint Problems on  
Historic Woodwork**

# INTRODUCTION

## B. MASONRY

Masonry, (brick, stone, terracotta, concrete, masonry stucco, and mortar), is used for a range of historic features including walls, chimneys, foundations, piers, cornice lines and more.

### 1. Retain and preserve masonry features.

- Identify and preserve masonry features that contribute to the integrity of a property.
- Avoid removing or altering any historic masonry feature that contributes to the integrity of a property.

### 2. Protect and maintain historic masonry materials.

- It is not appropriate to paint unpainted masonry surfaces that were not painted historically.
- Historic masonry surfaces and features should be inspected regularly for signs of moisture damage, vegetation, structural cracks or settling, deteriorated mortar, and missing masonry.
- It is not appropriate to clean masonry surfaces by sandblasting, high-pressure water-blasting, or power washing.

### 3. Repair masonry surfaces and features through recognized preservation methods.

- Repair or replacement of deteriorated masonry elements should involve piecing-in, consolidating, or patching.
- If replacement of a masonry feature is necessary, replace it in kind, matching the original in design, dimension, color, pattern, texture, and material. Consider compatible substitute materials only if using the original is not technically feasible.

#### **Preservation Briefs:**

- 1. Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings**
- 2. Repointing Mortar Joints in Historic Masonry Buildings**
- 6. Dangers of Abrasive Cleaning to Historic Buildings.**
- 7. The Preservation of Historic Glazed Architectural Terra-Cotta**
- 15. Preservation of Historic Concrete**
- 22. The Preservation and Repair of Historic Stucco**
- 38. Removing Graffiti from Historic Masonry**
- 42. The Maintenance, Repair and Replacement of Historic Cast Stone**

# INTRODUCTION

## C. ARCHITECTURAL METALS

*Architectural metal features consist of a variety of metals produced in different ways: cast iron pilasters, sheet metal cornices, roofs, roof cresting, hardware, and more.*

### **1. Retain and preserve architectural metal features.**

- *Avoid removing or altering any significant historic architectural metal feature that contributes to the overall integrity of a property.*
- *It is not appropriate to introduce new architectural metal features or details to a historic building that may result in creating a false sense of history.*

### **2. Protect and maintain historic architectural metals.**

- *Historic architectural metals should be inspected regularly for signs of moisture damage, corrosion, and structural failure or fatigue.*
- *Protective surface coatings should be retained, such as paint and lacquers, to prevent corrosion.*
- *The cleaning of architectural metals varies depending on the type and hardness. Ensure you are aware of the type and hardness prior to cleaning to prevent any damage from inappropriate cleaning methods.*

### **3. Repair architectural metal features through recognized preservation methods.**

- *Repair or replacement of deteriorated architectural features should involve methods for splicing, patching, and reinforcing.*
- *Asphalt products corrode metals and should never be used to patch metal roofs or flashing or other metal surfaces.*
- *If replacement of an architectural metal feature is necessary, replace it in kind, matching the original in design, dimension, detail, texture, and material. Consider compatible substitute materials only if using the original is not technically feasible.*

**Preservation Brief:  
27. The Maintenance and Repair of  
Architectural Cast Iron**

# CHAPTER I: GUIDELINES TO PROTECT HISTORIC RESOURCES

## LAYOUT OF DESIGN GUIDELINES

All guidelines are categorized by architectural features.

1. Exceptions for each type of district are abbreviated as follows: Downtown (DT), Residential (RES), Commercial (CO), and Institutional (INS).
2. Applicable preservation briefs from the National Parks Service: Technical Preservation Services are listed at the bottom of each feature section in a green box.
3. Requirements, recommendations, and prohibitions are clearly delineated.

## CHAPTER 1

### 1. EXTERIOR WALLS & FACADES

*Exterior walls define architectural style. Variations in materials, finishes, projecting and receding features, and texture all contribute to the form and character of historic buildings. Facade generally refers to the prominent, street-facing, exterior wall.*

#### 1.1 Retain and preserve original exterior wall rhythms, materials, and details.

**PROHIBITS:** *Covering, adding, or replacing historic wall materials, including shingles, stucco, brick, and stonework, with coatings or contemporary substitutematerials, including synthetic and vinyl siding, except for artisan fiber cement for seamless patch jobs. Artisan fiber cement is permitted as it maintains wood grain and appropriate shadows.*

#### **DT** PROHIBITS:

- *Blank walls (windowless/featureless)*

#### REQUIRES:

- *Facades, whether rehabilitated or in new construction, to consist of three parts: a storefront, upper facade, and cornice line.*
- *Facades to continue rhythms of street spacing and setbacks.*

#### **CO** PROHIBITS:

- *Poured concrete and split-faced/block masonry facades.*
- *Horizontal lap siding of any kind on new commercial buildings.*
- *Blank walls (windowless/featureless).*

#### **INS** PROHIBITS:

- *Horizontal lap siding of any kind.*

#### **Preservation Brief:**

#### **47. Maintaining the Exterior of Small and Medium Size Historic Buildings**

# CHAPTER 1

## 2. ROOFS

*Although roofs protect a building from the elements, they also contribute to the overall character of a resource. The form and pitch of a roof contributes significantly to the architectural character of a building. Variation of materials further defines the character, as do features such as dormers, gables, vents, and turrets.*

### 2.1 Retain and preserve the original roof form, details, features, and materials.

#### PROHIBITS:

- *Altering the pitch of a historic roof.*
- *Altering, covering, or removing the traditional roof overhang.*
- *Introducing new roof features, such as solar collectors, skylights, ventilators, communication devises, or mechanical equipment on roof slopes that are visible from the public right-of-way.*
- *Removing character defining roof features such as dormers, gables, vents, and turrets.*
- *Introducing new roof features or details that may result in creating a false sense of history.*

#### REQUIRES:

- *For necessary new roof features, design the feature to be scaled appropriately so that it does not overwhelm the historic roof, and consult historic preservation staff for guidance.*

### 2.2 Repair deteriorated or damaged roof features and materials through recognized preservation methods.

#### REQUIRES:

- *Repairing deteriorated roof features and materials in-kind, matching the original as closely as possible.*
- *Replacing necessary features and materials by matching them to the original, based upon physical or documentary evidence.*
- *Consulting historic preservation staff for guidance on substitute materials, only if original materials are unattainable.*

## CHAPTER 1

### 2.3 Perform preventative maintenance on vulnerable historic roofs and roof features.

#### RECOMMENDS:

- *Introducing new gutters as needed, or rain chains, with guidance from historic preservation staff.*
- *Routinely clearing clogged gutters to prevent moisture damage to the historic resource.*
- *Painting and sealing wood roof features and detail.*
- *Adding ventilation to eaves without soffit grills and vents.*

DT

#### RECOMMENDS:

- *For non-visible roofs, such as a flat pitch, contemporary materials such as rubber can be used.*

CO

#### RECOMMENDS:

- *For non-visible roofs, such as a flat pitch, contemporary materials such as rubber can be used.*
- *New added gutters to be full-round or half-round in form for 19th - early 20th century buildings, if possible.*

#### **Preservation Briefs:**

#### **4. Roofing for Historic Buildings**

**19. The Repair and Replacement of Historic Wooden Shingle Roofs**

**29. The Repair, Replacement and Maintenance of Historic Slate Roofs**

**30. The Preservation and Repair of Historic Clay Tile Roofs**

## CHAPTER 1

### 3. CORNICES & CHIMNEYS

*Cornice lines, parapets, and chimneys all add dimension to roofs, whether for decorative purposes, or utilitarian purposes, respectively. Often, cornice lines on homes, and cornices and parapets on downtown buildings are elaborate styles, designed to draw the eye upward, and cap the facade of a building.*

3.1

Retain and preserve original cornice, parapet, and chimney forms and materials.

#### PROHIBITS:

- *Removing a cornice, parapet, or chimney in good or reparable condition.*
- *Adding new cornices, parapets, or chimneys that would contribute to a false sense of history.*

#### RECOMMENDS:

- *Repairing deteriorated or damaged cornices, parapets, and chimneys using recognized preservation methods.*
- *Matching mortar and materials for in-kind replacements and repairs*
- *If in-kind materials and designs are unattainable due to cost or lack of availability, consult with historic preservation staff about a simplified replacement.*

## 4. WINDOWS

*Window fenestration is key to providing visual interest, character, and lighting to historic buildings. Wooden, double-hung windows are the most common historic window type in Rome. Each sash, depending upon the style and the age of the building, may be divided, usually by muntins that hold individual "lights" or glass panes in place.*

4.1

Retain and preserve the position, number, size, and arrangement of historic windows.

### PROHIBITS:

- *Enclosing, covering (boarding-up), or filling-in (bricking-in) a historic window or window opening.*
- *Adding new window openings, with the exception of adding to rear or non-character defining facades given HPC approval.*

### RECOMMENDS:

- *Only replacing fully deteriorated or missing windows with new units compatible with the original opening, and in the same glazing configuration, according to historic documentation of the building.*
- *Uncovering and opening previously covered or filled-in window openings and installing appropriate new window units.*

DT

### REQUIRES:

- *Uncovering and opening up previously covered or filled-in window openings and installing appropriate new window units.*

### PROHIBITS:

- *New aluminum and vinyl window units.*

4.2 Retain and preserve window features.

RECOMMENDS:

- *If replacement of a historic window feature (component) is necessary, replace only the deteriorated feature in-kind rather than the entire unit.*

PROHIBITS:

- *False muntins or snap-in muntins.*

4.3 Protect and maintain historic windows, window materials, and window features.

RECOMMENDS:

- *Inspecting windows regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.*
- *Maintaining windows through recognized preservation methods.*

PROHIBITS:

- *Replacing original glass with stained, tinted, or mirrored glass.*

4.4 Storm windows require HPC approval.

RECOMMENDS:

- *Only installing HPC approved storm windows on the interior of a unit. If not possible, consult staff regarding appropriate exterior options.*
- *Using baked enamel or painted finishes on storm windows.*
- *Keeping good-condition historic windows as they are often the most energy efficient.*

## CHAPTER 1

### 4.5 Preserve and maintain historic transom windows.

#### RECOMMENDS:

- *Uncovering and restoring hidden transom windows.*
- *Replacing any prism glass or leaded glass in the transom window in-kind if possible.*

### 4.6 Preserve and maintain historic storefront display windows.

#### RECOMMENDS:

- *Retaining the original number, size, and arrangement of storefront windows.*

#### REQUIRES:

- *Using large single panes (no divisions).*
- *Using clear plate or tempered glass.*

#### ***Preservation Briefs:***

***3. Improving Energy Efficiency in Historic Buildings***

***9. The Repair of Historic Wooden Windows***

***13. The Repair and Thermal Upgrading of Historic Steel Windows***

## 5. DOORS

*Doors not only serve a supremely functional purpose, but they also provide visual interest to a home, institution, or business. Providing an entrance, ventilation, and light, the many uses of doors allow for variations in design. Most historic doors are wooden, though occasionally architectural metal doors are employed.*

- 5.1 Retain and preserve historic door arrangement, proportion, size, and material.

### PROHIBITS:

- *Removing, covering, or altering historic doors.*
- *Adding storm or security doors.*
- *Creating new door openings.*
- *Adding tinted or mirrored glass.*

### REQUIRES:

- *Retaining original glass and hardware.*
- *Replacing features in-kind if a feature (component) is deteriorated or missing, rather than replacing the whole unit.*

### RECOMMENDS:

- *New door units are based on historic documentation.*
- *New door units are compatible with existing openings.*
- *If storm or screen doors are desired, they must be approved by the HPC.*
- *It is recommended that any approved storm or screen doors are simple in design, compatible in color with the original door, and are interior if possible.*

DT PROHIBITS:

- *Doors that portray a false sense of history.*
- *Doors with grilles or security bars.*

### REQUIRES:

- *Entrances on the front or primary facade to be recessed at least four feet, but not further. This is done to maintain historic rhythms and setbacks on Broad Street.*

## 6. BULKHEADS AND FOUNDATIONS

*Bulkheads provide a base for storefronts and help to establish horizontal rhythm. Similarly, foundations provide support and a base for buildings, and can often be visible on residential buildings. Bulkheads are typically made of wood, tiles, or metal. Foundations are typically made of concrete, stone, or brick.*

### 6.1 Retain and preserve original bulkheads and foundations.

#### PROHIBITS:

- *Removing or altering original bulkheads and foundations to prevent weakening support and disrupting visual rhythm.*

### 6.2 Protect and maintain original bulkheads and foundations.

#### RECOMMENDS:

- *Maintaining control of vines, plants and weeds that grow near and on the bulkhead or foundation, as they can cause cracking and wearing of finishes.*
- *Installing or maintaining gutters and downspouts to carry water away from the vulnerable bulkhead or foundation.*
- *Inspecting wood bulkheads and masonry foundations for sign of deterioration.*

### 6.3 Repair deteriorated or damaged foundations through recognized maintenance and preservation methods.

#### REQUIRES:

- *Repairing deteriorated materials in kind, matching the original in scale, configuration, detail, and material. With staff and HPC approval consider compatible substitute materials only if using the original is not feasible.*

7. PORCHES

*Porches primarily serve a functional purpose, protecting entrances from weather conditions, such as rain, wind, and the sun, while also providing relief from these for homeowners. Porches also provide stylistic details and are often an integral part of an architectural style.*

7.1

Retain and preserve porches, balconies, sunrooms and related or enclosed or covered entrances.

**PROHIBITS:**

- *Removing, altering, or covering existing materials, location, configuration, and dimensions of porches.*
- *Adding porches, balconies, sunrooms and related enclosed or covered entrances to a primary or secondary facade that never had one, as well as enclosing any existing porch, as it may result in creating a false sense of history.*
- *Replacing a porch that can be modified to meet a life-safety code.*

**REQUIRES:**

- *Replacing deteriorated materials with those that match the original in design, dimension, and material. Consult staff and consider compatible substitute materials only if using the original material is not technically feasible.*

7.2

Retain and preserve functional and decorative details on porches, such as porch columns, balustrades, brackets, steps, piers, rails, and pediments.

**PROHIBITS:**

- *Introducing new features or details that may result in creating a false sense of history.*
- *Altering or removing original decorative elements.*

**REQUIRES:**

- *Replacing necessary deteriorated details in-kind. New details should match the original in design, material, dimension, and historic placement on the building.*

**Preservation Brief: 45. Preserving Historic Wood Porches**

## 8. ORNAMENTATION

*Many kinds of architectural ornament contribute to the external appearance of historic buildings. Common ornamentation includes but is not limited to columns, pilasters, railing, shaped shingles, bargeboard, wood shutters, brackets, and roof cresting.*

### 8.1 Retain and preserve original details and ornamentation.

**PROHIBITS:**

- *Removing or altering any significant architectural ornamentation.*
- *Introducing new ornament, including shutters, to a historic building that never had the feature, as it may result in creating a false sense of history.*

**REQUIRES:**

- *Replacing necessary deteriorated ornamentation in-kind. New ornamentation should match the original in design, material, dimension, and historic placement on the building. Consult with staff for use of substitute materials.*
- *Ensuring existing shutters are functional, not just decorative.*

**Preservation Brief:**

**17. Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character**

## CHAPTER 1

### 9. REAR AND SIDE ELEVATIONS

*Although exterior facades are primarily covered in guideline 1, rear and side elevations of exterior walls come attached with specific requirements in certain district types.*

#### **DT** REQUIRES:

- *Preserving and maintaining historic rear and side elevations, materials, their openings, and their architectural features.*
- *Screening or removing waste and recycling storage containers from public view.*
- *Keeping all exterior staircases and exterior elevator shafts at the rear of a building.*
- *Recessing any steps or loading docks in rear if possible.*

#### RECOMMENDS:

- *Providing a simple rear entrance or maintaining an existent rear entrance.*

#### **CO** PROHIBITS:

- *Blank walls (windowless and featureless).*

## CHAPTER 1

### 10. HISTORIC ACCESSORY BUILDINGS

*Historic accessory buildings can include sheds, small barns, carriage houses, and automobile garages. Typically, historic garages and accessory buildings were oriented toward the alleys and lanes and abutted property lines. Materials, details, and construction techniques often matched the main building.*

#### 10.1 Retain and preserve original garages and accessory buildings.

##### PROHIBITS:

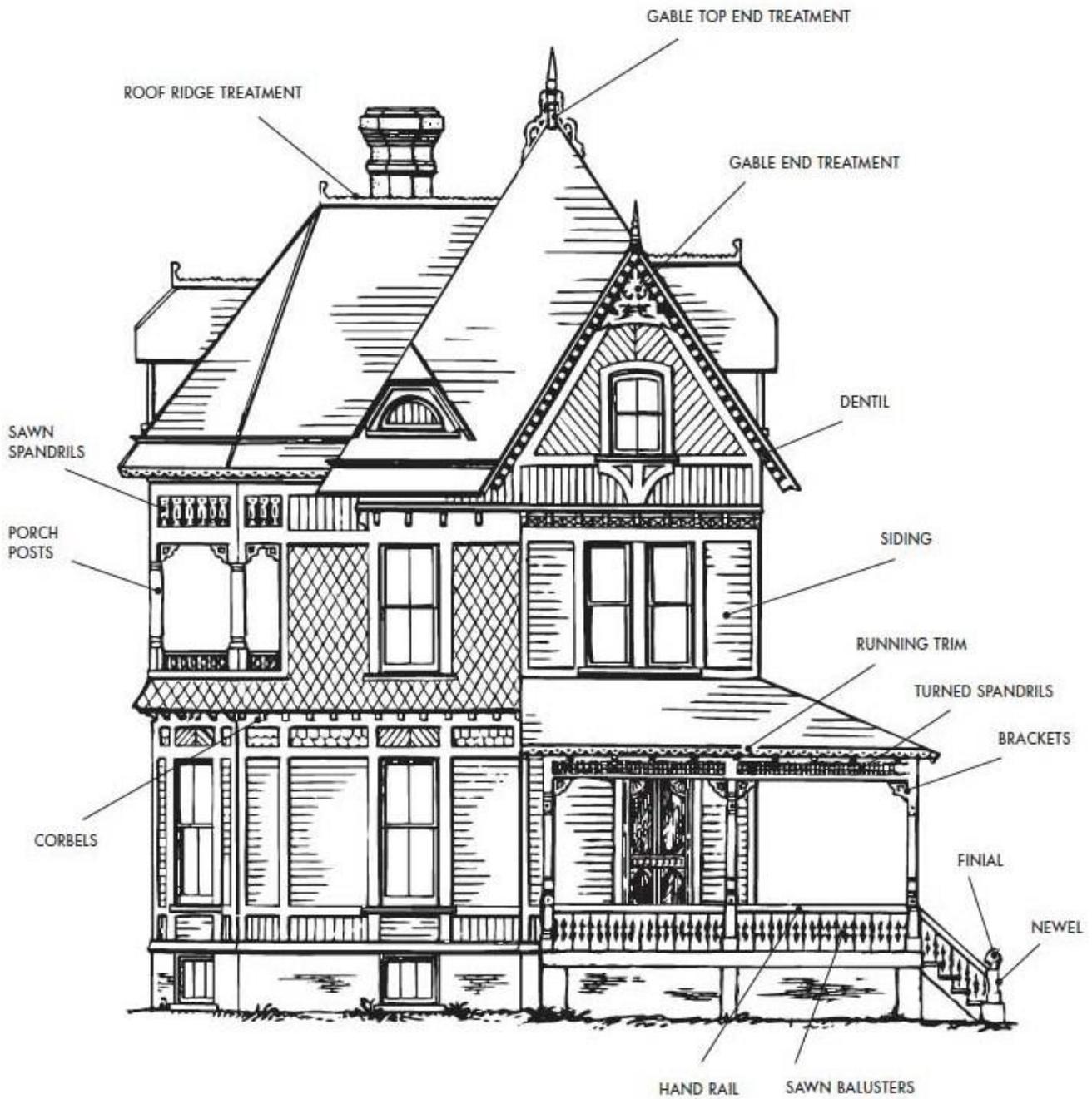
- *Moving or relocating an original garage or historic accessory building to another area.*
- *Altering or demolishing an original garage or historic accessory building.*

#### 10.2 Protect and maintain original garages and accessory buildings.

##### RECOMMENDS:

- *Inspecting historic accessory buildings regularly for signs of moisture damage, mildew, vegetation, and structural cracks or settlement.*

# CHAPTER 2: GUIDELINES TO PROTECT DISTRICT CHARACTER



## 11. SIGNAGE

### 11.1 GENERAL

- *Refer to ULDC Article 5 for more detailed information on signage.*
- *Historic District Guidelines supersede ULDC Signage Guidelines in Locally Designated Historic Districts.*
- *Each building will be allowed one major and one minor sign.*

#### NEW SIGNS:

- *Signs should identify the tenant without creating visual clutter or distracting from building features and historic districts.*

#### SCALE:

- *Design signage to be in proportion to the facade, respecting the building's size, scale and mass, height, and rhythms and sizes of window and door openings.*
- *Scale signage (in terms of its height and width) to be subordinate to the overall building composition.*

### 11.2 HISTORIC SIGNS

#### PRESERVATION:

- *Preserve historic signs, such as ghost signs or other signs characteristic of the building's or district's period of significance, whenever possible.*

#### MAINTAINENCE:

- *Repair historic signs and replace historic parts in-kind when deteriorated beyond repair.*

### 11.3 PLACEMENT AND INSTALLATION

#### **SIGNAGE:**

- \* *Place signs where historically located and reuse sign attachment parts where they exist.*
- \* *Signage shall not extend above the first floor of the building.*
- \* *Do not erect signs above the cornice line or uppermost portion of a facade wall, or where they will disfigure or conceal architectural details, window openings, doors, or other significant details.*
- \* *Signs should fit within the lines or panels of the storefront as defined by the building frame and architectural detailing.*
- \* *The placement of signs should respect the existing pattern established by signs on the same block.*
- \* *On buildings with two (2) or more storefronts, signs should be arranged in a uniform manner.*

#### **AVOID OBSCURING ARCHITECTURAL DETAILING:**

- \* *Avoid obscuring historic building features such as cornices, gables, porches, balconies, or other decorative elements with new signs.*

#### **AVOID IRREVERSIBLE DAMAGE:**

- \* *Avoid irreversible damage caused by installing a sign. For example, mount a sign to the mortar rather than the historic masonry.*

#### **PEDESTRIAN VISIBILITY:**

- \* *Orient signs toward the sidewalk to maintain the pedestrian oriented nature of the historic districts.*

#### **APPROPRIATE MATERIALITY:**

- \* *Construct signs of durable materials used for signs during the period of the building's construction, such as wood, wrought iron, steel, aluminum, and metal grill work.*

## 11.4 LIGHTING

### LIGHTING SOURCES:

- *Use only indirect or bare-bulb sources that do not produce glare to illuminate signs. All illumination shall be steady and stationary. Internal illumination should not be used.*

### NEON LIGHTING:

- *Incorporate neon lighting as an integral architectural element or artwork appropriate to the site, if used.*

## 11.5 PROHIBITED SIGNS

- *Billboards, junior billboards, portable signs, and advertising benches.*
- *Pole signs.*
- *Revolving signs or signs with a kinetic component.*
- *Changeable letters or changeable type signs are prohibited, except where traditionally used (such as theater marquees signs).*
- *Roof mounted signs, except in the case of a contributing sign.*
- *Digital and/or LED lighted signs, not to include LED light sources that do not meet the definition of a sign.*
- *Moored balloons or other floating signs that are tethered to the ground or to a structure.*
- *Banners shall be prohibited in the local historic districts except as they comply with local development codes for temporary signage.*
- *Any non-contributing sign which is abandoned or damaged beyond 50 percent of its replacement value, including parts of old or unused signs.*
- *Notwithstanding the above, signs designated as a contributing sign or structure by the historic preservation officer shall not be prohibited unless or until such designation is revoked.*

## 11.6 MULTI-TENANT PROPERTIES

### SIGNAGE PLAN:

- *Develop a master signage plan or signage guidelines for the total building or property.*

### DIRECTORY SIGNS:

- *Group required signage in a single directory sign to minimize visual clutter and promote a unified appearance.*

## CHAPTER 2

### 11.7 MURALS

- *As works of art, murals are regulated by the Rome Historic Preservation Commission. Artistic murals were not traditionally painted on buildings in Rome and are, therefore, not compatible with the historic districts.*
- *In the local historic districts, murals shall not be allowed on any building, historic fences, historic walls, or any other historic structure; or on any non-historic wall or structure that is easily visible from the public areas or street right-of-way.*
- *Historic wall signs and ghost signs are not murals but advertisement signs and should be treated as indicated in the signage section of these guidelines.*

**MURAL DEFINITION:** *Any large-scale artwork, painting, or mosaic, applied directly to an exterior building, wall, fence or structure.*

- *Signs, simple patterns, and traditional architectural detailing are not considered murals.*
- *If reasonable questions arise concerning what constitutes a mural in the local historic district, the determination shall be made by the Historic Preservation Commission.*

### 11.8 GHOST SIGNS

- *Ghost signs on historic buildings in the downtown area should not be removed, covered, altered, or repainted.*

### 11.9 SIGNS ON AWNINGS AND CANOPIES

#### SCALE:

- *Lettering and/or graphics on the slope of the awning should be 8 to 18 inches high and shall not occupy more than 45 percent of the surface plane on which they are applied.*

#### LOCATION:

- *Signs may be placed on either the valance or on the slope of the awning but may not be placed on both.*

### 11.10 FREESTANDING SIGNS

- *Monument and pole signs are not permitted on Broad Street but may be appropriate in other areas downtown; however, these signs must be able to meet all applicable development codes without variance in addition to meeting the requirements of the preservation ordinance.*
- *Freestanding signs may be a maximum of eight feet in height or eight feet in width; however, the total sign area may not exceed 32 square feet and the total face area shall not exceed 24 square feet.*

## CHAPTER 2

### 11.11 APPLIED LETTER AND OTHER FLUSH-MOUNTED WALL SIGNS

#### SCALE:

- *A wall sign may extend the width of the storefront but shall not be more than 2 1/2 feet high.*
- *Lettering on applied letter and other wall signs shall be 8 to 18 inches high.*

#### LOCATION:

- *Wall signs should be located directly above the storefront, and not extend more than 2 1/2 feet above the first floor.*

### 11.12 PROJECTING SIGNS

- *Internally lit projecting signs are prohibited.*

#### SCALE:

- *Projecting signs shall not extend further than four feet perpendicular from the wall to which they are attached.*
- *Lettering on projecting signs should be 4 to 12 inches high and occupy only 75 percent of the sign face.*

#### LOCATION:

- *Projecting signs should be mounted perpendicular to the building facade on the lower level or base of a structure.*
- *Projecting signs should not extend above the first floor or beyond the eave or roof line of a single floor building; and the bottom of projecting signs shall have a minimum clearance of nine feet measured from the ground.*

### 11.13 DISPLAY WINDOW SIGNS

- *Window signs should not obscure the display area and should not occupy more than 20 percent of the total glass area on which they are displayed.*
- *Window display signs shall count as one sign when calculating total number of allowed signs per storefront, except that street numbers alone (not to exceed 8 inches in height) shall not be counted as a sign.*
- *Lettering on display window signs should be 4 to 12 inches high.*
- *Window display signs may not be located on a building traditionally used as a single- or two-family dwelling.*

## 12. AWNINGS AND CANOPIES

*Awnings and canopies were used historically on buildings to provide shelter and sun protection. Awnings and canopies also provided a secondary location for signage. They add color and interest to building facades and storefronts and can be used to emphasize display windows and entrances, too.*

### 12.1 Retain and preserve historic awnings and canopies.

#### REQUIRES:

- *Repairing deteriorated historic awnings in-kind.*
- *Ensuring awning dimensions fit within the storefront, window, or door it is attached over.*
- *Canvas material only for awnings.*
- *Aligning bottom of awnings with awnings on adjacent buildings.*
- *Ensuring awnings project at minimum 5 feet from the building, while maintaining a minimum 8-foot vertical clearance from the lowest point of the awning.*
- *Awnings that are used for signage must have a 12-inch valance flap.*

#### PROHIBITS:

- *Adding new awnings and canopies without documentary evidence of a historic presence.*

#### RECOMMENDS:

- *Anticipating water runoff and planning for distribution of runoff.*
- *Shed style, sloping awnings for any new awning.*

### DT

#### PROHIBITS:

- *Barrel-style or rounded awnings.*

### 13. LANDSCAPE AND STREETScape

*A building's site and landscape features contribute not only to the character of the historic resource but also to the overall character of the streetscape and historic district. From historic tree plantings to historic sidewalks and pavers, these small things can contribute heavily to the preservation of a district.*

#### 13.1 Retain and preserve historic setting and streetscape patterns.

##### REQUIRES:

- *Maintaining historic plant materials and patterns that contribute to the overall character of a site and streetscape.*
- *Avoiding damaging plantings during rehabilitation projects or new construction.*
- *Retaining established property line patterns and street and alley widths.*
- *Maintaining historic circulation patterns.*
- *Maintaining historic front yard topography including grades, slopes, and elevations when present.*

##### RECOMMENDS:

- *Replacing diseased plant materials, including mature trees, hedges, and foundation plantings that are the same or similar in species.*

## CHAPTER 2

### 14. FENCES AND WALLS

*Historic fence materials include iron, wood, and masonry. Traditionally, fences in front or side yards were low and were used as decorative elements or to delineate property lines. Fences and walls add texture and variety to the historic district.*

#### 14.1 Retain and preserve original fences and walls.

##### REQUIRES:

- *Retaining and preserving features that are character-defining elements of original fences and walls including gates, pillars, hardware, decorative pickets, and rails.*
- *Using materials historic to the area for construction of new fences or walls. Select materials that are similar in scale, texture, color, and form as those historically used in the district, and that are compatible with the main structure.*
- *A fence or free-standing wall in any yard adjacent to a street to not exceed 4 feet in height. Any fence or free-standing wall occupying the front yard must be designed and located to ensure that it does not create a hazard for vehicles or pedestrians.*
- *A fence or free-standing wall in any or rear yard to not exceed 6 feet in height. Any fence taller than seven (7) feet will require engineered footings with stamped plans and a variance from the Board of Adjustment before a building permit can be obtained.*
- *Setting privacy fences back from the front facade of the building to reduce their visual prominence.*

##### PROHIBITS:

- *Using fences or walls to screen front yards.*
- *Using exposed concrete masonry units (CMU), Keystone, or similar interlocking retaining wall systems, concrete block, vinyl fencing, or chain link fencing.*

#### 14.2 Protect and maintain original fences and walls.

- *Historic wood fences should be protected with a painted surface.*
- *Painting or covering a historic masonry fence or wall with stucco is not appropriate.*

#### 14.3 Repair original fences and walls through recognized preservation methods.

- *Wood, iron, and masonry fences should be maintained and repaired according to appropriate historic building materials guidelines.*
- *If repointing of a masonry wall is necessary, use a mortar that is like that used historically, in color and texture.*

### 15. WALKWAYS AND DRIVEWAYS

*The configuration of walkways and driveways varies greatly for residential properties. Narrow walkways are informal and can extend from the front entrance to the street but usually turn to attach to a driveway. Commercial areas have straight, wide, walkways that extend from storefronts to the curb. Driveways were not common for homes until the automobile era, but many driveways have been added to older buildings since.*

- 15.1 Retain and preserve original walkway and driveway materials, patterns, dimensions, and configurations.
- 15.2 Protect and maintain existing walkway and driveway areas through routine inspection and appropriate maintenance and repair methods.
- 15.3 Design new walkways and driveways to be compatible with the historic character of the streetscape.

#### RECOMMENDS:

- *New walkways and driveways should be compatible in location, patterns, spacing, configuration, dimensions, materials, and color with existing walkway and driveway areas.*
- *Consider using ribbon paving. This will reduce visual impacts as well as permit greater soil drainage.*

### 16. UTILITIES

*Utilities are more prevalent today than historically. Nevertheless, lighting, HVAC systems, solar panels, and other energy systems can work both functionally and decoratively for the modern use of a historic building. Historic buildings are often the most energy efficient buildings in their original design thanks to features like porches, vents, original windows, and landscaping.*

#### 16.1 Retain and preserve historic lighting and original energy conservation features.

##### PROHIBITS

- *Removing or altering any significant historic light fixture that contributes to the overall character of a building and site.*
- *Replacing operable windows with fixed glazing, replacing clear glazing with tinted glazing, or replacing multiple-paned windows or doors with single-pane thermal sash with flat, applied muntins.*

#### 16.2 Locate new utilities and mechanical systems in areas that require little or no alteration to the appearance and historic fabric of the building.

##### REQUIRES:

- *Installing condensers, ventilators, solar collectors, individual air conditioning units, and communication equipment on secondary and rear facades not visible from public view.*

##### PROHIBITS:

- *Removing or altering historic energy-conserving features such as transoms, shutters, gable vents, original windows, and mature shade trees.*

## CHAPTER 2

### 17. COLOR

*Repainting and painting can be one of the most dramatic improvements you make to a building. However, paint color is seen by Georgia state preservation standards as "not a change in materiality," and for this reason, cannot be enforced by the Rome HPC. The below comments therefore serve as suggestions for repainting historic buildings or painting new buildings in historic districts.*

*The lone area of enforcement when it comes to paint and color is on unpainted masonry (i.e. brick) surfaces.*

#### 17.1 Unpainted masonry surfaces cannot be painted and should remain their natural color.

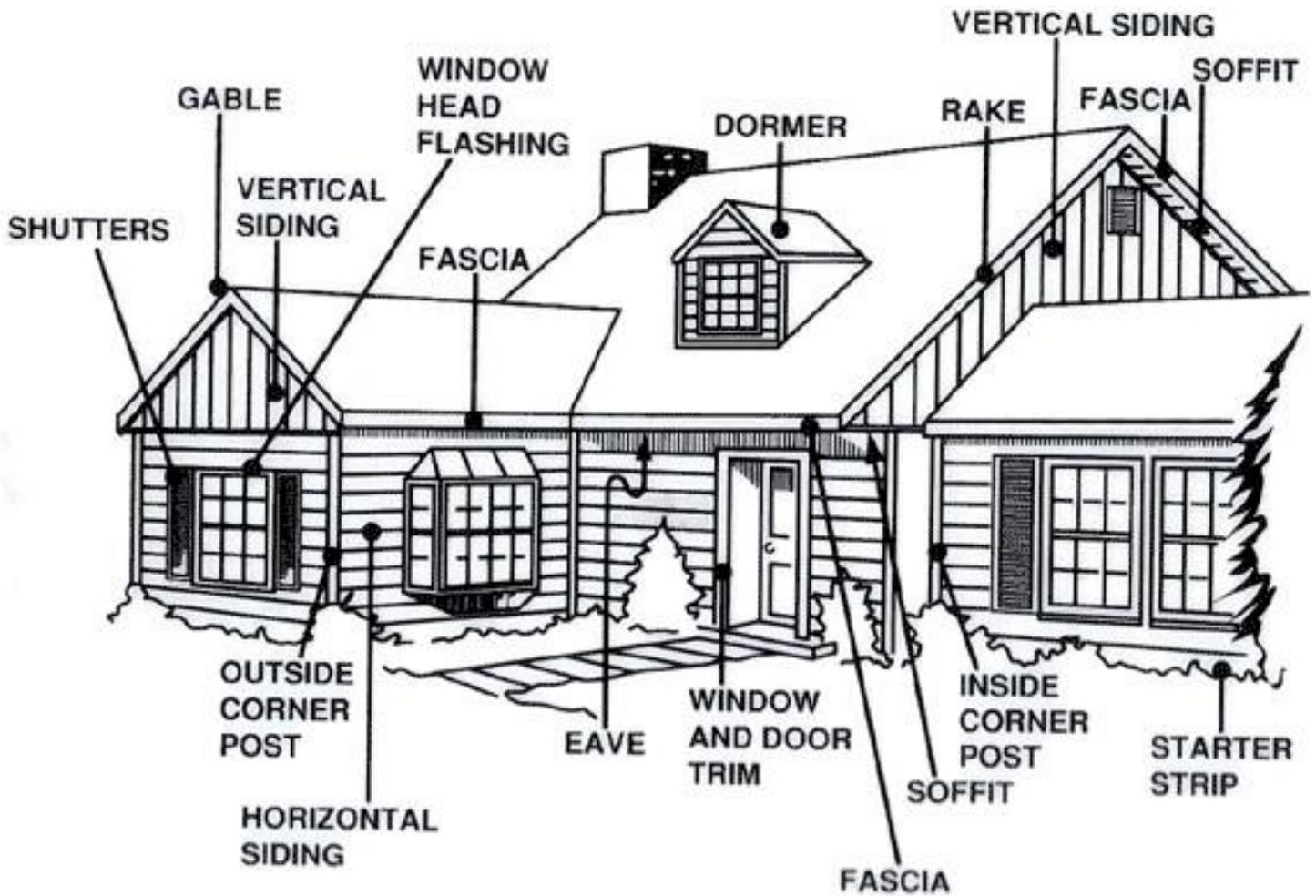
*This is primarily for conservation reasons, as paint would compromise the nature of porous historic brick. Secondly, brick that was historically unpainted should remain looking the same so as to not communicate a false sense of history. Lime wash or wheat based painted may be appropriate on case-by-case approval by the commission.*

*Approval of unpainted, modern brick may be granted on a case-by-case basis at the discretion of the commission and after the issuance of a COA.*

#### RECOMMENDS:

- *Determining historic paint colors through analysis so that new paint colors can reflect the style and era of the building.*
- *Never sandblasting or high pressure-washing a historic building to remove paint or to prepare the surface to be repainted. The surface of the building, whether wood or masonry can be ruined beyond repair.*
- *Using historic color palettes for new buildings or first-time paint jobs. Most buildings can be broken down into a three-part color scheme:*
  - *Base Color / background: Muted or natural tones are appropriate for the base color or background of the building. The background consists of the upper wall and the piers on either side of the storefront. This color is often natural brick and requires no painting.*
  - *Major Trim Color: The major trim color defines the decorative elements of the building, tying together the upper facade trim and the storefront. The color of major trim elements, such as cornices, window frames, sills and hoods, and the storefront frame, bulkhead and columns should complement the background color. If there is a natural stone or terra-cotta trim on the facade, it should serve as a trim color.*
  - *Secondary Trim / Accent Color: The secondary trim color should enhance the color scheme established by the base and major trim. Often a darker shade of the major trim can be used to highlight the window sashes, doors and selective cornice and bulkhead details. Caution should be exercised to ensure that the facade is not over-decorated.*

# CHAPTER 3: GUIDELINES FOR NEW CONSTRUCTION AND ADDITIONS



## CHAPTER 3

### 18. ACCESSIBILITY AND SAFETY CONSIDERATIONS

*Most historic buildings and sites were not originally designed to be readily accessible for individuals with disabilities. With the passage of the Americans with Disabilities Act of 1990 (ADA), existing accessibility laws were expanded to cover virtually all properties open to the general public. New and existing buildings must meet basic levels of accessibility for individuals with physical disabilities including impaired mobility, hearing, speech, and sight. ADA requirements specify various levels of access for existing properties, properties for which alterations are planned, and new construction, and give special consideration to historic properties to ensure that significant materials, features, and spaces are not destroyed in the process of making them accessible.*

- 18.1 Introduce new construction to meet accessibility and safety requirements in ways that do not damage historic fabric or compromise the character of a building, site, or streetscape.
- 18.2 Design new accessibility and safety code features, such as ramps, handrails, mechanical lifts, signage, fire doors, and fire escapes to be compatible in configuration, material, scale, and detail with the character of the building, site, and district.
  - *Design should be simple and complement the historic details of the building.*
- 18.3 Minimize the visual impact of new accessibility and safety features, such as elevator additions, widened entrances, exterior stairs, or sloped paved surfaces through compatible design and discreet siting.
  - *Locate new accessibility and safety features in areas that do not compromise the architectural integrity of the building.*
  - *Do not place ADA entrances at only the rear of a building.*

**Preservation Brief:**

**32. Making Historic Properties Accessible**

## CHAPTER 3

### 19. ADDITIONS

*New additions may be necessary to accommodate changes in occupancy, use, lifestyle, and to ensure the stability of the historic district. If not planned properly, new additions can overwhelm a historic resource and compromise a building's integrity. When proposing an addition to a historic property, seek staff input on the project.*

#### 19.1 Retain and preserve original features and elements.

##### REQUIRES:

- *Minimizing damage to the historic building by constructing additions to be structurally self-supporting and attaching the addition to the original building carefully to minimize the loss of historic fabric.*
- *Constructing additions on secondary facades or to the rear of the original building. Additions constructed on secondary facades should be set back from the primary facade.*

##### RECOMMENDS:

- *Reusing original features and elements in the new construction where removal was required to accommodate an addition.*

#### 19.2 Design new additions to be in proportion, but subordinate to the original building's mass, scale, and form.

##### REQUIRES:

- *Additions to not visually overpower the original building.*
- *New additions to not exceed 50% of the original building's square footage.*
- *Designing an addition to complement existing elements and features, such as roof shape.*
- *New additions to not convert a secondary facade into a primary facade.*

#### 19.3 Design new additions to be compatible yet discernible from the original building.

##### REQUIRES:

- *New additions to not reflect historic styles that pre-date the original building.*
- *Simplifying details or slightly changing materials to ensure a discernible difference.*

**Preservation Brief: 14. New Exterior Additions to Historic Buildings**

## CHAPTER 3

### 20. ROOFTOP ADDITIONS

*Rooftop additions are gaining popularity in historic downtown districts as businesses look to diversify space and grow. Currently, rooftop additions are only present in the downtown district. It is highly recommended that applicants work with staff to ensure that a rooftop addition to a historic downtown building is possible.*

20.1

Rooftop additions will be considered on a case-by-case basis, provided they meet the outlined requirements.

*Factors considered will include:*

- *Historic significance of the building gaining an addition.*
- *Location in relation to public right of way.*
- *Height of the existing building and surrounding buildings, as well as with the addition.*
- *Visibility of the addition.*
- *Architectural treatment of the addition.*

#### REQUIRES:

- *Rooftop additions to comply with the ULDC (zoning code) and will not be granted variance.*
- *Rooftop additions to be on a flat-roofed building that is not primarily residential.*
- *Rooftop additions to have a flat or slightly pitched roof (no more than 3 feet in vertical pitch) themselves.*
- *Setback on roofs from street-facing facade to be a minimum distance of the overall height of the proposed addition. (ex.. a 12-foot height addition must be set back at least 12 feet).*
- *Design to strive to make the addition as unobtrusive from the public right of way and view as possible.*
- *The maximum height of any addition including framing and parapet to be 12 feet above the lowest surface on the existing roof.*
- *All furnishings including railing and planters taller than the closest parapet to be setback from the street-facing facade by a minimum of the height of the proposed furnishing.*
- *Applications to include dimensioned plans, sight-line calculations and drawings.*

## CHAPTER 3

### 21. NEW AND INFILL CONSTRUCTION

21.1

New and infill construction is rare and not encouraged without consultation from the staff. Overall new and infill construction should be compatible to adjacent buildings in scale, height, materials, shape, orientation, rhythm and proportion of openings, texture, and placement.

#### REQUIRES:

- *New construction should be like and compatible with adjacent buildings by maintaining established rhythms and patterns.*
- *The composition of a facade should be like that of surrounding facades. If it is downtown, this means a bulkhead, storefront, and upper facade.*
- *Maintain established storefront and upper facade window rhythms and patterns.*
- *New or infill construction should be aligned with existing setbacks and spacing.*
- *New or infill construction should be of similar height, width, scale, and proportions to adjacent buildings.*
- *New or infill facade construction should be of similar materials and colors, but not wholly imitative of features copied from historic styles.*
- *New or infill construction should be of orientation to the street and with roof shape, roof pitch, and foundation height consistent with adjacent buildings.*
- *Infill architecture should reflect some of the detailing of surrounding buildings in window shapes, cornice lines and brick work, but in a simplified manner.*

## CHAPTER 3

### Decks, Pools, Landscape Additions

*Decks and pools offer an additional outdoor living space and can sometimes be sensitively added to a historic property without compromising architectural integrity.*

22.1

Introduce new decks and pools to be compatible with the character of the building and site.

#### REQUIRES:

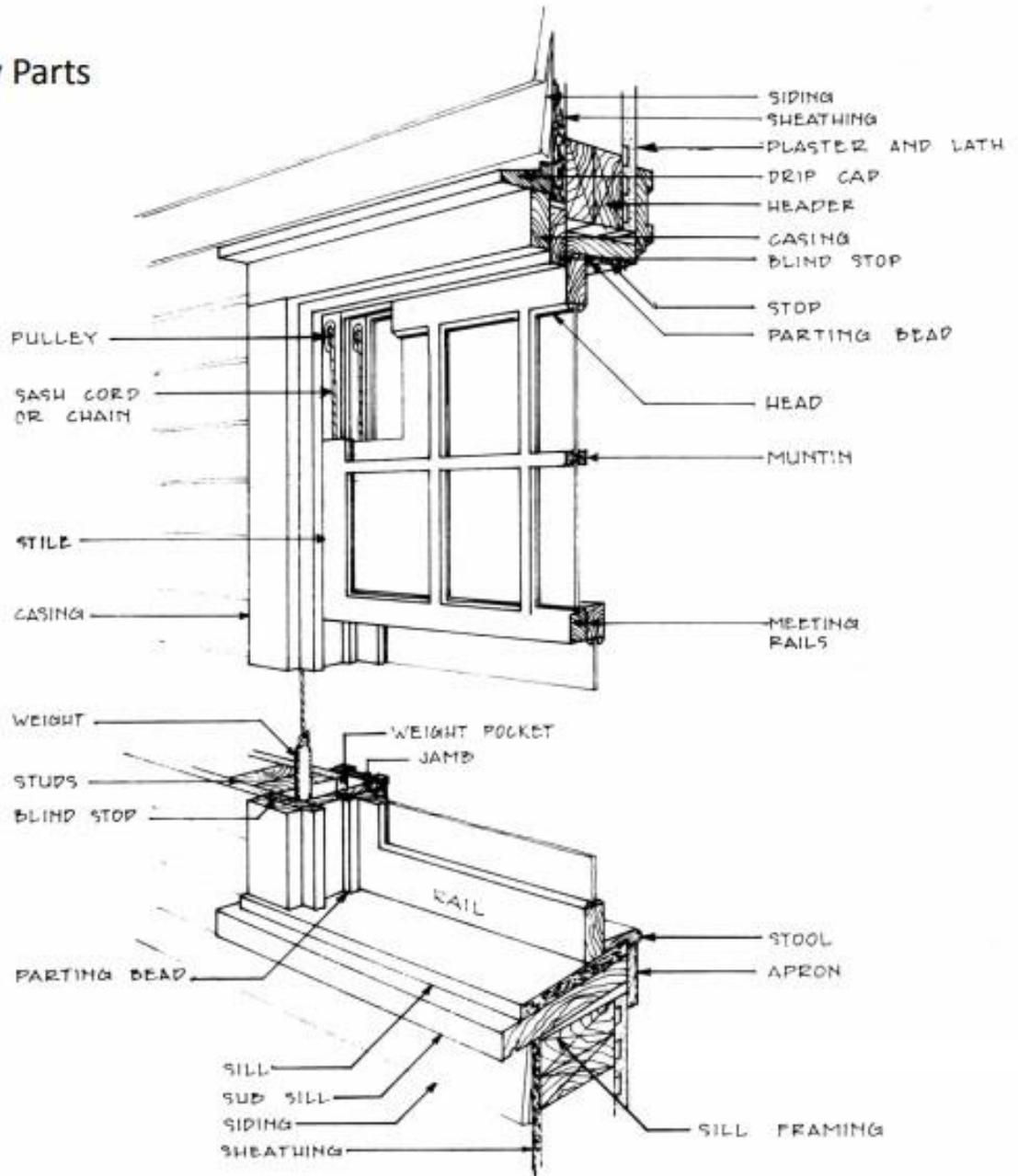
- *Locating decks and pools on rear and secondary facades and adequately screening from public view with plant materials or lattice.*
- *Locating decks and patios sensitively to not damage or obscure significant building features and details.*
- *Designing decks and pools to not visually overwhelm a facade or site.*
- *Swimming pools to meet any safety code requirements found in the ULDC and the IPMC, including possible fences, gates, and latches.*
- *Swimming pools to be permitted only upon written approval of the health department to indicate compliance with health department swimming pool regulations.*

#### PROHIBITS:

- *Introducing a deck or pool if it requires the loss of a significant secondary building or structure, or mature landscape feature.*

# GLOSSARY OF TERMS AND APPENDIX

## Wood Window Parts



## GLOSSARY OF TERMS

### B

**baluster** - One of a number of short vertical members used to support a railing or balustrade; may be of any size or shape, including square, round, thin, or turned.

**balustrade** - An entire railing system (as along the edge of a balcony or porch) including a top rail and its balusters, and sometimes a bottom rail.

**bargeboard** - A board which hangs from the projecting end of a roof, covering the gables; often elaborately carved; also called vergeboard or gable board.

**board and batten** - Wood siding construction in which wide vertical boards are covered at the joints by narrow bands.

**bracket** - 1. An angled support that helps transfer the weight of a horizontal structural member to a vertical one. 2. Various decorative details in the corner of an opening or below a projection.

**building** - A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

**bulkhead** - The structural panels below a storefront display window, often of wood, brick, marble, or tile construction; can be both supportive and decorative; also referred to as kickplates.

**buttress** - A projecting pier used to strengthen and support a masonry wall.

### C

**character-defining features** - Tangible exterior elements that give a building its visual character; visual character can be a specific building type, building materials or construction, or architectural style.

**cladding** - The exterior, nonstructural finish material of a building, such as wood siding or a brick or stone veneer.

**context** - 1. Relating to the streetscape, sites, and buildings within the viewshed of the proposed project. 2. The setting in which a historic element, site, building, street, or district exists.

**contributing** - A building, site, structure, or object which adds to the historic architecture qualities, historic associations, or archaeological values for which the district is significant because it was present during the period of significance and possesses historic integrity reflecting its character at that time or is capable for yielding important information about the period.

**cornice** - 1. Any molded projection which crowns or finishes the part to which it is affixed. 2. The exterior trim of a structure at the meeting of a roof and wall; usually consists of a crown molding and soffit.

### D

**design** - 1. An architectural concept, or plan, for a building. 2. A preliminary illustration, such as a sketch or drawing, as opposed to executed work.

## GLOSSARY OF TERMS

district -A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

dormer -A projection from a sloping roof with a window or ventilating louver; used to light an attic space and provide additional living space.

### E

eaves-The lower edge of a sloping roof; that part of a building which projects beyond the wall.

elevation - A drawing of the front, rear, or side of a building; usually required for new construction and additions to the building façade.

### F

fabric -The physical material of a building, structure, or community in its completed form.

facade -The exterior walls of a building; a building has a front, rear, and side facades.

false sense of history- new construction or rehabilitation where elements or components mimic an architectural style but are not of the same period of the original building.

fenestration-The arrangement of windows and other exterior openings on a building.

### G

gable - The triangular upper portion of a wall at the end of a pitched roof.

glazing - The clear or translucent material through which light passes into a building, most often glass.

### H

historic building - Any building recognized by a competent authority as being historically significant or contributing to the historic significance of a historic district, especially those listed in (or eligible for listing in) a national, state, or local register or inventory of historic places; typically, 50 years of age or older.

### I

inappropriate -The relevant design approach is not suitable for the historic district.

integrity - A measure of the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period in comparison with its unaltered state, for example, a historic building of high integrity has few alterations or ones that can be easily reversed, and an archaeological site with high integrity is one that can be relatively undisturbed; criteria include *association, design, feeling, location, and materials*.

### L

lintel -A horizontal structural member (such as a beam) over an opening which carries the weight of the wall above it, often of stone or wood.

light - An individual pane of glass within a sash.

### M

materials -The physical elements that were combined in a particular pattern or configuration to form a historic property.

muntin -The small molding or bar that separates the individual panes of a window.

## GLOSSARY OF TERMS

### N

National Register of Historic Places - The Nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture. The National Register is administered by the National Park Service, which is part of the U.S. Department of the Interior.

non-contributing - A building, site, structure, or object which does not add to the historic architectural qualities, historic associations, or archaeological values for which the district is significant because (a) it was not present during the period of significance or (b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time, or is incapable of yielding important information about the period.

### O

object -The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment. Examples include sculpture, monuments, boundary markers, statuary, and fountains.

### P

pediment -The triangular gable end of the roof above the horizontal cornice.

pier - A square, rectangular, or round masonry or wood post that carries the weight of a structure down to the foundation.

pilaster -An engaged column or pillar, often with a capital and base; often a decorative feature that is not a supporting structure used to flank door openings or terminate the edge of a facade.

preservation - The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property.

### Q

quoin - In masonry, a hard stone or brick used, to reinforce an external corner or edge of a wall or the like; often distinguished decoratively from adjacent masonry; typically, in a toothed form with alternate quoins projecting and receding from the corner.

### R

reconstruction - The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period and in its historic location.

rehabilitation -The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

## GLOSSARY OF TERMS

restoration - The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

### S

sash - Any framework of a window; may be movable or fixed; may slide in a vertical plane (as in a double-hung window) or may be pivoted (as in a casement window).

sidelight - A framed area of fixed glass alongside a door or window opening.

significant - A resource and its features and elements are significant if they embody distinctive characteristics of a type, period, or method of construction or represent the work of a master or possess high artistic value. A significant feature or element may also be one of a few of its type remaining in the district.

sill - 1. The horizontal piece of lumber, or built-up section, that rests on the foundation and forms the base of a wood frame wall. 2. The projecting horizontal base of a window or door.

site - A site is the location of a significant event, prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure.

soffit - The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, or lintel.

structure - The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter. Examples include bridges, corncribs, roadways, railroad grades, systems of roadways and paths, railroad locomotives and cars, bandstands, and gazebos.

### T

transom window - A glazed opening above a door or window.

turret - A projecting tower at the corner of a building.

## APPENDIX

### A. FEDERAL TAX INCENTIVE PROGRAMS

*Two federal tax incentive programs (Public Law 99-514) currently apply to preservation activities: the Rehabilitation Investment Tax Credit (RITC), and the charitable contribution deduction. The RITC effectively reduces the costs of rehabilitation to an owner of an income-producing property. The charitable contribution deduction is a donation of the historic value of a structure and is available to owners of income-producing properties as well as private residences.*

#### REHABILITATION INVESTMENT TAX CREDIT (RITC)

*RITC's are the most widely used incentive program. Certain expenses incurred in connection with rehabilitating a historic building are eligible for a tax credit. RITC's are available to owners and certain long-term renters of **income-producing properties**. There are two eligible rates: 20% for a historic building and 10% for a non-historic building, with different qualifying criteria for each rate.*

*To be eligible for the 20% tax credit:*

- The building must be listed, or eligible for listing in, the National Register of Historic Places, either individually or as a contributing building with a historic district.
- The project must meet the "substantial rehabilitation test," where the amount of money to be spent on the rehabilitation is greater than the adjusted basis of the building and is at least \$5,000. Generally, projects must be completed within two years.

- After the rehabilitation, the building must be used for an income-producing purpose for at least five years.
- The rehabilitation work itself must be done in accordance with The Secretary of the Interior's Standards for Rehabilitation.

#### RITC REVIEW PROCESS:

*Two government agencies review federal RITC tax projects: The State Historic Preservation Office (SHPO) and the National Park Service (NPS). In Georgia, the Historic Preservation Division (HPD) of the Department of Natural Resources serves as the state's SHPO. A property owner must initially submit the appropriate application forms and required supplemental materials to the HPD. The Historic Preservation Division will review for completeness and pass the application to the NPS for a final certification decision. The application has three parts:*

1. Part 1 - documents that the building is a certified historic structure, eligible to receive the tax credit.
2. Part 2 - explains the scope of the rehabilitation work. Part 2 should preferably be filed prior to beginning any work.
3. Request for Certification of Completed Work - documents the finished work and is proof for the IRS that the rehabilitation is "certified."

## APPENDIX

*HPD offers technical assistance for all projects and encourages property owners to communicate with the Historic Preservation Division early in the planning process.*

*To be eligible for the 10% tax credit:*

- The building must have been built before 1936 and be non-historic (not listed in the National Register, either individually or as a contributing building within a historic district). The building must meet the "Wall Retention Requirement," retaining 50% to 75% of the external walls and 75% of the internal structural framework.
- The project must meet the "substantial rehabilitation test," where the amount of money to be spent on the rehabilitation is greater than the adjusted basis of the building and is at least \$5,000. Generally, projects must be completed within two years.
- After rehabilitation, the building must be used at least five years for an income-producing purpose, which includes commercial and industrial use but does not include rental housing or apartments.

*This rehabilitation work under the 10% tax credit program is not subject to review by any state or federal agency. If the above criteria are fulfilled, then the 10% rehabilitation tax credit can be claimed as an investment credit on an owner's federal income tax return.*

### CHARITABLE CONTRIBUTION DEDUCTION

*The charitable contribution deduction is taken in the form of a conservation easement and enables the owner of a "certified historic structure" to receive a one-time tax deduction. A conservation easement usually involves the preservation of a building's facade by restricting the right to alter its appearance. If you would like to see your building preserved and/or you could benefit from a significant tax deduction, a conservation easement is something to consider. Qualified professionals should be consulted on the matters of easement valuations and the tax consequences of their donation.*

*To be eligible for the charitable contribution deduction:*

- The property must be listed in the National Register of Historic Places, either individually or as a contributing building within a historic district. Buildings within National Register historic districts must have the Part 1 application reviewed by the SHPO and by the National Park Service.

## APPENDIX

### B. GEORGIA TAX INCENTIVE PROGRAM

*The Georgia General Assembly during its 1989 session, passed a statewide preferential property tax assessment program for rehabilitated historic property. This incentive program is designed to encourage rehabilitation of both residential and commercial historic buildings by freezing property tax assessments for eight and one-half years. The assessment of rehabilitated property is based on the rehabilitated structure, the property on which the structure is located, and not more than two acres of real property surrounding the structure. This program requires action by the Historic Preservation Division (HPD) of the Department of Natural Resources (DNR) through Rules 391-5-11 and by the appropriate local county tax commission.*

#### **What properties are eligible?**

*The property must be listed or eligible for listing in the Georgia Register of Historic Places either individually, or as a contributing building within a historic district.*

#### *Requirements to Participate:*

1. The cost of rehabilitation must meet the substantial rehabilitation test. This test is met by increasing the fair market value of the building by the following percentages. The county tax assessor is the official who makes this determination.

- Residential (owner-occupied residential property): rehabilitation must increase the fair market value of the building by at least 50%.
- Mixed-Use (primarily owner-occupied residential and partially income-producing property): rehabilitation must increase the

fair market value of the building by at least 75%.

- Commercial and Professional Use (income -producing property): rehabilitation must increase the fair market value of the building by at least 100%.

2. The property owner must obtain preliminary and final certification of the project from HPD.

3. Rehabilitation must be in accordance with the Department of Natural Resources' *Standards for Rehabilitation* and must be completed within two years.

#### *Application Process:*

*The Rehabilitated Historic Property Application is a two-part process: Part A and Part B, with supplemental information and amendments when necessary. The program is designed to review projects BEFORE work begins; therefore, the earlier application materials are submitted to HPD for review, the better.*

- Part A - Preliminary Certification:

*Part A is submitted to HPD to determine if the property is listed or eligible for listing in the Georgia Register of Historic Places, and to determine if the proposed work meets the Standards for Rehabilitation. Ideally this is submitted to HPD before rehabilitation begins. An application processing fee of \$50.00 MUST accompany Part A (Preliminary Certification). A cashier's check, money order, or official bank check, made payable to the Georgia Department of Natural Resources, are the only acceptable forms of payment. Personal checks are not accepted. The fee is non-refundable. Once all application materials are submitted, HPD has 30 days to review and comment on the rehabilitation project.*

## APPENDIX

*After the review, HPD mails the applicant the signed preliminary certification form. The applicant is then responsible for filing the Part A certified form with the county tax assessor to initiate the assessment freeze period beginning the following tax year for two years.*

- **Part B - Final Certification:**

*Part B is submitted to HPD after the project is completed and must be certified by HPD and submitted to the tax assessor within two years of filing the Part A preliminary certification form. Once all application materials are submitted, HPD has 30 days to review and certify the rehabilitation project. The Historic Preservation Division of the GA Department of Natural Resources is the final certification authority concerning all state rehabilitation applications.*

*After HPD reviews the Part B application and approves the rehabilitation, the certified Part B form is mailed to the applicant. The applicant is then responsible for filing the Part B certified form with the county tax assessor to maintain the assessment freeze for an additional 6 ½ years. In the ninth year, the assessment will increase 50% of the difference between the value of the property at the time the freeze was initiated and the current assessment value. In the 10th year, the property tax assessment will increase to 100% current assessment value.*

## APPENDIX

### C. PRESERVATION BRIEFS

*Preservation Briefs, developed by the Technical Preservation Services division of the National Park Service, are guides to assist homeowners, preservation professionals, organizations, and government agencies on preserving, rehabilitating, and restoring historic buildings. Those referenced throughout this document can be found in green boxes.*

***All Preservation Briefs are available online at: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>***