

City of Gainesville

Preservation Manual and Design Guidelines



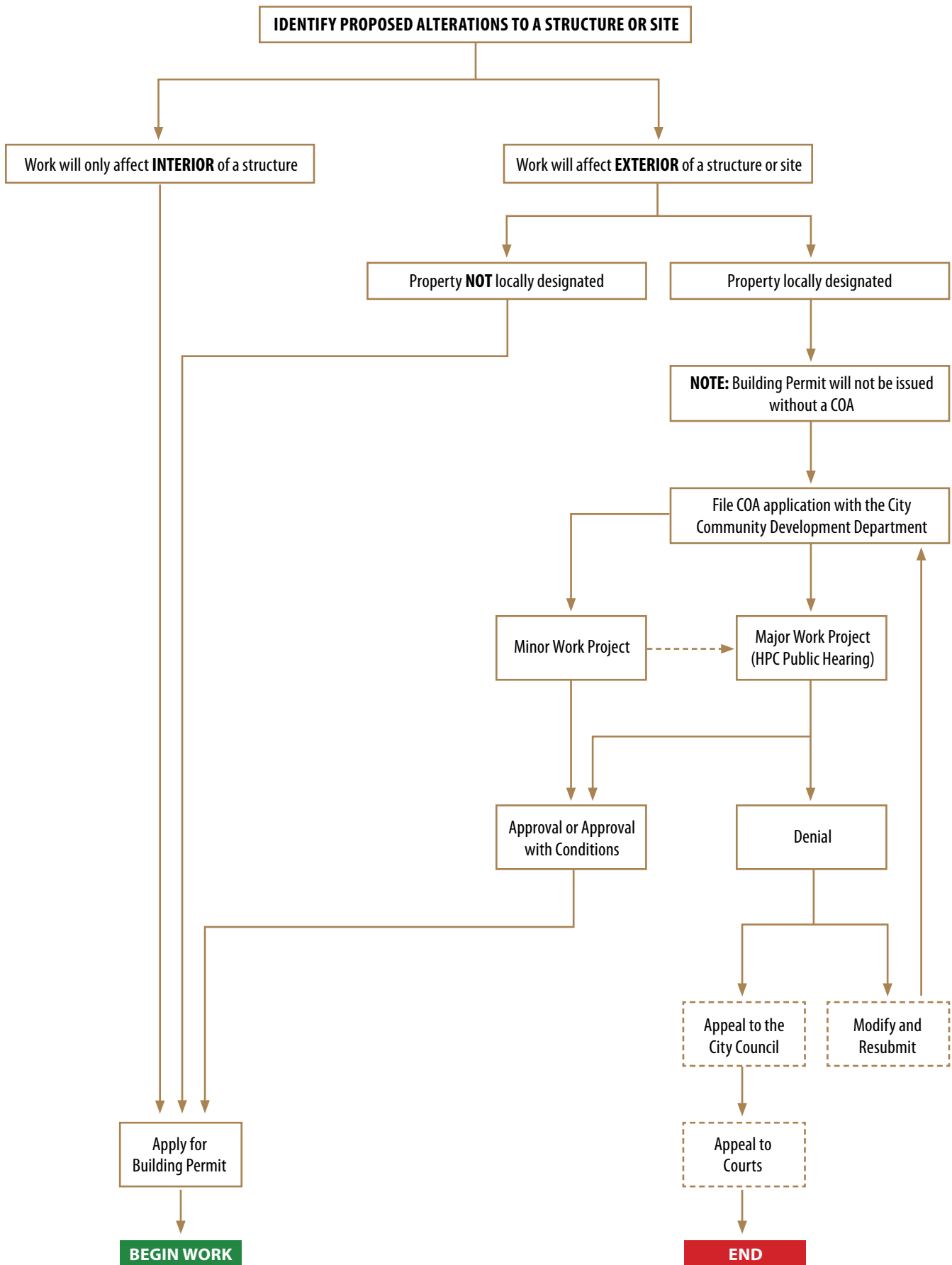
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Table 1.1 Process for Obtaining a Certificate of Appropriateness*A discussion of the procedure can be found on page 7.*

1 Administrative Information

1.1 Purpose

The purpose and intent of the *Gainesville Preservation Manual and Design Guidelines* (Design Guidelines) is to offer guidance to owners, occupants, architects, developers, and other individuals. The guidelines also apply to local historic landmarks found throughout the City of Gainesville. These guidelines are standards, not laws, for evaluating proposed changes to buildings located in local historic districts or designated as local historic landmarks. The guidelines also provide information on maintaining the architectural integrity of individual resources, their surroundings, and historic districts as a whole. They are provided to help owners and occupants of locally designated properties in making decisions about appropriate exterior material changes that are sensitive to the integrity of the resource and its surroundings.

It is hoped that the guidelines in this manual serve as a useful aid in helping property owners make historically sensitive project plans before commencing a work project involving resources located within local historic districts. Neither the Gainesville Historic Preservation Ordinance nor the Gainesville Historic Preservation Commission is concerned with “freezing” Gainesville in time. The fact that the City will continue to grow and change, and that owners and occupants will have their own changing needs, is strongly recognized.

The Design Guidelines emphasize that it is better to retain, repair, and maintain, rather than replace, a historic or non-historic building or its character-defining features. The document is divided into the following sections: (1) Administrative Information; (2) Gainesville’s Historic Districts and Landmarks; (3) Residential Design Guidelines; (4) Design Guidelines for Residential Architecture Used for Commercial Purposes; (5) Commercial Design Guidelines; (6) Guidelines for Demolition and Relocation; (7) Glossary; and (8) Appendices.

1.2 Preservation Philosophy

Within the broader field of historic preservation, there are a variety of terms used to describe the types of treatments and approaches to preserving, repairing, and altering historic buildings. As the agency that oversees all historic preservation activities in the United States at the federal level, the National Park Service, has formally recognized four treatments for historic buildings. These treatments are preservation, rehabilitation, restoration, and reconstruction. Each of these treatments refers to a different philosophical approach to the resource. When doing any

work on a historic property, a treatment type should first be selected based upon the conditions and significance of the property. Once a treatment is selected, the Secretary of the Interior’s Standards for that particular treatment can provide philosophical consistency to the work undertaken.

In Gainesville’s local historic districts, preservation and rehabilitation will often be the most appropriate treatments. In the event that a property is damaged by fire or other detrimental event, reconstruction would be an appropriate treatment. In certain instances, restoration may also be desirable.

***Preservation** is defined as the act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.*

Preservation efforts tend to focus on stabilizing and maintaining a property without significant alteration to its condition when acquired or purchased. Preservation seeks to do the least amount of intervention as possible, often limiting intervention to normal maintenance or work needed to protect the property from further damage. New exterior additions are not within the scope of a preservation treatment, while sensitively upgrading mechanical or electric systems is appropriate within a preservation project. Preservation is typically an appropriate treatment when a resource has retained a high level of physical integrity or has exceptional national significance. National Historic Landmarks, for example, would typically warrant preservation.

***Rehabilitation** is defined as 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.*

In a rehabilitation effort, the aim is to permit a modern use in a historic building, while still maintaining the features that give the resource historical or cultural importance. Rehabilitation makes allowances for modern use, though considerable effort should be made to maintain exterior physical features, particularly those that pertain to its historical significance and integrity. For example, the

rehabilitation of a Queen Anne house may require that deteriorated flooring is replaced; however, significant exterior features like the variety of wall textures, decorative millwork, and turrets, should be retained. Rehabilitation is often chosen as an appropriate treatment when there is a greater degree of deterioration for a particular property or the resource is located within a larger district, where its significance is based upon the whole, rather than the individual building.

***Restoration** is defined as 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.*

A restoration is an appropriate treatment when a property has a very specific period of significance, after which several insensitive or non-historic alterations may have been made. In a restoration, those alterations that are either non-historic, or were unrelated to the significance or period of time for which the property was significant, can be removed. Likewise, elements that were present during the period of the property’s significance may be replaced. In a restoration, documentation and photographic evidence should exist for any elements added to the property.

***Reconstruction** is defined as 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 of time and in its historic location.*

Reconstruction is appropriate when a historic building, or portions of a building, no longer exist, yet extensive physical evidence and historic documentation exists. When performing a reconstruction, it is essential that enough property documentation and physical evidence exists so that the buildings, or portions thereof, are reconstructed accurately with minimal conjecture. For example, damage to portions or all of a historic property may occur through fire or other natural disaster. If such an event occurs, property owners should consult historic documents, photographs, and historic architectural renderings to reconstruct the damaged portions.

1.3 The Secretary of the Interior's Standards for Rehabilitation

In addition to recognizing different types of treatments (e.g., preservation, rehabilitation, and restoration), the Secretary of the Interior developed a set of Standards that specifically address each treatment and the appropriate amount, type, and nature of intervention conducted. The Secretary of the Interior's Standards for Rehabilitation (listed below) should be used to understand the appropriate treatments and methods for rehabilitation of historic buildings in Gainesville or locally designated historic districts. The Secretary of the Interior's Standards for Rehabilitation and associated illustrative guidelines are provided in a document entitled *The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings*. The Secretary's Standards provide the theoretical and practical underpinnings for the *Design Guidelines*. Together, the Secretary's Standards and the design guidelines provide a model process for owners, developers, and others to follow.

1.3.1 The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its intended 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 sandblasting, 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 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.

1.4 Understanding the Difference between a National Register Historic District and a Locally-Designated Historic District

The National Register for Historic Places (NRHP) is our nation's official list of historic places deemed worthy of preservation; it simply recognizes a site's historical, architectural, cultural, or archeological significance. Although the National Register designation can be repealed due to substantial changes within the district, being listed in the National Register does not guarantee protection from irreversible changes that may alter the historical significance of a site or district within which a site is located.

The National Register of Historic Places, established by the National Historic Preservation Act of 1966, is a list of properties recognized as having historic, architectural, archaeological, or cultural significance. The National Register is composed of many property or resource types, including buildings, structures, sites, districts, and objects. The National Register is part of a national program to identify, evaluate, and protect America's historic resources. Though the National Register is administered and maintained by the National Park Service, properties included in the National Register can have significance at the national, state, or local level.

1.4.1 Common Misconceptions about the NRHP

There are frequently misconceptions and misunderstandings about what listing on the National Register of Historic Places actually means.

- National Register listing does not restrict the rights of private property owners in the use, development, modification, or sale of private property.

- National Register listing does not lead to public acquisition or require public access.
- National Register listing does not automatically invoke local historic district zoning or local landmark designation.
- National Register listing does not force federal, state, local, or private projects to be stopped.

1.4.2 Benefits of NRHP Listing

Listing in the National Register of Historic Places provides many benefits for property owners. The National Register provides formal recognition of a property's historical, architectural, or archaeological significance based on national standards. Other opportunities and benefits available to properties listed in the National Register include:

- Federal preservation grants for planning and rehabilitation
- Federal investment tax credits
- Preservation easements to nonprofit organizations
- Possible State and local tax benefits and grant opportunities. Contact the Georgia State Historic Preservation Office for historic property incentives available within Georgia, or visit www.georgiashpo.org
- Provides protection for homeowners through a formal review process against any future project conducted, funded, or licensed by a Federal agency that may negatively affect the historic property or historic district

1.4.3 Benefits of Local Designation

Local designation offers protection against incompatible changes by providing the City of Gainesville with the means to assure that alterations and new construction take place in a manner that respects the important historical significance of a site or district.

The fundamental principle, purpose, and objective of the National Historic Preservation Act of 1966, as amended through 2000; the Georgia Historic Preservation Act of 1980; and the Gainesville Historic Preservation Ordinance, as amended and as incorporated into Gainesville's Unified Land Development Code; is to establish a procedure for use in providing for the protection, enhancement, perpetuation and use of places, structures, landscape features and works of art having a special historical, architectural, cultural or aesthetic interest or value. Simply put, historic preservation protects Gainesville's resources from destruction or deterioration and encourages their active role in the community. Preservation refers to the maintenance of historic resources without significant alteration to their current condition, keeping in mind that changes which occur over time are in and of themselves evidence of history and development.

1.5 Design Review

In order to provide for the protection, enhancement, perpetuation, and use of Gainesville's irreplaceable historic resources, the City of Gainesville has developed a process for design review. Upon local designation, both the State Act and the Gainesville Historic Preservation Ordinance require that an owner or occupant of a property in a locally designated historic district obtain a **Certificate of Appropriateness** when they are considering a material change to the exterior of their property or its surroundings. A Certificate of Appropriateness is evidence of approval by the Gainesville Historic Preservation Commission for that owner or occupant to make material changes in the exterior appearance of a property whether the building undergoing changes is determined historic, non-historic, or intrusive. A material change is defined in [Chapter 9-23-1](#) of the Gainesville Unified Land Development Code (ULDC) (see Appendix A) as a change that will affect the exterior architectural or environmental features of a historic property or any structure, site, work of art within a historic district and may include one or more of the following:

1. A reconstruction or alteration of the size, shape or façade; including the relocation of any doors or windows, or removal or alteration of any architectural features, details or elements;
2. Demolition or relocation of a historic structure;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising or a parking area visible from the public right-of-way; or
5. The erection, alteration, restoration or removal of any building or other structures; including walls, fences, steps and pavements, or other appurtenant features – except exterior paint alterations.

The Gainesville Historic Preservation Ordinance within the ULDC outlines the procedure for obtaining a Certificate of Appropriateness as well as the steps involved in the public hearing process and the grounds upon which the Gainesville Historic Preservation Commission makes its decisions. It should be noted that studies in other Georgia communities have shown that over ninety-seven percent (97%) of all applications for a Certificate of Appropriateness are approved.¹

1.5.1 Procedure for Obtaining a Certificate of Appropriateness

The first step in the procedure for approval of an application for a Certificate of Appropriateness is to meet with the Gainesville Community Development Department's Special Projects Division staff to discuss the proposed work. During that meeting, the staff will explain any guidelines or regulations that apply, provide an application for a Certificate of Appropriateness, and inform the property owner of any deadlines and/or public hearing dates. Upon receipt of a complete application, the staff will process the application and begin an initial review. The staff will also prepare and post

public notice, as required in [Section 9-23-3-5](#) of the Gainesville Unified Land Development Code (ULDC). Special Projects Division staff will then prepare a staff report detailing the proposal and explaining any pertinent guidelines or regulations, as well as supporting documents submitted by the applicant. The staff report will be delivered to the Gainesville Historic Preservation Commission prior to the scheduled hearing date. A copy of the staff report will be mailed to the applicant along with a reminder notice of the meeting date.

At the scheduled public hearing, each applicant will be asked to present their request and explain the nature of the proposed work to the Gainesville Historic Preservation Commission. The applicant may also be asked to answer any questions raised by the Gainesville Historic Preservation Commission or members of the public in attendance. Once the discussion and questions have concluded, the Chair of the Preservation Commission will close the public hearing and call for a motion that the application for a Certificate of Appropriateness be approved, approved with conditions or modifications, denied, or tabled for further information. The Chair will then ask for any further discussion and call for a vote.

Once an application has been approved, the applicant may proceed by obtaining any applicable permits. If the application has been denied, the applicant has the option of modifying the proposal and then resubmitting the modified proposal for review and approval by the Preservation Commission. However, if an applicant feels adversely affected by any determination made by the Preservation Commission relative to the issuance or denial of a Certificate of Appropriateness, the applicant may appeal such determination to the Gainesville City Council. The City Council may approve, modify or deny the determination made by the Preservation Commission, if it finds that the determination is unfounded by the provisions of the Gainesville Historic Preservation Ordinance, the published design guidelines, and is contrary to applicable law. The applicant has the ability to appeal a decision by City Council to the Courts.

Because the approval process takes a maximum of forty-five (45) days, it is recommended that the applicant plan any changes well in advance. The established time frame is a legal necessity and cannot be altered by staff if a complete application is filed. To ensure that the most complete and concise staff report is written for a proposal, an applicant must be sure that all necessary information is provided with their application. An incomplete application will be deferred by staff, causing an applicant further delays. Please note that the Preservation Commission may consider, but shall not be bound by, precedent. Each case shall be decided upon its merits, applying the Gainesville Historic Preservation Ordinance, the Secretary of the Interior's Standards, and these *Design Guidelines*.

1.5.2 Ordinary Maintenance and Repair, Minor Work Projects, and Major Work Projects

The Gainesville Historic Preservation Ordinance classifies property owner actions into three categories, including ordinary maintenance and repair, minor work projects, and major work projects.

Ordinary maintenance and repair includes

any repair or replacement where there is no change in the design, materials, or general appearance of a building or its setting. As stated in the Gainesville Historic Preservation Ordinance, ordinary maintenance and repair of any exterior architectural feature to correct deterioration, decay, or damage; or to sustain the existing form; and that does not involve a material change in design, material, or exterior appearance, does not require a Certificate of Appropriateness. Although the replacement of features with the exact same materials, design, and general appearance is considered ordinary maintenance and repair, please contact the Community Development Department staff to verify the nature of the proposed work project before conducting any work or attempting to obtain necessary permits.

Any repair or replacement that does involve a change in the design, materials, or general appearance is defined as a material alteration, and a Certificate of Appropriateness is required. Alterations may be considered minor work projects or major work projects, depending on the nature of the project. Minor work projects are generally reviewed by the Gainesville Community Department's Special Projects Division staff. Staff will only refer minor work projects to the Preservation Commission for review if the staff member determines the proposed change involves alterations, additions, or removals that are substantial, do not meet the design guidelines, and/or are of a precedent-setting nature.

Major work projects are always reviewed by the Gainesville Historic Preservation Commission. In general, major work projects involve a change in the appearance of a building or site, and are more substantial in nature than routine maintenance or minor work projects. Major work projects often include the following:

1. New construction – whether a principal building, an outbuilding, or an addition/expansion of the building footprint;
2. Introduction or removal of architectural elements;
3. Change in exterior materials;
4. Relocation and demolition of structures; or
5. Significant changes in site and landscape features, including modifications to driveways and parking lots; front- and side-yard landscaping; and removal of existing, healthy, and safe mature trees.

Although not exhaustive, Table 1.2 further distinguishes between ordinary maintenance and minor/major work projects. Contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of a work project not listed in the table.

Endnotes

¹ Data gathered through a survey responses obtained from Georgia Certified Local Government communities.

Table 1.2 Work Project Table

Type of Work Project		Ordinary Maintenance	Minor Work Projects (Staff)	Major Work Projects (GHPC)
1.	Painting or Repainting	X		
2.	Repair or Replacement: Same Material, Design and Exterior Appearance	X		
3.	Repair or Replacement: New or Different Material, Design and/or Exterior Appearance			X
	a) Removal of Existing Modern Material to Restore Historic Fabric	X		
	b) Spot-Replace Irreparable Wood Siding with Fiber Cement Siding or Approved Equivalent		X (Side & Rear Façades; <u>and</u> Less than 25% per Façade)	X (Front Façade; and/or Greater than 25% per Side/Rear Façade)
4.	New Construction: Principal Building, Accessory Structure/Outbuilding, Porch, Deck, and Other Structures			X
5.	Construction of Accessibility Features:			
	a) Exterior Staircases/Fire Escapes		X (Nonvisible Side or Rear Façade)	X (Front or Visible Side Façade)
	b) Handicap Ramps		X (Nonvisible Side or Rear Façade)	X (Front or Visible Side Façade)
6.	Additions or Expansion of Building Footprint			X
7.	Change in Exterior Materials, Design or Appearance			X
8.	Introduction or Removal of Architectural Elements			X
9.	Relocation or Demolition of Buildings and Outbuildings			X
	a) Removal of Principal Building if Determined Irreparable and/or a Public Safety Threat: (i.e. Repair Costs Exceed 60% of Replacement Costs)		X	
	1) Submit Site Inspection Report from City Inspector			
	2) Submit Detailed Estimate from Licensed Contractor for Repair <u>AND</u> Replacement Costs			
	b) Removal of Outbuilding Determined to be Irreparable		X	
	c) Removal of Outbuilding Determined to be Repairable			X
10.	Roofs:			
	a) Materials: Repair or Replacement	X (Same Material)		X (New/Different Material)
	b) Shape or Form: Alteration, Modification or New			X
	c) Roof Elements: Cresting/Finials, Dormers, Chimneys, Cornices/Eaves, and Gutters/Downspouts	X (Same Material)		X (New/Different Material; Alteration/Modification/Removal/Introduction of Element)

Table 1.2 Work Project Table

Type of Work Project		Ordinary Maintenance	Minor Work Projects (Staff)	Major Work Projects (GHPC)
11.	Exterior Wall Siding:			
	a)	Materials: Repair or Replacement	X (Same Material)	X (New/Different Material)
	b)	Cleaning and Painting	X (No Change)	X (Change in Material or Design)
	c)	Removal or Introduction of Siding Material	X (Removal of Modern Material to Restore Historic Fabric)	X (Removal of Historic Fabric or Introduction of Modern Material)
12.	Foundations:			
	a)	Materials: Repair or Replacement:	X (Same Material)	X (New/Different Material)
	b)	Cleaning and Painting:	X (No Change)	X (Change in Material or Design)
	c)	Infill Between Piers:		X (Does NOT Meet Guidelines)
13.	Windows and Doors:			
	a)	Caulking and Weather-stripping Windows or Doors/ Methods to "Weather-tight" Structure:	X (No Change)	X (Change in Material or Design)
	b)	Installation or Removal of Storm Windows or Doors:		X (Does NOT Meet Guidelines)
	c)	Alteration or Removal of Existing Windows or Doors:		X
	d)	Installation of New or Different Windows or Doors and Window or Door Elements:		X
	e)	Shutters: Introduction of Shutters Where They <u>Did Not</u> Previously Exist		X
	f)	Shutters: Replacement of Existing Shutters with New Material or Design	X	
	g)	Shutters: Repair or Replacement with Same Material and Design	X	
14.	Porches:			
	a)	Materials: Repair or Replacement:	X (Same Material)	X (Change in Material)
	b)	Removal or Introduction of a Porch, Deck or Elements:		X (Front or Visible Side Façades)
	c)	Enclosure of Existing Porch (i.e. sunroom; creation of new room)		X
	d)	Convert open deck into covered porch with roof, etc.		X
	e)	Screening-in of existing porch	X	
	f)	Introduction of Access or Safety Features Using Materials and Design Appropriate to Principal Structure	X (Nonvisible Side or Rear Façade)	X (Front or Visible Side Façade)

Table 1.2 Work Project Table

Type of Work Project			Ordinary Maintenance	Minor Work Projects (Staff)	Major Work Projects (Staff)
15.	Site and Landscape Features:				
	a)	Outbuildings/Accessory Structures:			
	1)	Repair or Replacement of Materials or Elements:	X (Same Material and Design)		X (Change in Material or Design)
	2)	New Construction:			X
	3)	Demolition or Relocation:		X (Intrusive or Non-character contributing; or Irreparable or a Public Safety Threat)	X (Historic or Character-contributing Non-historic; or Reparable)
	b)	Walkways, Driveways and Parking Lots:			
	1)	Walkways and Pathways:	X (No Change)	X (Removal of Non-historic or Introduction of New in Side or Rear Yard)	X (Change in Materials or Design; Removal of Historic or Introduction of New in Front Yard)
	2)	Driveways and Parking Lots:	X (Repair or Resurface with Same Material)	X (Construction or Removal of in Rear Yard)	X (Construction, Expansion or Removal of in Front or Side Yard)
	c)	Fences and Freestanding Walls:	X (Repair or Replace with Same Material or Design)	X (Construction or Removal of in Rear Yard)	X (Construction, Modification or Removal of in Front Yard)
	d)	Retaining Walls:			
	1)	Height Less than 3.5-feet: (New retaining walls less than 3.5-feet in height must be comprised of wood or railroad ties, stone, brick, or approved equivalent)	X (Repair or Replace with Same Material or Design)	X (Construction or Removal)	
	2)	Height 3.5-feet or Greater	X (Repair or Replace with Same Material or Design)	X (Construction of in Side or Rear Yard)	X (Construction, Modification of in Front Yard; or Removal of Structurally-sound Historic)
	e)	Trees and Other Landscaping:			
	1)	Removal of Existing Mature Trees		X (Dead/Diseased/Dangerous Tree in Front or Side Yard with Report from Certified Arborist; or Healthy Unsafe Trees in Rear Yard)	X (Healthy or Safe Trees)
	f)	Mechanical Systems (HVAC):		X (Side or Rear Façade/Yard)	X (Front Façade/Yard)
	g)	New Installation, Alteration, or Replacement of Existing Equipment on front of building		X (Removal with NO Replacement)	X (New Installation, or Alteration or Replacement of Existing)
	h)	Installation, Alteration or Removal of Exterior Lighting Fixtures: (not including light bulbs)		X (Rear Façade or Yard)	X (Front and Side Façade or Yard)
	i)	Signage			X



2 Gainesville's Historic Districts

2.1 Ridgewood Historic District

2.1.1 Introduction

The Ridgewood Neighborhood Local Historic District serves as a bridge between the Green Street historic area and the Rock Creek, Ivey Terrace and Wilshire neighborhoods. This area, which is a traditional residential neighborhood with sidewalks on either side of the street, is located within one of the oldest residential areas in Gainesville. Forty-eight (48) of the forty-nine (49) structures located in the district were built between 1910 and 1954, most of which were constructed in the 1930s with brick, asbestos siding or wood exteriors; the remaining structure was built in 1987. The fiftieth property located within the historic district is a small park, which is called the H. H. Dean Memorial Park in memory of the developer who originally owned much of the property within this neighborhood. The park area is land that was given by H. H. Dean to the Northside Garden Club in the 1930s, when much of the H. H. Dean Estate was subdivided to create the Ridgewood neighborhood area.

2.1.2 Explanation of District Boundaries

The Ridgewood Neighborhood Local Historic District is located north of the Central Business District within the Neighborhood Conservation (N-C) zoning district along Ridgewood Avenue. The district includes fiftieth (50) contiguous properties situated along Ridgewood Avenue, Denton Drive, and Bradford Street.

2.1.3 History and Significance

During the early to mid-twentieth century, Gainesville was struggling with the erosion of its manufacturing base due to the Great Depression and agricultural devastation due to the boll weevil, drought, and crop failure. On April 6, 1936, much of Downtown Gainesville was destroyed by an F4 tornado. Because the Ridgewood neighborhood is located at a higher elevation than Gainesville's downtown, the residents of the Ridgewood neighborhood area wrote about looking toward downtown and experiencing the horror of the tornado's destruction. The tornado of 1936 led many residents to prepare for future storms by constructing underground tornado shelters.

The Ridgewood Neighborhood Local Historic District represents a major period in the development of Gainesville. It contains a high concentration of intact, historic residential buildings that reflect architectural

styles and building types found throughout the early and mid-twentieth century. The structures located within the historic district depict an era of architectural and historical character and are reflective of the social and cultural development of Gainesville. Moreover, several prominent residents of Gainesville have ties to the homes within the proposed Ridgewood Neighborhood Local Historic District.

2.1.4 District Character and Character-Defining Features

The buildings located within the district are representative of the type of historic residential architecture found in many of Georgia's towns and cities. These residences are reflective of prevailing national principles and architectural practices during the early to mid-twentieth century. The district contains modestly-scaled middle-class housing constructed between 1910 and the 1950s. The houses are generally one-story bungalows, with most of these constructed on basements. This area contains a number of architectural styles, with Craftsman and English Vernacular Revival comprising the most prevalent styles. Many of the structures contain much of their original fabric –



Tudor Revival style residential building located at 640 Ridgewood Avenue is an example of a minimal traditional cottage.



Folk Victorian style residential building located at 500 Ridgewood Avenue is an example of a gabled ell cottage.

including plaster walls, windows and exterior building materials – but many have been renovated and altered since their original construction. Ridgewood Neighborhood Local Historic District also contains historic landscaped yards and numerous large, mature trees that are reflective of the age and style of the residences in the district. As such, the landscaping, vegetation, and site features are significant character-defining features.

The residential character of the Ridgewood Neighborhood Local Historic District means that it will come under design review by the Gainesville Historic Preservation Commission based on Chapter 3: Residential Design Guidelines.

2.2 Green Street Historic District

2.2.1 Introduction

The Green Street Local Historic District contains a high concentration of intact, historic residential structures that reflect architectural styles and building types popular throughout the late-nineteenth and early-twentieth centuries. Green Street, which was once an important transportation route to the mining regions, is a four-lane state highway that serves as the foundation for the Green Street Local Historic District. It is lined on both sides with some of Gainesville's largest, oldest and most architecturally-distinctive homes. Buildings in the district date from the 1880s to the 1930s, although some were constructed later and are non-historic in nature. Many are one and one-half to two stories in height with a few having two and one-half stories. Many of the buildings, which were built by locally prominent architects and builders including John Cherry and E. Levi Prater, served as residences for some of Gainesville's important professionals and businessmen, educators, and politicians. Historically speaking, the Green Street Local Historic District reflects prosperity of the agricultural and mining industries in the Gainesville area. For over fifty years, this area was known to visitors as one of the outstanding residential neighborhoods in northeast Georgia. Many of the Green Street Local Historic District residences are now used for commercial purposes, including retail space and various offices.

2.2.2 Explanation of District Boundaries

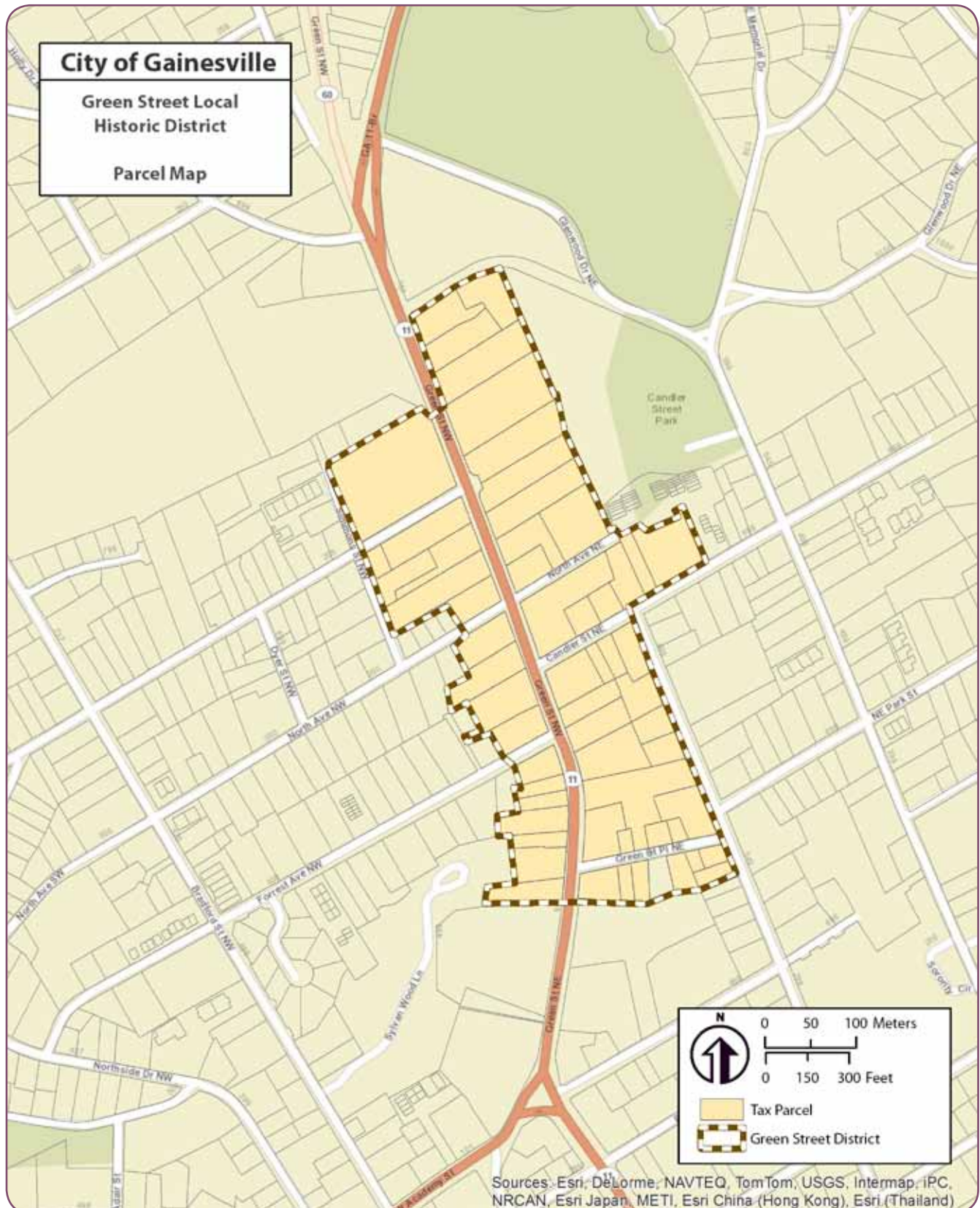
The Green Street Historic Local Historic District is comprised of fifty-eight (58) parcels

located along Green Street. The Green Street Local Historic District is roughly bound by Prior Street to the north, Boulevard to the east, Simmons Street to the west, and extends just beyond Green Street Place to the south.

2.2.3 History and Significance

Green Street was originally a Native American trail and wagon road to North Georgia. With the discovery of gold in North Georgia around 1828, Gainesville became a trading center for gold mining and agricultural operations. Stores, taverns, and offices were

erected downtown. After 1870, following the extension of the railroad to Gainesville, North Green Street became the prime residential district, as the more affluent families and business owners began constructing residential dwellings along the street. A streetcar track with horse-drawn cars was constructed in the late 1880s, extending from



the railroad depot to various parts of the city, including North Green Street. In 1903, the streetcar was electrified. Many of the buildings in the Green Street Local Historic District were built by locally prominent architects and builders, including John Cherry and E. Levi Prater. These buildings served as residences for some of Gainesville's important professionals, businessmen, educators, and politicians. The Green Street Local Historic District reflects prosperity of the agricultural and mining industries in the Gainesville area and provides architecturally significant high-style examples of residential architecture.

2.2.4 District Character and Character-Defining Features

The Green Street Local Historic District contains a high concentration of intact, historic residential buildings that reflect architectural styles and building types popular throughout the late-nineteenth and early-twentieth centuries. Moreover, the buildings are reflective of the social and cultural development of Gainesville. The Green Street Local Historic District contains



Green Street is a four-lane state highway that has contributed to the evolution of the district from residential to predominately commercial use.



Smith-Palmour-Estes House located at 446 Green Street is an example of Folk Victorian Style/Queen Anne Type Residential Building.



Nalley-Martin House located at 434 Green Street is an example of a Federal Revival Style/Georgian House Type Residential Building.

an outstanding group of Victorian and Neoclassical Revival homes dating from the turn of the nineteenth century. The various architectural styles found in the district include Colonial Revival, Folk Victorian, English Vernacular Revival, early Classic Revival and Italian Renaissance. There are several late-Victorian buildings located in the district, including the Smith-Palmour-Estes House, which has Queen Anne massing and intricate Eastlake porch detailing. There are also several high-style Neoclassical structures with a variety of monumental one- and two-story porticos. A majority of the buildings are wood-framed with clapboard siding, while a few are constructed of brick veneer or consist of synthetic siding added in recent years.

The predominately commercial nature of the Green Street Local Historic District means that it will come under design review by the Gainesville Historic Preservation Commission based on Chapter 4: Design Guidelines for Residential Architecture Used for Commercial Purposes.

2.3 Proposed Downtown Commercial District

2.3.1 Introduction

The Downtown Commercial Historic District contains a high concentration of intact, historic commercial structures that reflect architectural styles and building types popular throughout the late-nineteenth and early-twentieth centuries. Buildings in the district date from the 1880s to the 1930s, although some were constructed later and are non-historic in nature. Many are one and one-half to two stories in height with a few having two and one-half stories. Many of the buildings were built by notable architects and builders including Joe R. Brice, William J.J. Chase, Levi Prater, and S.D. Trowbridge. These historic buildings and the commercial activity they represent are directly related to the economic development and prosperity of the community and its surrounding region during the late-nineteenth and mid-twentieth centuries.

2.3.2 Explanation of District Boundaries

The Local Downtown Commercial Historic District is comprised of properties located along West Academy Street to the north and west, Jesse Jewell Parkway to the south, and E.E. Butler Parkway to the east. The Downtown Commercial Local Historic district also encompasses the NRHP listed Gainesville Commercial Historic District, centered around the town square.

2.3.3 History and Significance

Following the creation of Hall County in 1818, the trading community of Mule Camp Springs was chosen as the site of the county seat. In 1820, a town was formally surveyed and laid out by Timothy Terrell, IV, in the vicinity of the traditional trading site, and a year later, the town was officially renamed Gainesville. The original plan consisted of streets in a grid pattern that connected to established trading routes outside the city. The plan also included



Washington Street Streetscape.



Historic Filling Station located at 332 Spring Street.

a courthouse square in the western corner. Gainesville remained a trading center throughout the 1800s and experienced steady growth. Construction continued around the courthouse square, but the 1872 construction of the Atlanta and Richmond Airline Railroad propelled Gainesville's greatest period of growth and solidified its position as the most important trading center in Northeast Georgia. In 1872, Gainesville was home to approximately 500 residents, but by 1880, the population had swelled to nearly 2000.

Though the majority of the city's earliest commercial and residential development was concentrated in the downtown area in the mid-nineteenth century, the earliest resources date to the latter part of the nineteenth century, with the majority of resources constructed in the early- and mid-twentieth century. Fires and natural disasters have necessitated the rebuilding of much of the downtown area, including the Hall County Courthouse, which has been rebuilt at least twice. When fire destroyed the courthouse in 1885, a new building was erected one block southeast of the square. In 1903 and 1936, tornadoes destroyed a number of buildings on the square, including the 1885 courthouse that was devastated in the 1936 storm.

2.3.4 District Character and Character-Defining Features

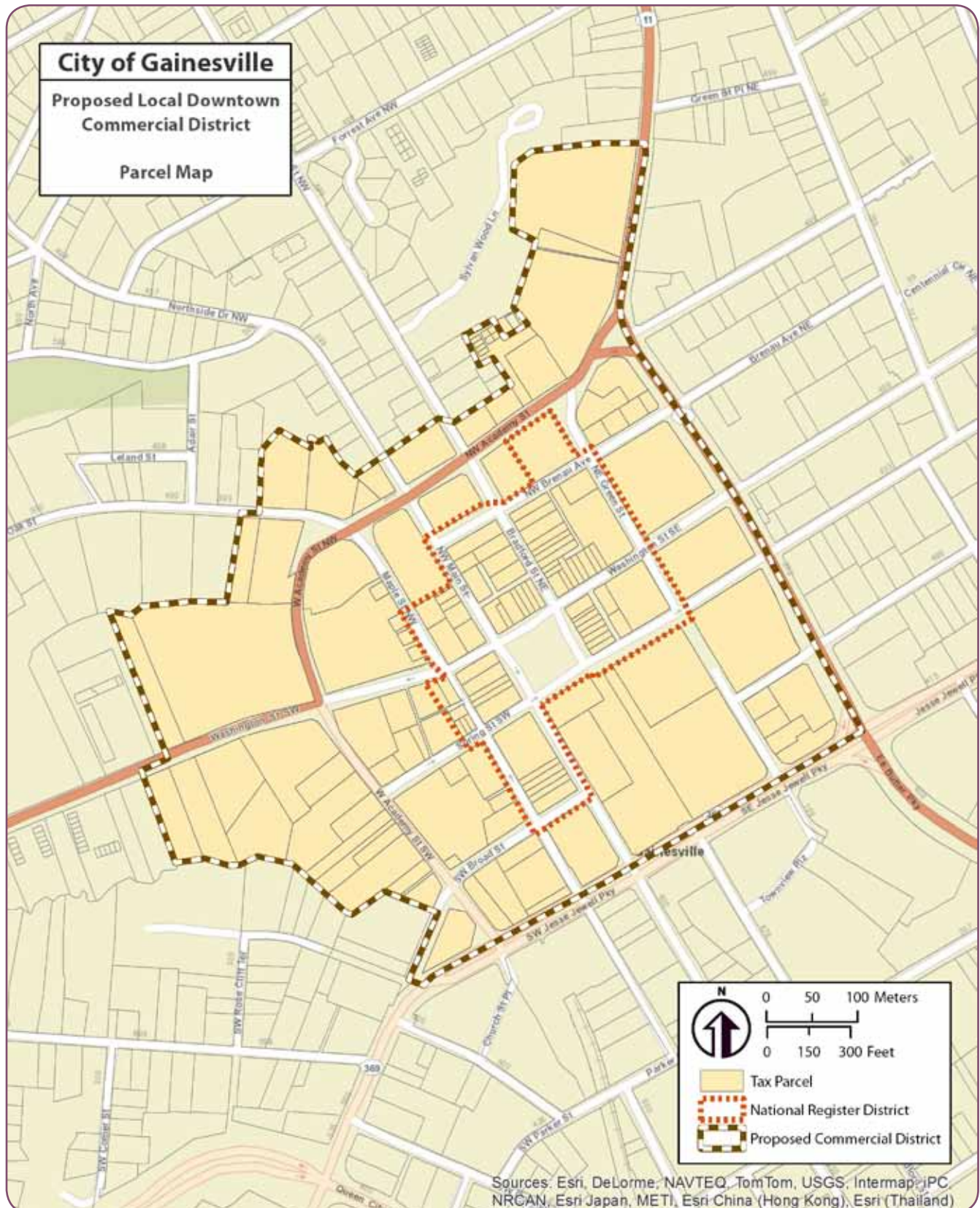
A portion of the Local Downtown Commercial Historic District was listed on the NRHP in 2003 as the Gainesville Commercial Historic District. The City of Gainesville was laid out in 1820 in a gridiron pattern of streets and alleys with the courthouse square located in the western corner of the grid. Architecturally, the downtown area is largely comprised of a collection of adjoining one and two-story brick commercial buildings constructed in the late nineteenth through the early twentieth century. Notable individual properties include the Hall County

Courthouse (116 Spring Street); the Federal Building and Courthouse (126 Washington Street; 121 Spring Street); the Jackson Building (112 Washington Street); the Logan Building (119 East Washington Street); and the Dixie Hunt Hotel (209 Spring Street). The district is represented by the Romanesque Revival, Renaissance Revival, Commercial and Art Deco

architectural styles. Historically, the Gainesville Commercial Historic District is significant in the areas of architecture, commerce, community planning and development, and politics and government.

The commercial nature of the proposed Local Downtown Commercial Historic District means that (if or when it is designated) it

would come under design review by the Gainesville Historic Preservation Commission under Chapter 5: Commercial Design Guidelines.



Map of District Proposed Downtown Commercial District.

2.4 Big Bear Café Individual Landmark

2.4.1 Introduction

The Big Bear Café is a complex containing two vernacular commercial buildings and a large warehouse located near the railroad on the south end of Main Street in the Midtown area of Gainesville. The first of the two vernacular commercial buildings was constructed in 1900 to house the Big Bear Café. The second building, constructed in 1936, originally housed a café and meat market. The warehouse building was constructed in 1950 and houses the Blue Angel Studio. The Big Bear Café complex is located in the heart of Gainesville in its commercial and industrial center. Over the years, a number of businesses have made their homes in the buildings, including Dago Barron's Big Bear Café and Delmer Dorsey Barber Shop on the north side, and Reynolds' Butcher Shop and Southern Café on the south side. Chambers Lumber Company utilized the larger warehouse building as a storehouse for their products.

2.4.2 Explanation of Landmark Location

The Big Bear Café property is located in the Midtown area on the east side of Main Street near its intersection with Industrial Boulevard. The property is bounded by Main Street, Bradford Street, and an abandoned spur track of the CSX Railroad (formerly Gainesville-Midland Railroad).

2.4.3 History and Significance

Gainesville became a trading center for gold mines after gold was discovered in North Georgia around 1828. Taverns, stores, and offices were erected downtown. Gainesville experienced little growth after the gold rush; however, with the arrival of railroad in the twentieth-century, Gainesville became a thriving railroad town. The railroad completely transformed the city of Gainesville, with significant growth occurring in the Midtown area after the construction of the railroad and depot. Much of the new development in Midtown centered along Main Street, which originated at the railroad depot and extended northward to the crossroads of the old town. The convenience of horse-drawn cars led to an increase in the number of residences, businesses, and churches in the area. By the turn of the twentieth-century, the Midtown area had experienced an increase in the amount of

commercial and industrial uses, while residential development had declined.

The Big Bear Café property contains one of the first permanent commercial buildings constructed along Main Street in the Midtown area, and as such, contributed to Gainesville's community planning efforts. The building was constructed around the turn of the twentieth century, between 1900 and 1930. The building was shaped as a parallelogram to face Main Street at an angle opposite a former street known as Abby Place, creating a distinctive architectural effect. The building has a partition that separates it into two interior spaces of approximately equal size. In the section of the building facing the railroad depot, The Southern Café served local and railroad customers for about seventy-five years; while, the other side of the building housed Delmer Dorsey's Railroad Barber Shop. The building later housed Jayne's Flower Shop.

The adjacent building is located approximately eight feet north of the original building. The second building was constructed in 1936, a few months after the devastating tornado of April 6, 1936. Like the original building, the second building was also constructed in the shape of a parallelogram. The second building also consisted of two interior spaces separated by a common wall. One side contained a café, while the side next to the alleyway contained a butcher shop. The café was operated by Mr. G. C. Barron, who had a black bear in a cage behind the café. Local residents began referring to the café as The Big Bear. In 1996, a concrete block addition was constructed on the rear of the Big Bear Café as a means for replacing an earlier dilapidated wood addition.

The third building, a large metal warehouse of approximately 4,900 square feet in size, was built by the Chambers Lumber Company in 1950; the company stored mantles, doors, windows, and fine millwork in the warehouse. The east end of the warehouse which fronts Bradford Street has a brick façade, while the north side of the building which runs parallel with an abandoned spur of the CSX Railroad (formerly Gainesville-Midland Railroad) has a larger railroad door used to load and unload cargo. In 1997, a small group of local artists worked with the owner to create an art studio within the building.

Since construction, the two brick buildings have contained a butcher shop, barbershop, machine shop, flower shop and several cafés; while the large metal warehouse was used as storage space for the Chambers Lumber Company and now Blue Angel Studio. These historical uses of the buildings located on the subject property once provided services for the industrial workers of the area, which

contributed to commercial development in Gainesville. The one-story brick, parallelogram buildings are typical commercial buildings from the turn of the twentieth century that are plain with commercial hardware characteristic of the period. The obtuse angles, creating the parallelogram shape, required custom fit for practically all of the structural elements and most of the interior finish as well.

The Big Bear Café Local Landmark is commercial in nature and will come under design review by the Gainesville Historic Preservation Commission based on Chapter 5: Commercial Design Guidelines.

2.5 Harper House Individual Landmark

2.5.1 Introduction

The Harper House is a single-family residential-style structure located in a larger residential neighborhood southeast of the Downtown Square along the Norfolk-Southern Railroad near an industrial area. This area of Gainesville is the historically African-American community that includes Newtown and Fair Street School. More specifically, the Harper House is located on the historically important Athens Street, which once was a thriving street with a number of businesses, like the Roxy Theater. This area was subject to the Urban Renewal initiative in Gainesville during in the 1970s, and many historic resources were lost when buildings were demolished to accommodate the widening of Athens Street. The area has been traditionally known as the "Athens Street Area" or the "Fair Street Community," "New Town" or "Newtown", and the "Miller Park Community." The Harper House is one of the few remaining residential resources in the area that once was home to the residences of several prominent members of the African-American community.

2.5.2 Explanation of Landmark Location

The Harper House is located in the Fair Street Area Neighborhood Planning Unit (NPU) on the north side of Athens Street between the Martin Luther King, Jr. Boulevard and Mill Street intersections.

2.5.3 History and Significance

The Harper House was home to Dr. William H. Harper, a prominent African-American educator and the first African-American principal in Gainesville. Born in 1880, Dr. Harper became known as a strict disciplinarian while serving as the principal of Summer Hill and Fair Street schools. Dr. Harper was instrumental in educating Gainesville's African-American students and in creating opportunity for those students to attend college. This is especially significant given the deep roots of racial segregation and discrimination in Gainesville and throughout Georgia. Also, Dr. Harper's home was a safe haven for African-American students who were given food, support, and encouragement to expand their educational boundaries. Similarly, Dr. Harper opened his home to other African-American educators traveling through Gainesville. Dr. Harper died in 1945 at the age of 64; he is revered as an important pioneer in



Local landmark Big Bear Café located in Midtown at 895 Main Street.



Local landmark Harper House located at 817 Athens Street.

the education of African-American children in Gainesville.

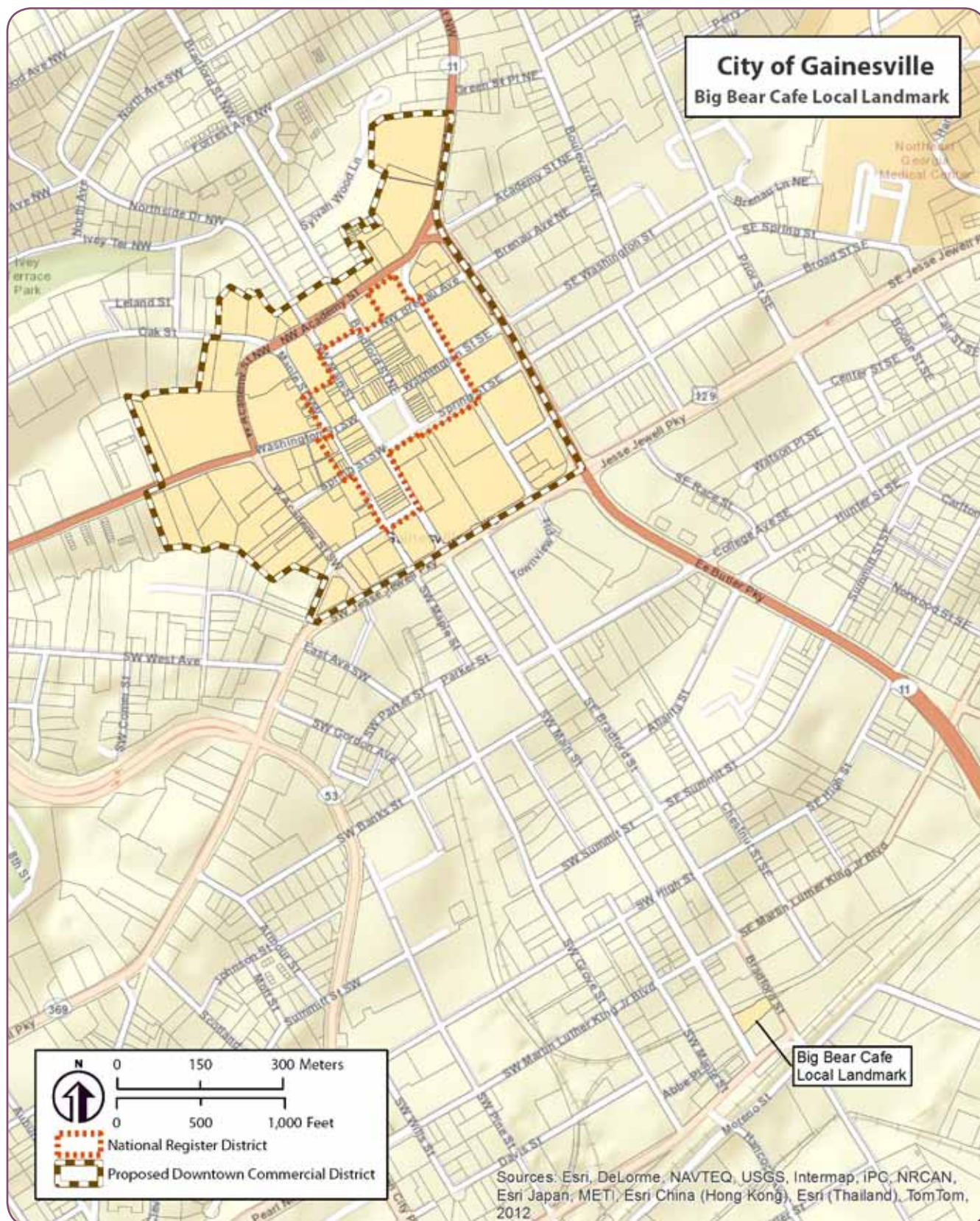
After his tenure with Gainesville City Schools, Dr. Harper sold the home to Mr. and Mrs. Enoch (Latrelle) Smith, who were members of the Bethel African Methodist Episcopal (A.M.E.) Church. As faithful members of the church, Mr. Smith served as a Sunday school teacher, while Mrs. Smith served as a Mission-

ary President and member of the Stewardship Board. Mr. and Mrs. Smith willed the property to the church upon their passing.

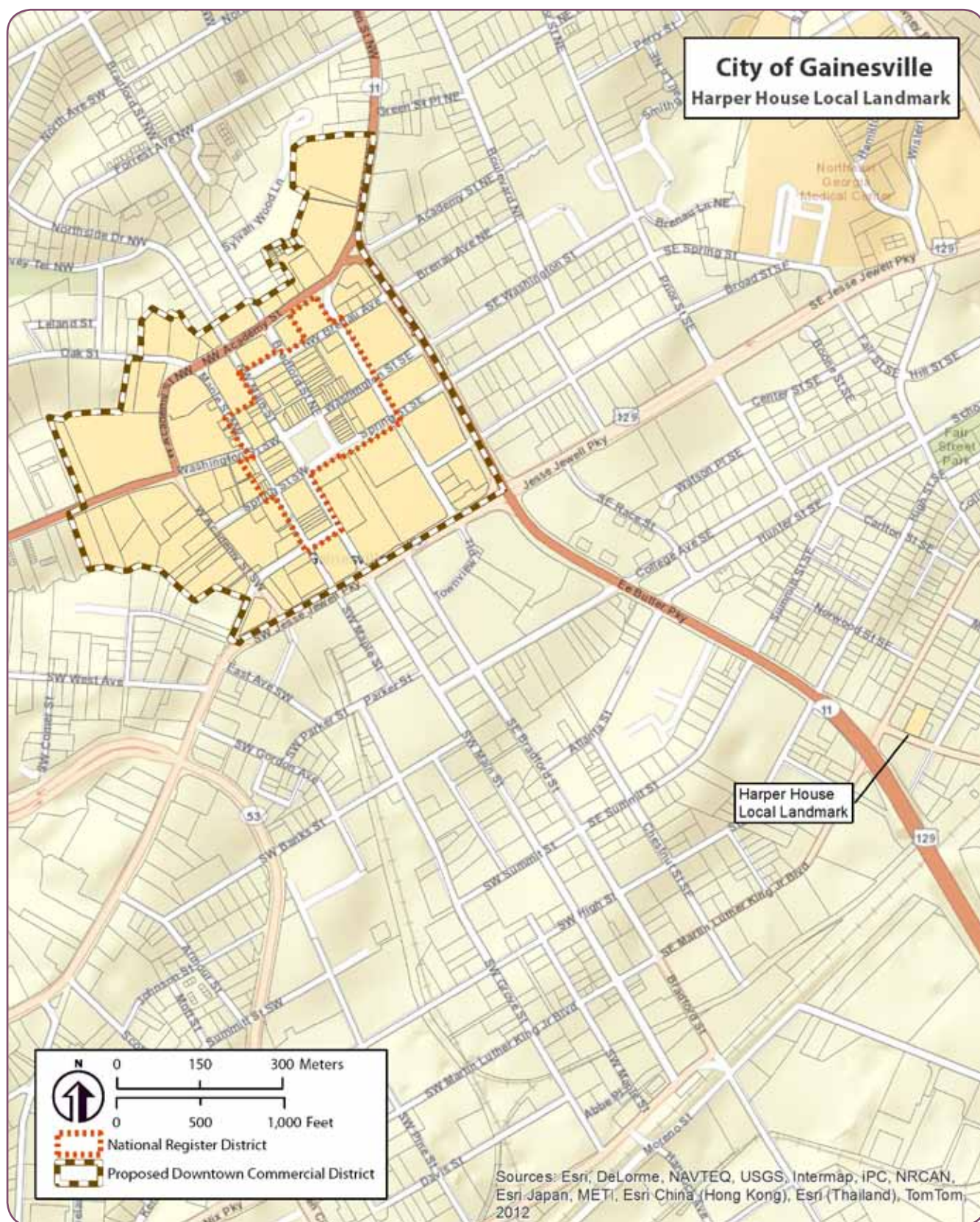
Architecturally speaking, the principal resource on the subject property is of no academic style, but has been documented as a New South cottage house-type. Constructed in 1930, the principal building remains largely intact, though some cosmetic alterations

exist. These alterations include the enclosure of a front porch and the application of brick veneer to what was likely a wood exterior. Many of these changes appear to be reversible.

The Harper House Local Landmark is residential in nature and will come under design review by the Gainesville Historic Preservation Commission based on Chapter 3: Residential Design Guidelines.



Map showing location of Big Bear Café Local Landmark.



Map showing location of Harper House Local Landmark.

3 Residential Design Guidelines

The City of Gainesville has developed design guidelines for residential districts to ensure that the unique sense of place and architectural character of each district are protected and preserved for the future. Gainesville's historic residential buildings are irreplaceable records of its past, and the community has made their preservation a priority.

These design guidelines are not intended to hamper property owners' abilities to live comfortably within residential districts; rather, they are intended to provide property owners, occupants, architects, developers, and other individuals contemplating rehabilitation, restoration, or new construction with the information they need to undertake projects that are sensitive to existing historic resources and compatible with the historic built environment.

The Gainesville Residential Design Guidelines are divided into four sections. Section 3.1 provides an introduction to residential environments and architecture. Section 3.2 features guidelines for rehabilitation of residential architecture. Section 3.3 features guidelines for residential site and landscape features. Section 3.4 features guidelines for additions to historic resources and guidelines for new construction within residential historic districts.

3.1 Introduction to Residential Environments and Architecture

3.1.1 Understanding the Residential Built Environment

The physical attributes that characterize historic residential built environments vary widely. The appearance of a historic district is shaped by a variety of factors, including density, setback, and building scale and massing.

Density: Density refers to the concentration of structures within a given area. Historic residential districts are characterized by a variety of different densities. Some neighborhoods have smaller yards in which the houses are built closely together, while others have larger yards in which there is greater distance between each building.

Setback: Setback refers to the distance between a property's lot lines and the building itself. Each residential district has a characteristic setback, expressed as the distance between the primary building and the street as well as between each building. Maintaining the established setback is important for preserving the character of the residential district.

Building Scale and Massing: Building scale refers to the overall size of the building, while massing refers to the overall character of its form in terms of its depth, width, and height. Within individual residential districts or neighborhoods, there is typically an established pattern of scale and massing from house to house that is a key character-defining feature of the district as a whole.

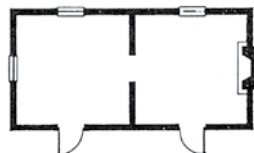
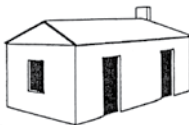
3.1.2 Residential Architectural Types and Styles

The Historic Preservation Division (HPD) of the Georgia Department of Natural Resources has identified a number of house types found in Georgia. Generally, a house type is described as the overall form of the

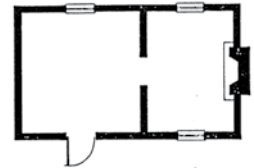
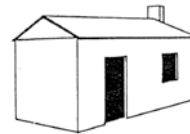
house, the outline of the original or main part of the house, and the general layout of the interior rooms. Style is described as the exterior ornamentation or decoration of a house. Houses of the same house type may exhibit different architectural styles. Though some regions developed peculiar deviations, many of the same types and styles are found across different regions of the United States. The development of architecture in Gainesville generally followed larger regional and national trends. Examples of high-style architecture and vernacular interpretations are found in Gainesville. A number of the house types represented in Gainesville are briefly described and illustrated below (illustrations taken from the HPD's publication, *House Types in Georgia*).

3.1.2.1 Residential Architectural Types

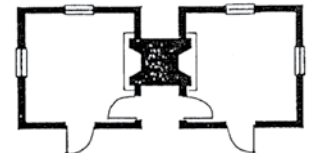
Double Pen – Double pen houses consist of two (usually square) rooms. They most commonly have side-gabled roofs and have two doors on the main façade, one for each room. Double pen houses can have one chimney, located at an end of the house, or two chimneys, one on either end. Most of these houses were built across Georgia between 1870 and 1930 for industrial and agricultural workers, although they now are found mostly in north Georgia.



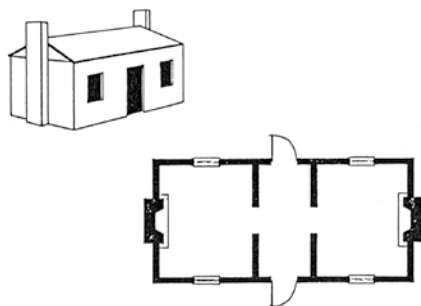
Hall-Parlor – Hall-parlor houses have two rooms of different sizes. The entry door enters into the "hall," which is the larger of the rooms and was used for a variety of purposes. The adjacent smaller room is the "parlor." Hall-parlor houses typically have a side-gabled roof, with one chimney, located at an end of the house, or two chimneys, one on either end. Built between 1850 and 1930, hall-parlor houses are found throughout Georgia.



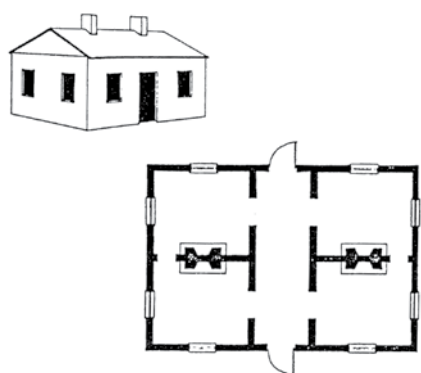
Saddlebag – Saddlebag houses are two-roomed, side-gabled houses with a central fireplace and chimney. They typically have one entry door near the fireplace, or each room can have its own door. Built across Georgia, saddlebag houses were built during three distinct periods: 1830-1850, 1860-1900, and 1910-1930. Most of the remaining examples are from the latest period.



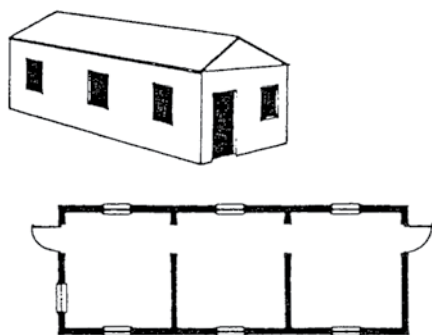
Central Hallway – This house type was constructed all over Georgia, in both towns and rural areas, throughout the nineteenth century and into the twentieth century. As the name suggests, this house type has a center hallway with a single room flanking on either side, and is only one room deep. Most examples of the central hallway house type were constructed between 1830 and 1930.



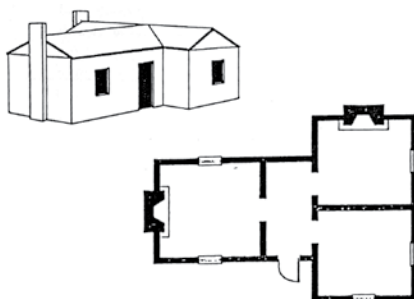
Georgian Cottage – Similar to the Central Hallway, the Georgian Cottage has a center hall with one room flanking on either side. However, the Georgian Cottage is two rooms deep. This house type was constructed through most of the Georgia's history well into the twentieth century and is found throughout the state. The Georgian Cottage is generally square, and acquired its name due to its floor plan, which is associated with eighteenth-century Georgian architecture.



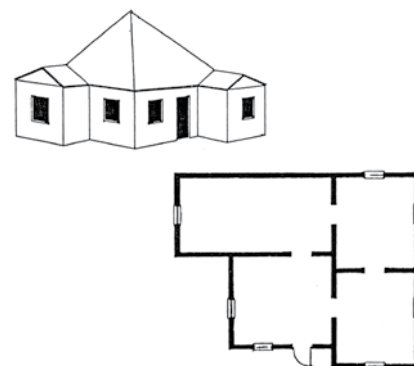
Shotgun – Shotgun houses are one room wide and multiple rooms deep (usually three). Usually the doors, including the front door, line up front to back through the house. Most shotgun houses are front-gabled, although hipped roofs can also be found. These houses were built mostly in larger cities from 1870-1930.



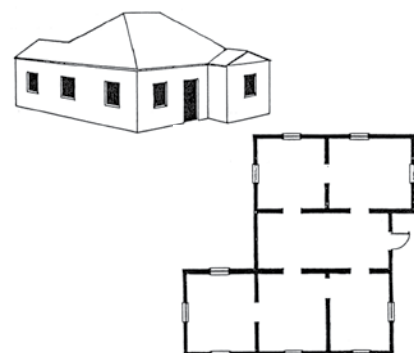
Gabled Wing Cottage – The Gabled Wing Cottage is one of the most popular house types from the late nineteenth and early twentieth centuries. This house type has a T- or L-shaped plan consisting of a gable-front projecting wing that is intersected by a perpendicular side gable wing. Most Gabled Wing Cottages were constructed between 1875 and 1915.



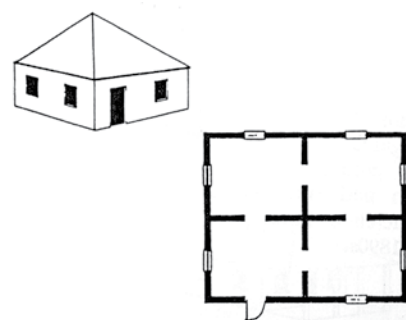
Queen Anne Cottage – The Queen Anne Cottage house type has a square main mass with projecting gables on the front and the side. The floor plan consists of rooms arranged asymmetrically with no central hallway. The roof is either hipped or pyramidal, and chimneys are found on the interior. This house type is found throughout the state in both rural and urban areas. Most Queen Anne Cottages were constructed in the 1880s and 1890s.



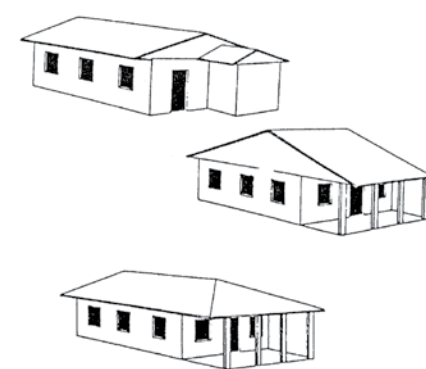
New South Cottage – The New South Cottage is similar in form to a Queen Anne Cottage with a characteristic hipped roof and projecting gables. The main difference between the two is a central hallway in the New South Cottage. The house was a popular choice for middle- and upper-middle income Georgians, with most constructed between the 1890s and 1920s. Examples of the New South Cottage are found throughout the state, in both rural and urban areas.



Pyramidal Cottage – This house type gets its name from the steeply pitched roof that forms a pyramid. The Pyramidal Cottage has a square main mass and consists of four main rooms with no hallway. Chimneys are generally found on the interior of the roof, sometimes at the apex. Most Pyramidal Cottages were constructed between 1910 and 1930.



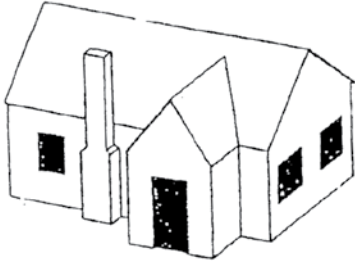
Bungalow – The Bungalow house type was one of the most popular house types constructed in Georgia in the twentieth century. Most were constructed between 1900 and 1930, but were also built into the 1940s and 1950s, especially in more rural areas. Known for its low pitched roof and wide roof overhang, bungalows generally have an irregular floor plan and a rectangular shape. Bungalows are divided into four subtypes based on roof characteristics: front gable, side gable, cross gable, and hip.



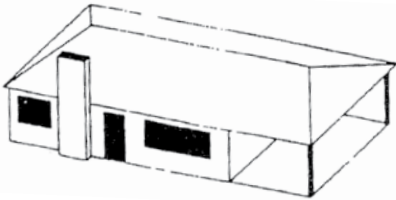
Extended Hall-Parlor – Extended hall-parlor houses are long, rectangular houses with the entrance on one of the narrow ends. Their floor plan is the hall-parlor arrangement extended back at least three rooms deep. The roof can be either hipped or front-gabled, with no recessed front porch. These houses are found throughout Georgia and were typically built from 1920-1940.



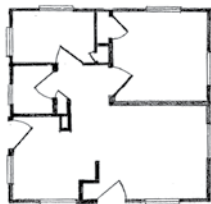
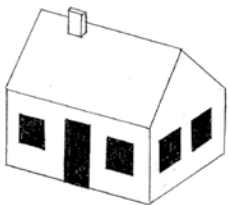
English Cottage – The English Cottage house type generally has a cross gable massing and a front facing chimney. A secondary projecting or recessed gable often defines the entrance. The English Cottage house type often has English Vernacular Revival stylistic details. This house type was constructed primarily in the 1930s and 1940s in towns and suburbs of larger cities.



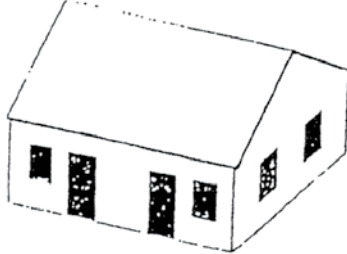
Ranch House – The Ranch House type is rectangular and has a long, low orientation. Roofs have a low pitch and are often hipped. Bedrooms are generally grouped at one end of the house, while living spaces are grouped at the other end. Integral carports or garages are often associated with the Ranch House type. Ranch Houses became popular toward the middle of the twentieth century and were built throughout the state in both rural and urban areas.



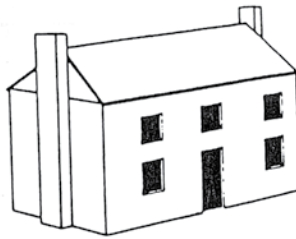
American Small House – Also commonly known as a Minimal Traditional Cottage or House, the American Small House is a rectangular, one-story plan, usually consisting of four or five rooms. Though the house appeared in the later 1930s, the American Small House became immensely popular in the period immediately following World War II and met the needs of many seeking small, affordable homes in the midst of a housing crisis.



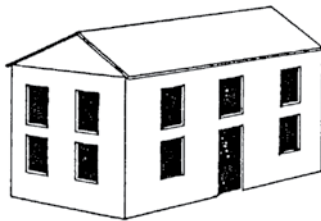
Side-Gabled Cottage – The Side-Gabled Cottage is a small, one-story, side-gabled house widely constructed as economical workers' housing between 1895 and the 1930s. The house gained the most popularity in mill towns and small towns throughout the state. Typically, a Side-Gabled Cottage has minimal stylistic details, and follows a double-pile, hall-parlor plan with a central door, or a foursquare plan with two entry doors.



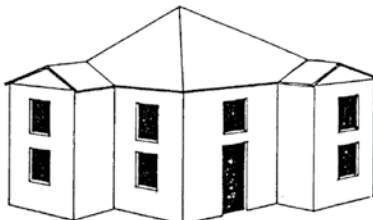
I-house – The I-House is a two-story, side-gabled house that is two rooms wide, and one room deep. I-Houses were built throughout the nineteenth century, though most examples in Georgia were constructed in the 1870s and 1880s. They were most popular in rural areas.



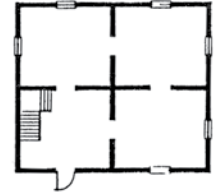
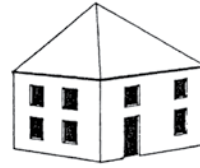
Georgian House – The Georgian House type exhibits the same characteristics as the Georgian Cottage, except it is two stories in height. Georgian Houses were built throughout the nineteenth century and into the twentieth century.



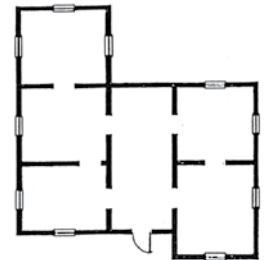
Queen Anne House – The Queen Anne House type displays the same characteristics as the Queen Anne Cottage, but is two stories in height. Most Queen Anne Houses were constructed in the 1880s and 1890s in towns and cities.



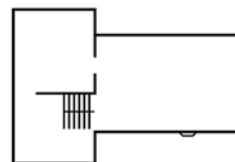
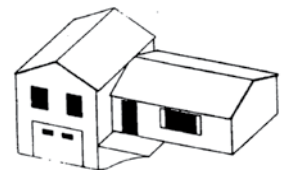
American Foursquare – The American Foursquare was a popular house type throughout the state between 1915 and 1930, with most examples constructed in urban areas. The house is characterized by four rooms on each story with no hallway. The entry generally opens into a room housing the stair.



New South House – The New South House type displays the same characteristics as the New South Cottage, but is two stories in height. Most New South Houses were constructed between the 1890s and 1920s. The New South House is less common than the New South Cottage.



Split Level – Split level houses consist of two attached parts: a one-story portion and a two-story portion. The one-story portion of the house joins the two-story portion between the first and second levels. The entrance is typically located in the one-story portion of the house near its junction with the two-story portion, while the lowest level of the two-story portion is typically used as a garage. This house type was popular in the suburbs in the 1950s.



3.1.2.1 Residential Architectural Styles

Folk Victorian



A local example of Folk Victorian architecture located at 500 Ridgewood Avenue.

McAlester defines this style as “the presence of Victorian decorative detailing on simple folk house forms” (2002: 309). Builders and home owners who did not necessarily have the means to produce more elaborate ornamentation interpreted more elaborate high style designs such as Queen Anne, Gothic Revival, and Italianate to meet their needs and budgets. Such details were applied to simpler house types, such as gabled wing, center hall, and Georgian cottages and houses. New technology allowed mass production of stylistic elements that were distributed to markets throughout the United States. Often, those who had achieved a degree of wealth and status remodeled existing simpler homes in the more modern Victorian styles.

Queen Anne



A local example of the Queen Anne architecture located at 446 Green Street.

The Queen Anne style is dominated by its asymmetrical form and irregular rooflines; to this irregular shape, a number of stylistic details were applied. The Queen Anne style often incorporated details from a number of different styles, including Classical, Gothic Revival, Exotic Revival, and Italianate. Some of the more typical applications include turned balusters and porch supports, decorative brackets, decorative half timbering, and decorative wood shingle detailing. Sometimes the decorative details are referred to as “gingerbread.” The houses most often had large porches that often wrapped to one or more sides. Towers were also a popular feature of Queen Anne houses. The Queen Anne style enjoyed immense popularity throughout the United States from the 1880s until around the turn of the twentieth century.

Neoclassical Revival



A local example of the Neoclassical Revival style at 304 Boulevard.

Near the turn of the twentieth century, a number of revival styles became popular in the United States. Among these is Neoclassical Revival. The Neoclassical Revival style incorporates features from a number of earlier Classical Revival styles including Greek Revival, Adam, and Georgian. Many high style examples have full height porches or porticos featuring columns with Doric, Ionic, and Corinthian capitals, decorative pilasters, elaborate pediments, complex door surrounds, boxed eaves, and detailed cornices. Popular decorative details included dentils, modillions, triglyphs, and carved friezes. Some high style examples feature a number of these decorative details, while other more vernacular interpretations may only have the simplest ornamentation. The Neoclassical Revival style enjoyed popularity starting around 1895 and lasting well into the twentieth century.

Colonial Revival



A local example of Colonial Revival style architecture located at 339 Dixon Drive.

Another popular Revival style near the turn of the twentieth century was Colonial Revival. Colonial Revival styles are largely based on Georgian and Adam styles. Most Colonial Revival buildings have an emphasis on the entry and often incorporate the use of pediments, pilasters, sidelights, fanlights and other decorative details. Multi-pane windows, often with six, eight, nine, or twelve panes in each sash, are also a common feature.

Craftsman



A local example of Craftsman style architecture located at 414 Prior Street.

The Craftsman style is one of the most popular styles of the twentieth century. Houses incorporating Craftsman details were constructed throughout the United States in both large cities and rural areas. Defining characteristics of the Craftsman style include wide overhanging eaves, often with exposed rafter tails, and large front or side porches. Porch supports often consist of base piers, square or battered columns, and square railings, and are constructed of wood, brick, stone, stucco, or a combination of these materials. Windows often have multiple panes in the top sash and one pane in the lower sash. Casement windows are also a common feature. The Craftsman style was popular in the United States from around 1905 through the 1940s.

Prairie



A local example of the Prairie style located at 201 Green Street.

The Prairie style is characterized by an emphasis on horizontal lines. Most Prairie style houses are two stories, and details usually include wide overhanging eaves, one story wings or porches, and massive porch supports. Hip roofs are also a very common feature. Prairie and Craftsman styles share many similar details, especially in doors and windows, which often include multi-pane top sash and one pane lower sashes. The style is most closely associated with Frank Lloyd Wright and other Chicago architects of the late nineteenth and early twentieth centuries.

English Vernacular Revival



A local example of the English Vernacular Revival style at 612 Northside Drive.

This style is characterized by steeply pitched cross-gabled roofs, and the entrance is often defined by a front facing gable. Stylistic details are based on a number of English designs, including Tudor, Elizabethan, and Jacobethan. Common details found with the English Vernacular Revival style include false half-timbering, large and often patterned masonry chimneys, and windows with a diamond pattern. Porches are often very small or non-existent on the front façade. The English Vernacular Revival style enjoyed popularity from around the turn of the twentieth century through the 1940s.

Second Empire



Pearce Auditorium at Brenau University is a local example of the Second Empire style.

This style is primarily characterized by a distinctive mansard roof. Other stylistic details closely resemble Italianate ornamentation that was also a popular style during the height of Second Empire's popularity. Most examples of the Second Empire style were constructed between the 1860s and 1880s, and it is a relatively rare style in the Southern United States. While Italianate and Gothic Revival styles symbolized the Romantic movement in the United States, Second Empire was in the fashion of the latest French styles, and was considered more modern.

French Vernacular Revival



A local example of the French Vernacular Revival style at 885 Glenwood Drive.

Based on the vernacular architecture of the French countryside, this style is characterized by steeply pitched hipped roofs with dormers and masonry or stuccoed wall surfaces. Other common details include projecting pavilions or wings, casement or double-hung windows arranged in groups, and upper story windows that extend through the roofline, creating wall-dormers. Houses of this style with symmetrical plans often feature more formal elements like pilasters and quoins, while those with asymmetrical plans may feature a rounded tower with a conical roof that contains the entry to the house. The style was not common in Georgia, but was employed on a limited basis in the 1920s and 1930s in Georgia's early suburban neighborhoods.

Italianate



A local example of the Italianate style at 331 Spring Street.

Contrasting with the straight lines of the Greek Revival, the Italianate style drew upon the farmhouses and villas of the Italian countryside as well as the highly stylized and more formal townhouses of Italian cities. Popularized in the United States by Andrew Jackson Downing, the Italianate gained limited popularity in Georgia and was employed most heavily in Georgia cities in the 1850s and 1870s. Houses modeled after the less formal Italian villas are typically asymmetrical, with an L-shaped or irregular plan, and a gabled roof; while those based on the more formalized townhouses of Italian cities are symmetrical, with rectangular plans and hipped roofs with a low slope. Details common to both types of Italianate houses include overhanging eaves with decorative brackets, bay windows, and tall, slender windows that are often paired, arched, and topped with dramatic window hoods. Both types emphasize height and verticality, and, therefore, may feature towers, cupolas, or porches with slender columns or posts with decorative brackets.

Spanish Colonial Revival



A local example of the Spanish Colonial Revival style at 1165 Riverside Drive.

Reviving the Spanish colonial architecture of Florida and the American Southwest, including the mission buildings of California, the Spanish Colonial Revival style is characterized by clay tile roofs, usually gabled, and stuccoed wall surfaces. Common details featured in the style include grouped casement windows, arched openings, arcaded open porches, and curvilinear parapets decorating the roofline. The Spanish Colonial Revival style was employed in Georgia's suburban neighborhoods in the 1920s and 1930s, and contributed to the diversity of revival styles in use at that time.

Dutch Colonial Revival



A local example of the Dutch Colonial Revival style at 913 Cherokee Road.

This style is most characterized by the gambrel roof, which is typically steeply pitched and side-gabled. Reflective of both Dutch traditions and the architecture of the early Dutch Colonies, the Dutch Colonial Revival style also features flared roof eaves, a continuous shed roof dormer, and small single-story porches, often created by extending the eave of the gambrel roof above. Along with other colonial revivals, the Dutch Colonial Revival was common in Georgia's suburban neighborhoods of the 1920s and 1930s.

Federal Revival



A local example of the Federal Revival style at 434 Green Street.

Emphasizing the Federal style and the work of Robert Adam, the Federal Revival style was intermittently used throughout Georgia neighborhoods from 1900 to the 1920s. The style is characterized by an emphasis on symmetry and a pronounced entryway. Fanlights, sidelights, columns, and pilasters all frequently adorn the entryway, which may be set beneath a small entry porch. Other common details include decorative panels with swag, garland, and urns. While of the original style emphasized slender, delicate proportions, the Federal Revival style typically features less delicate ornament and larger window and door openings.

Art Moderne



1185 Green Street Circle is a local example with elements of the Art Moderne style.

A similar style to Art Deco, Art Moderne appeared more on residential architecture and is characterized by a horizontal lines, flat roof surfaces, rounded corners, and minimal ornamentation. Art Moderne is a relatively rare house type in Georgia and experienced popularity from the 1920s through the 1930s.

3.2 Design Guidelines for Rehabilitation of Residential Architecture

The pattern, arrangement, and materials of features on residential architecture located within Gainesville's local historic districts significantly contribute to the historic integrity and visual character of the individual structures as well as the districts as a whole. Residential architectural features include (1) roof and roof elements, (2) exterior walls, (3) foundations, (4) doors and entryways, (5) windows, (6) porches, and (7) accessory buildings. The construction of new accessory buildings is

discussed in **Section 3.4: Design Guidelines for New Construction and Additions in Residential Districts.**

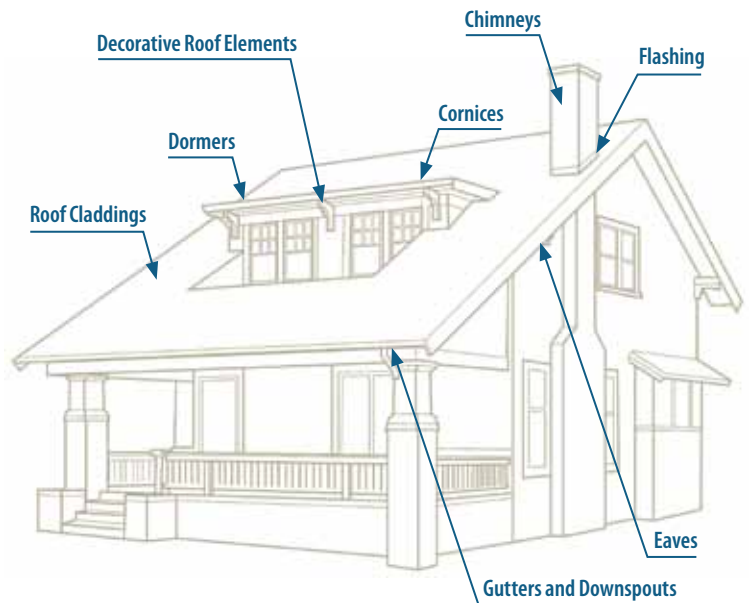
Residential architectural features reveal the developmental history of an individual property and a district as a whole. The preservation of such elements is strongly encouraged in order to maintain the overall architectural and environmental character of Gainesville's residential local historic districts.



3.2.1 Roof and Roof Elements

The roof serves critical structural and protective functions for a building. In addition to enhancing the stability of a building's walls, the roof provides protection from the elements for the building and its contents. The roof is also one of the most important character-defining features of a historic building, as it contributes significantly the building's overall visual character. Historic roofs vary greatly in their size, shape, pitch, construction, and cladding materials. No matter what form a historic roof takes, or what materials are present, the roof is a vulnerable portion of the building that will inevitably deteriorate. Frequent inspection and proactive intervention when deterioration is observed is critical for maintaining the historic character-defining features of a roof, as well as avoiding the significant repair costs associated with damage to other building elements.

Guidelines for the preservation, maintenance, rehabilitation, and replacement of historic roofs and roof elements are provided below. General guidelines for roofs are followed by guidelines for the following roof elements: (1) chimneys; (2) flashing, gutters, and downspouts; (3) dormers; and (4) cornices, eaves, and decorative roof elements.



3.2.1.1 General Guidelines for Roofs

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the historic roof form and materials

- Roof form should not be altered, nor its pitch changed, even to create usable space at the attic level.

2. Repair, rather than replacement, of deteriorated roof elements

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Substitute materials will be reviewed on a case by case basis.

4. Construction of a new roof that replicates the historic roof in form, materials, and color if the entire historic roof is deteriorated or damaged beyond repair.

✗ NOT RECOMMENDED

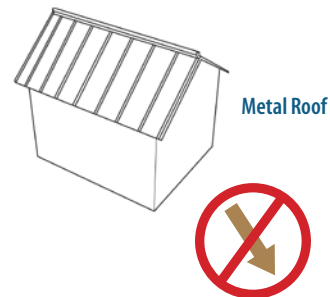
1. Removal of entire historic roof elements when only portions are deteriorated beyond repair

- Preserve the historic fabric of a roof wherever possible by removing deteriorated sections and replacing them with new, compatible materials.

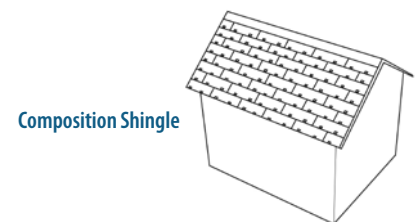
2. Removal and/or alteration of any roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

3. Installation of any new roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

INAPPROPRIATE REPLACEMENT OF ROOF CLADDING



Metal Roof



Composition Shingle

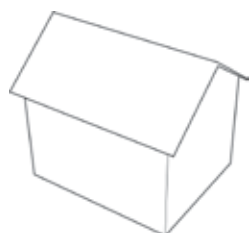
Roof and Roof Elements: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for roof and roof elements is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not

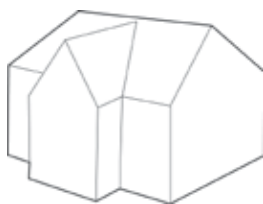
considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

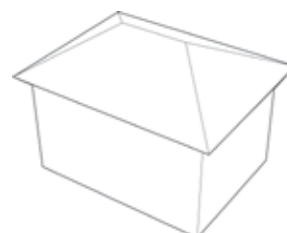
Roof Shape/Form



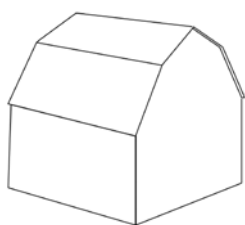
Gable



Cross-Gable



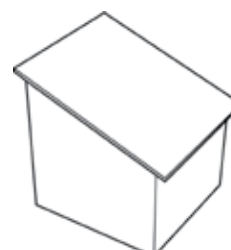
Hipped



Gambrel

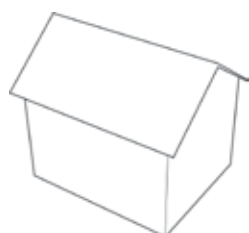


Pyramidal

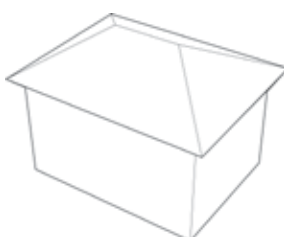


Shed

INAPPROPRIATE ALTERATION OF ROOF SHAPE



Gable



Hipped

Roof Maintenance

In order to prolong the useful life of the roof and to avoid damage to the building's interior from water infiltration, regular inspection and general maintenance of the roof and its components are highly recommended.

The specific roof maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on roof maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Inspect your roof: At a minimum, roofs and support systems should be inspected once a year, usually in spring, for damage. Ideally, roofs should be inspected twice a year, during both spring and fall.

Allow for proper attic ventilation: Do not let heat and moisture build up in the attic. This can cause or accelerate deterioration.

Remove growths and debris: Clean organic growths with diluted bleach water and spray debris off roofs as necessary. Never power wash a roof; it can push excessive water under shingles and destroy coatings.

Cut back overhanging trees: Trim tree branches to decrease the amount of moisture-retaining leaves.

Reapply protective coatings as necessary: Some shingles have coatings to protect from fire or weather. If present, these typically must be re-applied about every five years to maintain their effectiveness.

Monitor for leaks, damp areas, or stains: Watch for leaks or signs of moisture penetration on the interior and exterior of the house. Determine under what conditions the moisture appears.

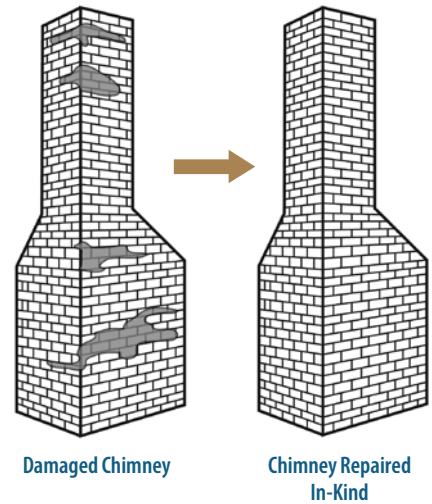
3.2.1.2 Chimneys

Historic chimneys were generally constructed of brick or other masonry. They serve the practical function of allowing smoke to exhaust from fireplaces or furnaces. Although they are functional roof elements, chimneys often have special ornamental features that make them character-defining features for many architectural styles.

Guidelines For Chimneys

✓ RECOMMENDED

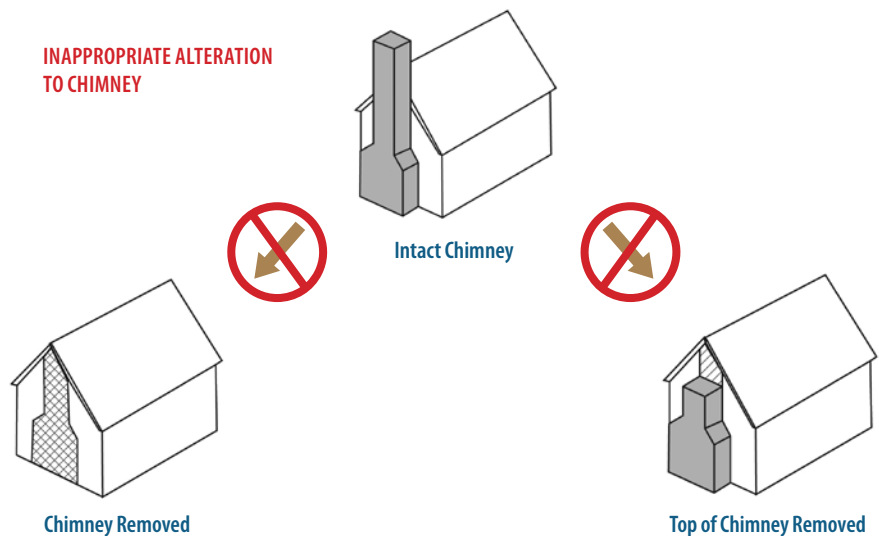
1. Retention, preservation, and maintenance of the location, form, and materials of historic chimneys
2. Repair, rather than replacement, of deteriorated chimney materials
3. Repair of a damaged chimney with materials (bricks or other masonry units and mortar) that are compatible in size, strength, texture, and color with the existing historic materials
4. Replacement of original historic materials should be limited to those too deteriorated for preservation and replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
5. Construction of a new chimney that replicates the historic chimney in location, form, materials, and color if the entire historic chimney is deteriorated or damaged beyond repair
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture. Substitute materials will be reviewed on a case by case basis.
- Substitute materials will be reviewed on a case by case basis.



✗ NOT RECOMMENDED

1. Removal of an entire historic chimney when only portions are deteriorated beyond repair
 - Preserve the historic fabric of a chimney wherever possible by removing deteriorated sections and replacing them with new, compatible materials.
2. Removal and/or alteration of any chimney that is visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
3. Installation of a new chimney that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

INAPPROPRIATE ALTERATION TO CHIMNEY



Chimney Maintenance

The specific chimney maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on chimney maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Check and maintain flashings: Ensuring that flashings are watertight is key to preventing moisture from penetrating the chimney at the roofline.

Inspect for mortar and masonry deterioration: Regularly inspect for cracked, loose, or damaged masonry and mortar that may compromise the

structural stability of the chimney. Repair as necessary.

Clean the chimney: Both the chimney structure and the flue should be well maintained. Soot buildup can damage mortar over time, as can moss and organic growth on the exterior of the chimney.

3.2.1.3 Dormers

Roofs are commonly pierced by dormers, projections that provide ventilation, light, and additional space for attic areas. Dormers can take many different forms depending on the shape of their roof, whether or not they have walls, and whether or not they have windows or a louvered ventilation opening. They are often important character-defining features for historic buildings, and as such, they should be preserved.

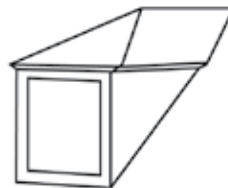
Examples of Dormer Types



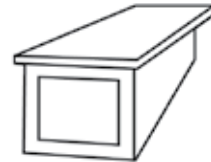
Arched Top Dormer



Gabled Dormer



Hipped Dormer



Shed Dormer

Guidelines for Dormers

✓ RECOMMENDED

1. Retention, maintenance, and preservation of the location, form, and materials of historic dormers
2. Repair, rather than replacement, of damaged or deteriorated portions of historic dormers
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
4. Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
5. Substitute materials will be reviewed on a case by case basis.
6. Construction of replacement dormers that replicate the historic dormers in location, form, and materials if the entire historic dormer is deteriorated or damaged beyond repair

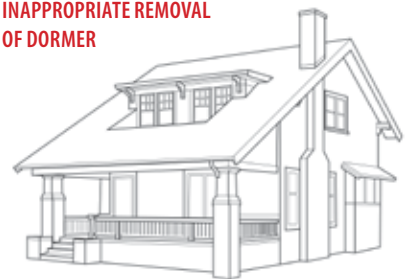
✗ NOT RECOMMENDED

1. Removal of an entire dormer when only portions are deteriorated beyond repair
2. Removal and/or alteration of any dormer visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
3. Installation of any new dormer that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

WELL-MAINTAINED DORMERS



INAPPROPRIATE REMOVAL OF DORMER



Dormers Maintenance

As dormers are difficult to reach and often serve unused space, maintenance needs are frequently overlooked. Flashing around dormers is particularly vulnerable to deterioration and should be inspected fre-

quently. Windows and louvered openings also deteriorate more rapidly than their less-exposed counterparts on main building walls. Frequent inspection and painting (where applicable) is recommended.

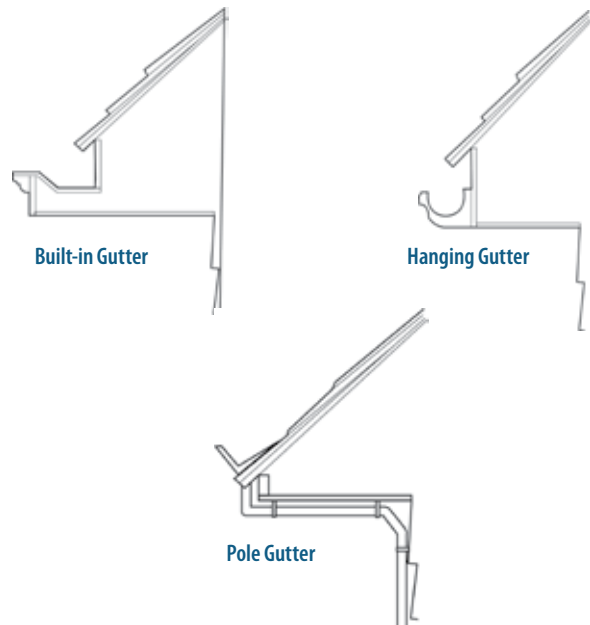
3.2.1.4 Flashing, Gutters, and Downspouts

Flashing, gutters, and downspouts are all components of a roof system that are primarily functional—acting as important water diversion elements. These necessary elements can also be important character-defining features on historic buildings.

Flashing is typically located at valleys, ridges, eaves of roofs, or at any point from which a structure projects through the roof surface, such as a chimney or roof vent. Historic flashing materials include copper, tin- or terne-plated metals, and galvanized sheet metal. Though not highly visible, flashing plays an important role in moisture protection and diversion on historic roofing.

Gutters and downspouts work together as a system to carry water away from a structure. The faulty disposal of rainwater is a leading cause of deterioration in historic buildings, so gutters and downspouts serve a vital role. Historic gutter and downspout materials include copper, tin- or terne-plated metals, and galvanized steel, while aluminum is a more contemporary material. In addition to a variety of historic materials, a wide range of gutter and downspout systems were frequently utilized on historic buildings, including those that were built into the structure's walls and roof system as well as those that were attached to the exterior of the building or roof system. It is important to know what type of gutter and downspout system is utilized on your historic building, as certain kinds of gutter and downspout systems are more vulnerable to deterioration. Moreover, the deterioration of certain types of gutter and downspout systems often has implications for other aspects of the building structure. For instance, built-in gutters should be maintained, as leaking from deterioration will cause the rotting of cornice and framing members.

Examples of Gutter Types



Guidelines For Flashing, Gutters, and Downspouts

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic flashing, gutters, and downspouts

2. Repair, rather than replacement, of damaged or deteriorated flashing, gutters, and downspouts

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Substitute materials will be reviewed on a case by case basis.

4. Installation of replacement flashing, gutters, or downspouts that replicate the historic elements in form, materials, color, and ability to redirect water away from the building if the entire element is deteriorated or damaged beyond repair

Flashing, Gutters, and Downspouts Maintenance

The specific information on maintenance of flashing, gutters, and downspouts is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on flashing, gutters, and downspouts maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Clean gutters regularly: Clean gutters and downspouts regularly to ensure that water flows through unimpeded. Install leaf guards at downspouts if necessary.

Check joints and connections: Ensure that all joints and connections are tight and properly aligned. Maintain fasteners that secure the gutters and utilize splash blocks at the termination of all downspouts.

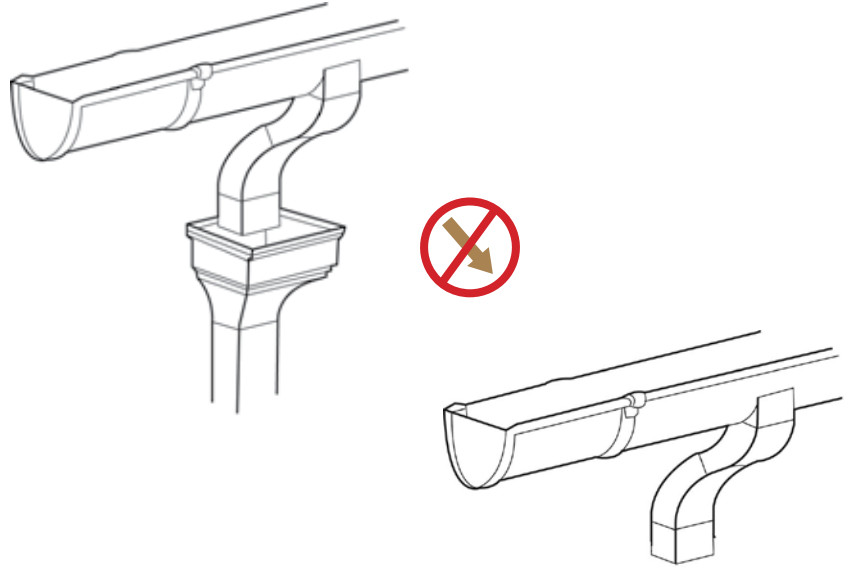
Repair damaged flashing: Most flashing can be patched to cover holes or other damage, but all patches are just temporary measures and should be inspected regularly. Copper flashings can be repaired with a soldered patch, but aluminum should be patched with a cold patch. The typical patching process involves cleaning the metal, cutting a patch that overlaps the damage by at least 3 inches on each side, coating the patch with flashing cement and securing to the flashing. If necessary, paint to match existing flashing.

Patch gutters and downspouts: Metal gutters and downspouts can be patched with a new piece of metal soldered to the existing metal. Likewise, any gaps in joints can be resoldered. Wooden gutters should be patched with epoxy consolidants, which are then primed and painted to match existing finished surfaces.

✖ NOT RECOMMENDED

1. Removal of all historic flashing or the entire historic gutter and downspout system when only portions are deteriorated beyond repair
2. Alteration of a gutter and downspout system that is a character-defining feature of a historic building
3. Application of a new, non-compatible gutter and downspout system to a historic building with an existing water disposal system
4. Removal and/or alteration of any roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
5. Installation of any new roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

INAPPROPRIATE REMOVAL OR ABSENCE OF DOWNSPOUT



INAPPROPRIATE GUTTER MAINTENANCE



3.2.1.5 Cornices, Eaves and Decorative Roof Elements

Cornices and eaves serve several practical functions for historic buildings, including providing shade, helping to divert rainwater away from vertical building walls, and providing avenues for attic ventilation. They are also often important character-defining features of historic roofs, though their level of elaboration varies widely depending on the architectural style of the historic building.

Some elements of historic roofs serve no practical function and are purely decorative in nature. Decorative roof elements, such as cresting and finials, were commonly used at roof ridges and peaks. Many of these elements are especially difficult to reach and are greatly exposed to weather. As important character-defining features of historic roofs, effort should be made to preserve decorative roof elements.

Guidelines for Cornices, Eaves and Decorative Roof Elements

✓ RECOMMENDED

1. Retention, maintenance, and preservation of the location, form, and materials of historic cornices, eaves, and decorative roof elements

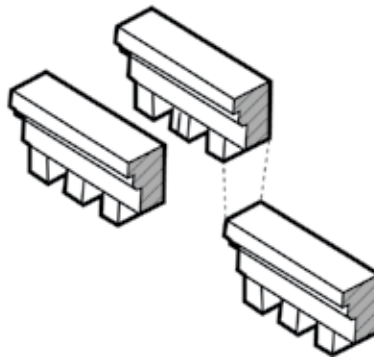
2. Repair, rather than replacement, of damaged or deteriorated portions of historic cornices, eaves, and decorative roof elements

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

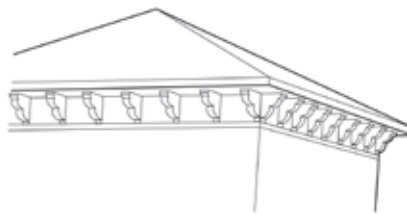
- Missing portions of historic cornices or decorative roof elements should be replaced with new portions that duplicate the historic appearance of the cornice or decorative element as determined by existing fragments or other historic documentation.
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Substitute materials will be reviewed on a case by case basis.

4. Construction of replacement cornices or decorative roof element that replicate the appearance of the historic cornices and decorative roof elements in location, form, and materials if the entire historic cornice is deteriorated or damaged beyond repair

REPLACE ONLY DAMAGED SECTION



INAPPROPRIATE REMOVAL OF DECORATIVE BRACKETS



✗ NOT RECOMMENDED

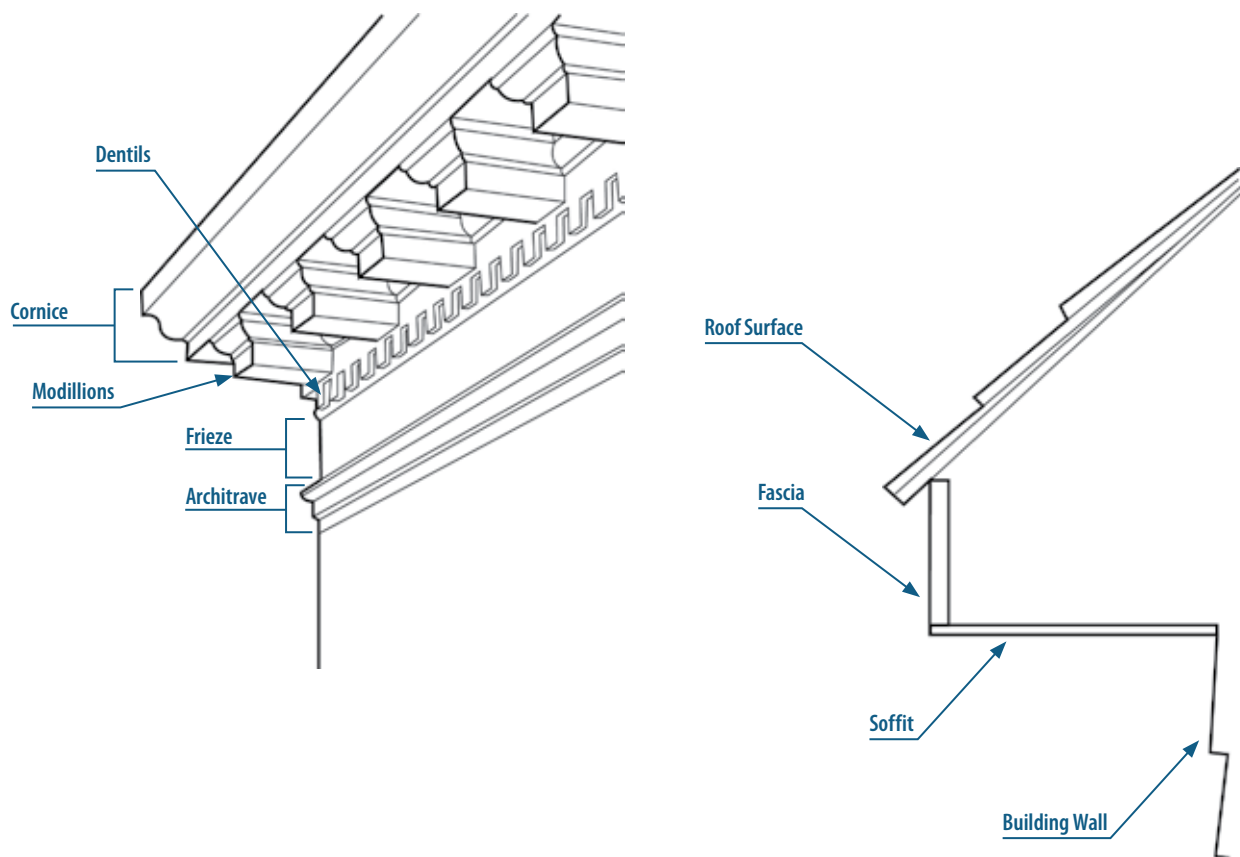
1. Removal of an entire cornice or decorative roof element when only portions are deteriorated beyond repair

2. Removal and/or alteration of any cornice or decorative roof element that is visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

3. Installation of any new cornice or decorative roof element that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission



Examples of Cornices, Eaves and Decorative Roof Elements



Cornices, Eaves, and Decorative Roof Elements Maintenance

The maintenance information for cornices, eaves, and decorative roof elements provided below was drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintaining and repairing historic cornices, eaves, and decorative roof elements is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Regularly inspect your cornices, eaves, and decorative roof elements:

Regular inspection and maintenance is key to ensuring that cornices, eaves, and decorative roof elements last for many years. Cornices and eaves should be monitored to see if

water is penetrating or deteriorating the exterior surfaces. In addition, homeowners should inspect brackets and other trim pieces to ensure that nails and other connections are secure.

Eliminate Pests: Cornices often feature cornice returns, which are sometimes “boxed in” or enclosed to keep birds from roosting. This unsightly treatment should be avoided. Instead, applying a mesh with pointed prongs to the surface of the cornice return is recommended.

Maintain painted surfaces: Paint is the key to deterring moisture penetration, organic growth, and pest infiltration. Flaking, peeling, or

deteriorated paint should be removed, and surfaces should be recoated to minimize the area of surfaces exposed to inclement damages.

Allow for proper ventilation: Do not let heat and moisture build up, as it can cause or accelerate deterioration. If vents were not provided on your historic building, installation of narrow slits with insect screening attached or circular vent discs are recommended.

Ensure proper drainage: Proper roof maintenance and drainage should be provided, as improper roof maintenance contributes to the majority of cornice and eave deterioration.

3.2.2 Exterior Wall Cladding

Exterior walls are of primary importance to a building, as they provide protection to the structural components of a building while also acting as a key character-defining feature. Historic buildings exhibit a variety of different types of wall construction and wall cladding. Some walls are load-bearing masonry, meaning that the masonry units serve as both the structural components as well as the exterior surface of the wall. Other walls feature an underlying support system, often constructed of wood or metal, that is sheathed with a variety of cladding materials, including brick or stone veneer, wood clapboards or shingles, stucco, asbestos siding, or aluminum siding. The distinct appearance of these historic wall-cladding materials is an important character-defining feature of historic buildings. Historic wall-cladding materials should therefore be preserved and maintained.

Exterior Wall Cladding: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for exterior wall cladding is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

Guidelines for Exterior Wall Cladding

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of exterior wall cladding

- The gentlest methods for cleaning and repairing historic wall cladding should be used.

2. Repair, rather than replacement, of damaged or deteriorated portions of exterior wall cladding

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- In-kind replacement means that the proposed exterior siding should match as closely as possible with respect to size, shape, pattern, and texture.
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered, provided it is compatible with the original, historic material in size, shape, pattern, and texture.
- Application for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual detail of the historic fabric, as well as to evaluate its long-term performance.

4. Application of replacement exterior wall cladding that replicates the appearance of the historic wall cladding in location, form, and materials if the entirety of the historic wall cladding is deteriorated or damaged beyond repair

- These materials should match the appearance of the original clapboard siding as closely as possible with respect to size, shape, pattern, and texture.
- New wall cladding materials should not be installed in a manner that covers trim at the windows or gables.

✗ NOT RECOMMENDED

1. Sandblasting or use of high water pressure to clean siding materials

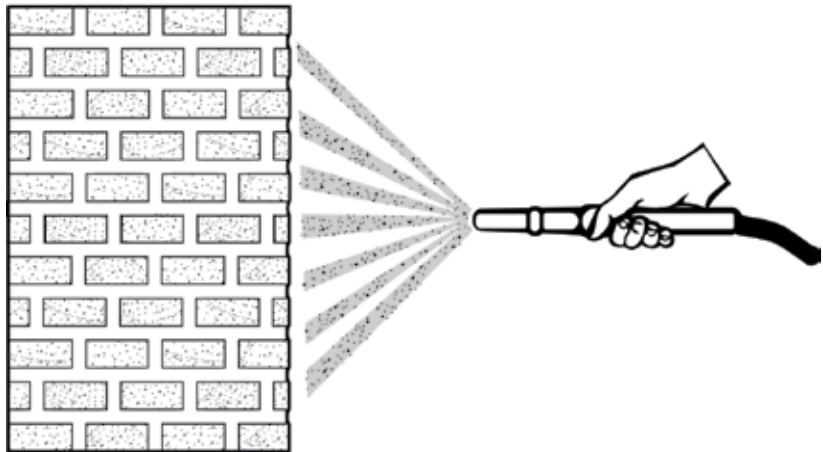
2. Removal of the entirety of historic wall cladding when only portions are deteriorated beyond repair

3. Replacing or covering the historic siding with a different, non-compatible material

4. Removal and/or alteration of any exterior wall cladding without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

5. Installation of any new exterior wall cladding without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

SANDBLASTING OF HISTORIC MASONRY IS NOT APPROPRIATE



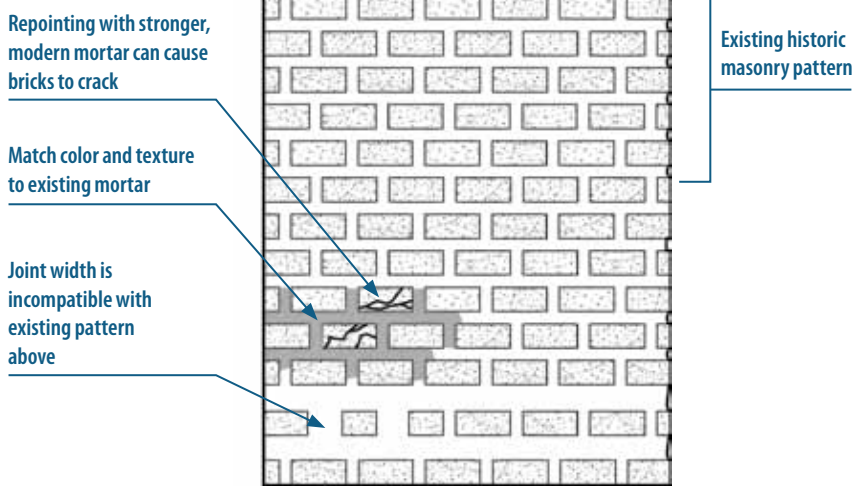
Exterior Wall Maintenance

The gentlest methods for cleaning and repairing historic wall cladding should be used. Sandblasting or use of high water pressure to clean cladding materials should be avoided because such methods cause permanent damage. A low-pressure water wash is an example of an appropriate cleaning method.

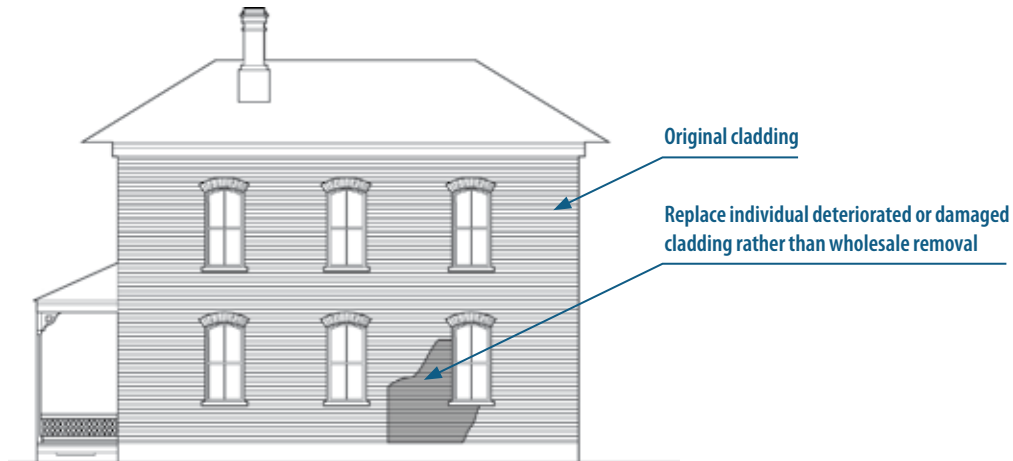
The specific maintenance information below for wood, masonry, and stucco

exterior wall claddings is drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair of a variety of exterior wall claddings is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Repointing Considerations



APPROPRIATE WALL CLADDING REPLACEMENT



INCOMPATIBLE REPLACEMENT OF HISTORIC CLADDING



Wood Maintenance Recommendations

Inspect regularly: Inspect wood siding regularly for signs of moisture infiltration, rot, or pests. The stability of wood can be tested by using a thin ice pick to penetrate the surface of the wood. Excessive paint peeling may indicate a moisture problem; its presence indicates that the existence of roof or wall leaks should be investigated.

Clean when necessary: Dirt buildup and organic growths can necessitate the cleaning of timber goods. Wooden elements should only be cleaned in warm weather and at low pressures. Never power wash wood siding, because it can force large amounts of water into the wood.

Keep painted or stained surfaces intact: Paints and stains help repel moisture and protect wood from deterioration associated with exposure to the sun. Keeping painted or stained surfaces intact will reduce the amount of wood exposed to these deteriorating forces. Wood siding that is being prepared for painting should be hand-sanded whenever possible to avoid damage from power tools. Primers, paints, and stains should only be applied to clean, dry surfaces. A properly painted surface should last five to ten years, though spot treatments or touch-ups may be necessary annually on the west and south elevations, as these have the greatest exposure to the sun.

Treat with preservatives where appropriate: Much like paint, chemical preservatives can help deter rot, insect infestation, and organic growths. Treating areas that are not historically painted but still susceptible to decay can help minimize deterioration. Careful selection of a preservative treatment is recommended, as it should be compatible with the species of wood on your building. The preservative treatment should not change the appearance of the historic wood by making it darker or shiny.

Masonry Maintenance Recommendations

Inspect your masonry: Masonry should be examined every 12 to 60 months for possible deterioration, including cracks, spalling, and loose or damaged materials. Mortar that has deteriorated more than ¼" will likely need to be replaced.

Remove organic growths and vegetation: Plant matter traps damaging moisture, which can cause the materials to break down. To remove growth, scrape it from the building with a non-metallic spatula. Then apply a solution of four parts water to one part bleach to kill spores. Rinse with water and repeat as necessary, but leave a few days between treatments.

Clean masonry as needed: Cleaning masonry will help retard deterioration since the building up of dirt and growths can destroy brick, stone, and masonry over time. Cleaning also helps prepare a masonry surface to undergo repair efforts. There are 3 methods of cleaning masonry: water, chemical, and abrasive. Water is the gentlest method and can typically be performed by the homeowner. Trained professionals should handle chemical cleaning; chemical cleaning should

include the testing of potential cleaning chemicals on less visible areas of the building prior to application of the cleaning chemical to the entire building. Abrasive methods are never recommended since they remove the hard-fired outer surface of the brick and expose the softer inner brick, thereby increasing the potential for moisture incursion and deterioration.

Monitor for masonry cracks: Masonry may develop cracks over time for a variety of reasons. There are two types of cracks, dormant and active. Dormant cracks are not continuing to worsen and can likely be safely repaired. Active cracks are still reacting to dynamic forces and may need professional attention to determine the severity of the underlying problem. Although professional inspection is recommended when reviewing cracks, homeowners can monitor cracks to determine if they are dormant or active. This monitoring effort involves observing the cracks to determine whether they are changing over time. While professional evaluation is recommended, there are some general rules of thumb for assessing the severity of cracks in historic masonry. Mortar

between masonry units (bricks or stones) is intended to be the sacrificial material in a wall, so cracks appearing in the mortar are less serious than those affecting both the mortar and the masonry units. Cracks that pass through only mortar, stepping along the mortar joint lines, are usually a sign of settling and can typically be repaired safely. Cracks that pass through both masonry and mortar may be indicative of more serious structural problems and should be promptly evaluated by a qualified professional to determine the cause.

Repair deteriorated bricks and mortar: Deteriorated mortar joints should be tuck-pointed by first removing loose mortar with hand tools to a minimum depth of one-half inch and filling the joint with new mortar that matches the original in color, texture, strength, and composition. Test patches should be applied to insure a proper match. Deteriorated bricks should be removed and replaced with "new" bricks that match the original in color, texture, size as closely as possible. A clean area of the original wall surface should be used as a reference when attempting to match brick color and texture.

Stucco Maintenance Recommendations

Inspect your stucco: Moisture-related deterioration of the bond between stucco and its substrate often causes spalling, a condition in which the stucco flakes off the substrate in layers. Cracks in the stucco surface often indicate movement of the substrate. If these problems are observed, an investigation to determine the underlying problem is recommended.

Many problems with stucco surfaces will progress unless the underlying problem is addressed.

Clean stucco as needed: Stucco surfaces can have a rough texture that is easily soiled by airborne pollutants and back-splash from rainwater hitting clay near the foundation. Stucco surfaces should be

cleaned with a low-pressure wash, especially if painting is planned.

Repair stucco where appropriate: Repair or patch stucco when necessary. Be sure to match the color and texture of the original stucco material.

3.2.3 Foundations

The foundation of a building provides its underlying support system and anchors its structural components to the ground. Most historical residential foundations were constructed of masonry. Depending on the nature of the building, historic foundations were either continuous masonry walls or individual masonry piers set at structurally important locations. Whether the foundation took the form of continuous walls or individual piers, the goal was to enhance ventilation under the building and prevent moisture incursion from rain and groundwater.

Historic pier foundations are character-defining features that are particularly vulnerable to incompatible alterations. Homeowners wishing to create weather-tight conditions or exclude pests from the areas underneath their house often want to fill in the spaces between historic piers. Information on the sensitive application of infill materials between historic masonry piers is provided below.

Foundations: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for foundations is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

Guidelines for Foundations

✓ RECOMMENDED

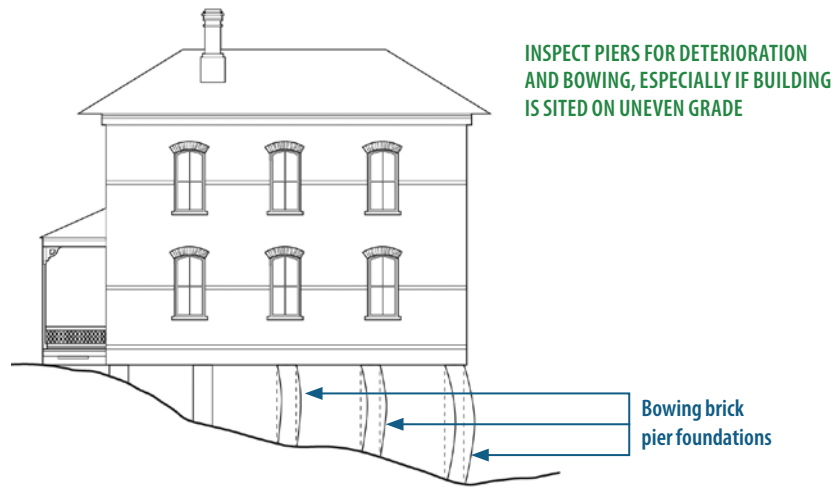
1. Retention, preservation, and maintenance of the location, form, and materials of historic foundations

2. Repair, rather than replacement, of damaged or deteriorated portions of historic foundations

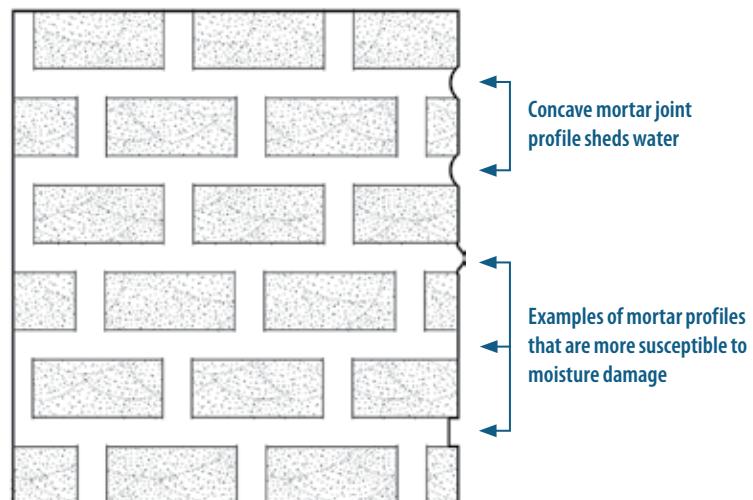
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material.

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material identical to the historic fabric is encouraged, replacement with an alternate or more contemporary material may be acceptable, provided it matches the original, historic material in size, shape, color, and texture.
- Application of a substitute material will be reviewed on a case-by-case basis to determine if the new material(s) convey the same character and visual detail of the historic fabric, as well as to evaluate its long-term performance.

4. Addition of replacement foundation or foundation elements that replicate the historic foundation or foundation elements in location, form, and materials if the entire historic foundation or foundation element is deteriorated or damaged beyond repair



USE MORTAR JOINT PROFILES THAT SHED WATER WHEN REPOINTING MASONRY PIERS



Guidelines for Foundations

❌ NOT RECOMMENDED

1. Removal of entire historic foundation or foundation elements when only portions are deteriorated beyond repair

2. Enclosing original, historic pier foundations with concrete, concrete blocks, plywood, metal, or other solid infill materials

- Wooden lattice panels set between foundation piers can be used to exclude animals and keep debris from accumulating under the house.
- If enclosure is deemed necessary, the infill material should be recessed at least four inches from the face of the pier.
- A potential alternative to solid infill between brick piers is a recessed brick lattice set between the piers.
- When using an approved solid, non-brick infill material, such material should have a smooth finish and be of a dark color to visually diminish its presence and to allow the existing masonry piers to stand out. Some accommodation should be made for ventilation and access if the crawl space is enclosed.

INAPPROPRIATE INFILL BETWEEN HISTORIC BRICK PIERS: INCOMPATIBLE MATERIAL NOT RECESSED



INAPPROPRIATE INFILL BETWEEN HISTORIC BRICK PIERS: INCOMPATIBLE BRICK NOT RECESSED



Foundation Maintenance

Foundations are generally subject to the same forces of deterioration as exterior walls. Please consult the Exterior Wall Maintenance section for specific maintenance information.

Inspect foundations for moisture incursion: Foundations should be kept dry to prevent deterioration over time.

Clean masonry as needed: The gentlest methods for cleaning and repairing historic foundations should be used. Sandblast-

ing or use of high water pressure to clean foundation materials should be avoided because such methods cause permanent damage to the materials. A low-pressure water wash is one example of an appropriate cleaning method.

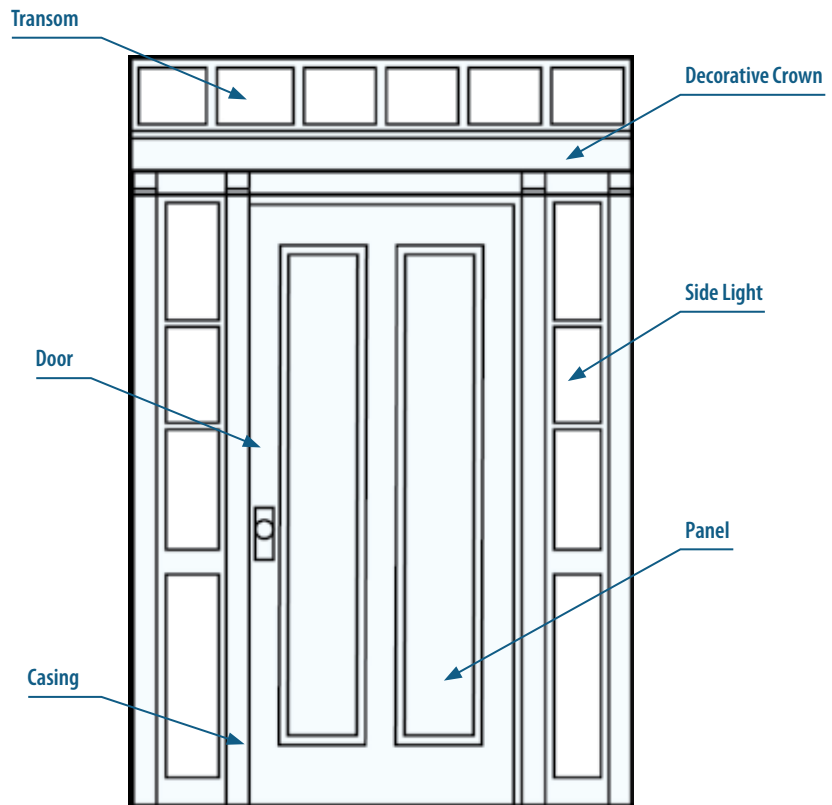
Inspect piers for deterioration and shifting: Pier deterioration can be caused by shifting loads, poor tuck-pointing of the masonry, or deteriorating brick. Masonry piers should be checked for cracks and crumbling mortar. Open cracks should be

repaired with mortar. Bowing of masonry piers is a common condition and often an indication of structural problems. This condition is particularly common on buildings located on sloping sites where some piers have been lengthened to create a level plane for construction. If bowing of piers is observed, a structural engineer should be consulted to evaluate the structural integrity of the house. The engineer may recommend reinforcement of bowing piers with metal bars or wholesale reconstruction of the piers.

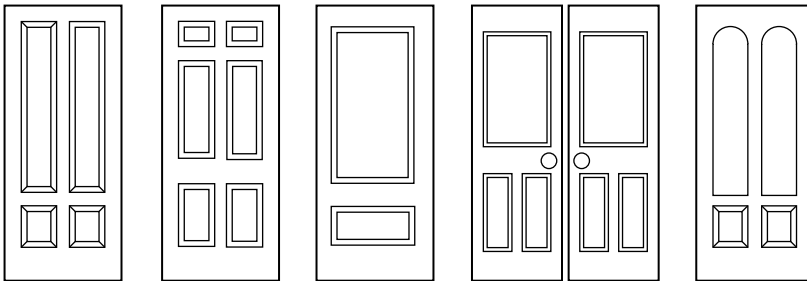
3.2.4 Doorways and Entrances

At a basic functional level, doors provide access into buildings, but they are also frequently a focal point of the building's design. As architectural styles evolved over time, doors and entryways often received elaborate decorative treatments, because they were the building element most frequently viewed by visitors to a residence. Most residential doors are constructed of wood. Early doors were often built with wooden planks fastened together with cross strips of iron or wood. This method of construction gradually gave way to panel doors, in which a frame of wooden planks was enclosed with panels of wood to form a door. The flush method of door construction, in which thin sheets of wood were adhered together until they reached the appropriate thickness, was the last to evolve.

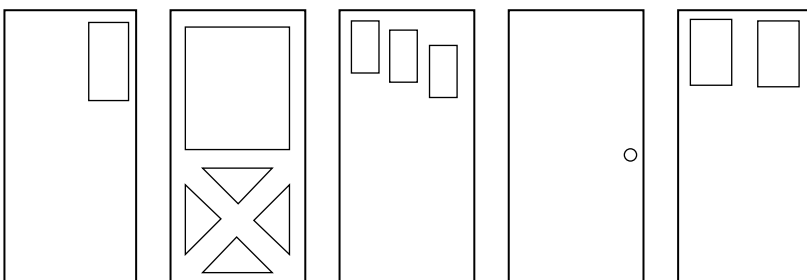
The addition of glass to doors or door surrounds was a common historical practice that continues to this day. Glass panes in and around doors allow light into entry halls and provide a means for the person answering a door to see a visitor. Over time, small glass viewing panels evolved into elaborate glass transoms and sidelights that are characteristic of many architectural styles. Historic doors often display artistry and design that is far superior to that found in modern examples. As important character-defining features of historic residential buildings, historic doors and entryways should be preserved whenever possible.



Examples of Historic Doors



Examples of Contemporary Doors



Doorways and Entrances: Major vs. Minor Work Projects

Alterations or changes to an exterior door and/or its associated features (e.g. transoms, sidelights, glazing patterns, or paneling) is considered a **Major Work Project**, and a **Certificate of Appropriateness** is required prior to performing such alterations or changes. Information about a replacement door's profile, configuration of glazing or paneling, and finish should be provided in an application for a Certificate of Appropriateness.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for doors is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

Guidelines for Doors

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic doors

- Retain original period glass in transoms, sidelights, and glass panels if it is still present.
- Original screen or storm doors should be retained, maintained, and preserved.

2. Repair, rather than replacement, of damaged or deteriorated portions of historic doors

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic door in materials, design, and configuration.

4. Installation of a replacement door that replicates the historic door in location, form, materials, and configuration if the entire historic door is deteriorated or damaged beyond repair

5. Restoration of historic entrances based on historical, pictorial, or other physical documentation, and that is compatible with the historic character of the building.

✗ NOT RECOMMENDED

1. Installation of a storm or screen door on a structure that does not currently have or has never had a storm or screen door without careful consideration of the damage that installation could cause to the historic door

- If installing a storm or screen door without damaging the original door and door surround is not possible, a storm or screen door should not be installed.
- Wood is a highly effective natural insulator, so repairing or replacing the insulation and weather stripping associated with the historic door and door surround will typically be sufficient for enhancing energy efficiency.
- If deemed appropriate, the addition of storm or screen doors should not obscure the primary door or require the removal of existing features of the main door.
- Storm doors added to entrances on a primary façade or a readily visible secondary elevation should be of plain, full-view design (i.e. solid glass panes with no dividing bars, grillwork, etc.) to allow an unobstructed view of the original entrance.

2. Changing in the original entry configuration

- A residential-style door should not be replaced with a commercial-style door configuration.

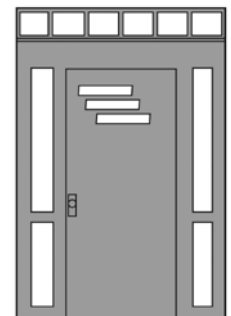
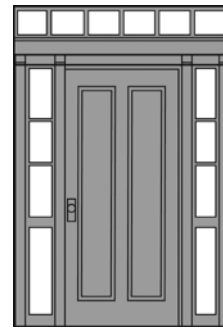
3. Introduction of new door openings into principal elevations, or enlarging or reducing original door openings

4. Installation of replacement doors or entryway elements that create a false historic appearance

INAPPROPRIATE DOOR ALTERATION: INCOMPATIBLE PLACEMENT AND DOOR TYPE



INAPPROPRIATE TREATMENT OF HISTORIC DOOR: INCOMPATIBLE REPLACEMENT DOOR AND ALTERED SIDELIGHTS



Door Maintenance

The specific door maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Keep hardware operational: Hinges, handles, and knobs should be kept tight and oiled to ensure proper functioning.

Clean dirt and paint buildup: Dirt, paint, and debris should be cleared from door

since it can retain moisture and can hinder the smooth operation of doors.

Replace deteriorated components individually: If deterioration is localized, individual components or pieces can likely be replaced. This will keep the door functioning while deterring deterioration from spreading to the rest of the door.

Maintain painted surfaces: Paints and stains protect historic wooden doors from rot, insect infiltration, and sun damage. Doors should be maintained so that any coatings are impervious. If paint has sig-

nificantly deteriorated and doors need to be refinished, it is recommended that both the interior and exterior be refinished since only refinishing one side can cause the door to warp.

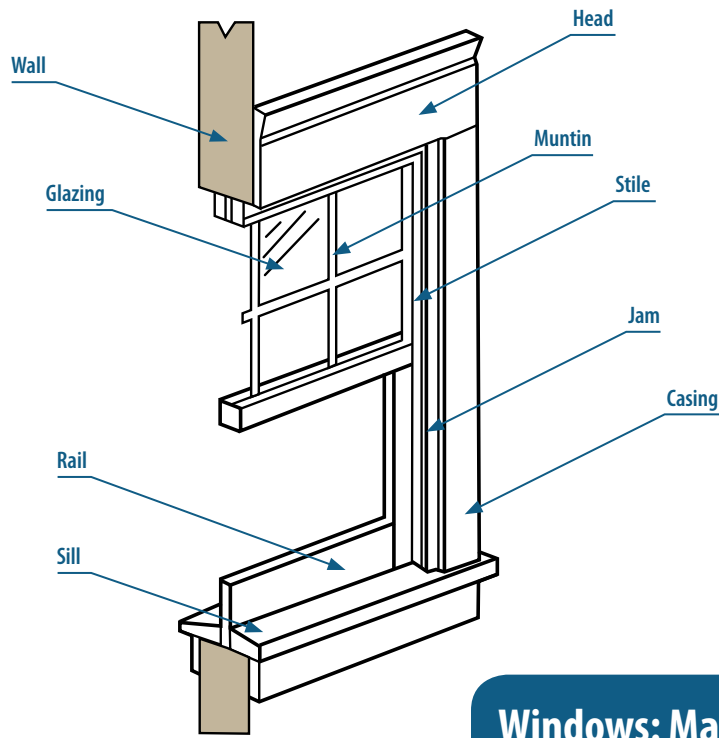
Weather-stripping and caulking: To prevent moisture and air infiltration, doors should be properly weather-stripped and caulked. Weather-stripping should be installed where the door joins the meeting rail, and caulking should be installed between the doorframe and wall surfaces.

3.2.5 Windows

Windows serve the practical purpose of providing light and ventilation for a building, but like doors, they are also treated as one of the focal points of a building's design. Glass was rare and prohibitively expensive before the seventeenth century, so most early windows were open spaces in building walls that were covered with wooden shutters or translucent oiled skins or paper when ventilation was not required. Early glazed windows featured many small panes (or lights) of glass, often square or diamond shaped, that were set into wood or metal frames with strips of soft lead. Glass-making technology progressed over the eighteenth and nineteenth centuries, and larger panes of glass that could be used to glaze whole windows were soon available. Modern glazing with smaller panes is based on historical precedent and design practice rather than on technological necessity.

The number and arrangement of panes (or lights) in a glass window is called its glazing pattern. The arrangement of window openings on a building is called its fenestration pattern. These two factors, combined with the shape of the windows, contribute significantly to the overall appearance of the building. Windows are therefore important character-defining features of historic houses and should be preserved.

Parts of a Window



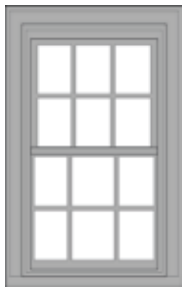
Windows: Major vs. Minor Work Projects

Replacing windows is considered a **Major Work Project**, and a **Certificate of Appropriateness** is required from the Gainesville Historic Preservation Commission prior to performing the replacement.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for windows is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

Glazing Patterns



Six-Over-Six



Two-Over-Two

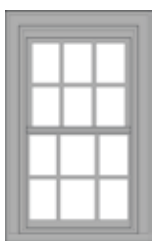


Three-Over-One



One-Over-One

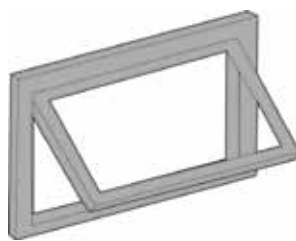
Types of Windows



Double-hung
Sash Window



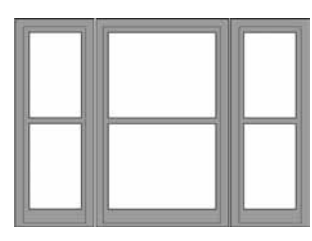
Casement Window



Awning Sash Window



Bay Window



Tripartite Window

Guidelines for Windows

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic windows

- Original stained glass, leaded glass, and other decorative glass lights should be preserved and maintained rather than removed.
- The sash configuration of historic windows should not be altered.
- Historic window elements, such as shutters, should be retained, maintained, and preserved.

2. Repair, rather than replacement, of damaged or deteriorated portions of historic windows

- Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration is not appropriate because these conditions do not indicate that the windows are beyond repair.
- Historic window elements, such as shutters, should be repaired rather than replaced.

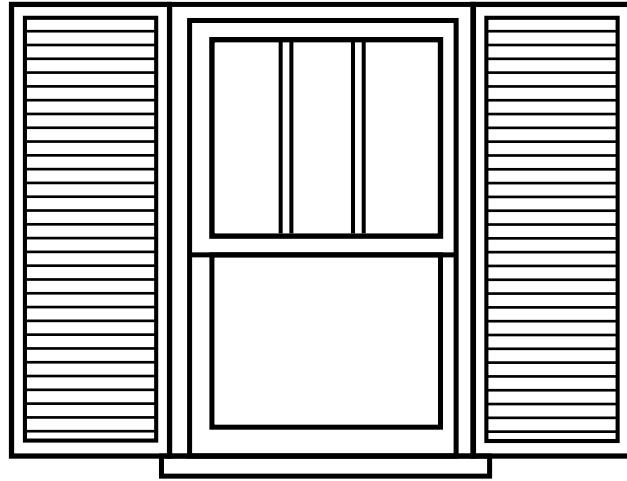
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Historic window elements, such as shutters, should only be replaced in-kind, with respect to materials and design, including the size and type.

4. Replacement windows that match the original, historic windows in location, form, and materials if the entire historic window is deteriorated or damaged beyond repair

- If replacement is absolutely necessary, efforts should be taken to match the original windows in terms of the type and pattern, including the number, shape, size, materials, and glazing pattern.

APPROPRIATELY SIZED SHUTTERS



Window Maintenance

Windows are often a primary target of rehabilitation projects. As such, a careful survey of the windows and their condition should be conducted to determine the necessity of replacement. In recent years, concern and misinformation about the energy efficiency and sustainability of historic windows has led to the widespread loss of historic windows, which has resulted in considerable loss of historic integrity in affected buildings. A thorough discussion of sustainability, energy efficiency, and cost savings associated with a variety of historic window treatments is provided in the National Trust for Historic Preservation's (NTHP) Preservation Green Lab Report, *Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement* (see Appendix B).

The specific window maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on window maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Regularly inspect your windows: Regular inspection and maintenance is the key to ensuring that windows last for many years. Windows should be monitored to see if water is penetrating the window or deteriorating the exterior surfaces. In addition, homeowners should inspect for air infiltration, broken or loose frames,

sashes, and glass, and non-functioning elements such as cords or locks.

Clean dirt and paint buildup: Keeping movable surfaces free of dirt, debris, and paint buildup will allow for their smooth operation and prevent sashes from becoming stuck in their frame.

Replace glazing putty when necessary: Glazing putty will naturally break down over time by drying out and cracking. Replacing putty when necessary will maintain the weather tight seal between the glass and wooden frame.

Do not force open windows: Forcing open stuck windows can damage sashes and frames. Instead, use a putty knife by gently sliding it along the entire length of the window's perimeter between the frame and sash to break the paint seal.

Maintain painted window surfaces: Paint is the key to deterring moisture penetration, organic growth, and pest infiltration. Flaking, peeling, or deteriorated paint should be removed, and surfaces should be recoated to minimize the area of surfaces exposed to inclement damages.

Caulking, weather-stripping, and flashing: Caulking, weather-stripping, and flashings around windows should be maintained to improve thermal efficiency as well as to prevent moisture, air, and dust infiltration.

Guidelines for Windows

❌ NOT RECOMMENDED

1. Enclosing, reducing, expanding, or concealing original or historic window openings

2. Replacing original windows with new thermal sash windows

- Storm windows are an effective energy conservation treatment for historic buildings.
- Storm windows should conform to the shape of the windows; curved or pointed window units should not be boxed-in to accommodate rectangular storm windows.
- Storm windows should contain a continuous sheet of framed glass with no breaks.
- Wooden storm windows are generally most appropriate, though aluminum storm windows can be an acceptable alternative if they are visually unobtrusive, do not damage existing frames, and are removable.

3. Replacement windows or window elements that create a false historic appearance

- The use of windows that attempt to suggest earlier building types or the introduction of new decorative features like shutters without historic precedent is not appropriate, as it offers a false sense of historic development.
- Shutters should not be introduced without proper documentation as to the historical and architectural appropriateness.

4. Creating new window openings to the primary façade or readily-visible secondary elevations, such as a side elevation facing a public right-of-way

- When introducing a new window without documentation of the historic form, use the simplest form possible.
- Elaborate stained glass or other decorative glass should not be added to the primary façade or highly visible secondary elevation where there is not historical documentation of evidence of such.

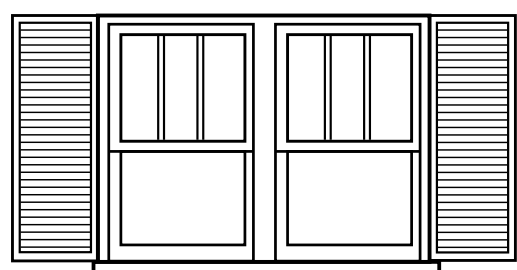
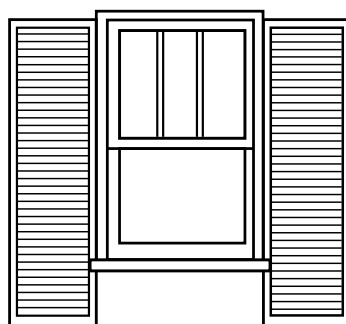
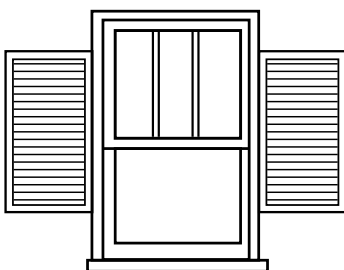
INAPPROPRIATE INFILL OF HISTORIC TRIPARTITE WINDOW



INAPPROPRIATE WINDOW REPLACEMENT: INCOMPATIBLE TYPE AND SIZE



INAPPROPRIATELY SIZED SHUTTERS

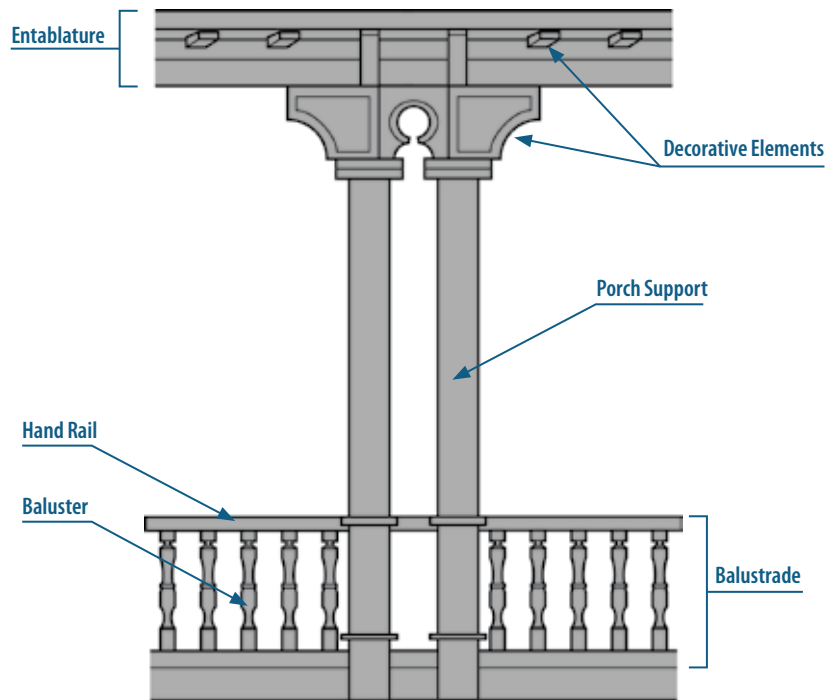


3.2.6 Porches

Porches are a common and important element in historic residential architecture. Before the advent of air conditioning, they provided a well-ventilated, shady place for people to escape the still, hot air within their homes. Porches were also an important social gathering place, particularly in the American South. They provided a comfortable place for people to sit and talk outside, as well as a graceful transition from outdoor public space to more private areas inside homes. The porch holds a place of distinction in American residential architecture, but its significance moves beyond the aesthetic. Porches also loom large in the American psyche as places associated with family, friends, and good times.

Porches are character-defining features of many different styles of architecture. The size and scale, as well as the materials used for the porch, vary with the architectural styles of individual properties. They are generally constructed of wood, although metal and masonry sometimes make appearances as supports for the porch roof. Whatever form they take, porches provided great opportunity for architectural elaboration. Every effort should be made to preserve their overall form as well as any decorative or applied details, as porches are often one of the most significant character-defining features of historic residential architecture.

Common Porch Features



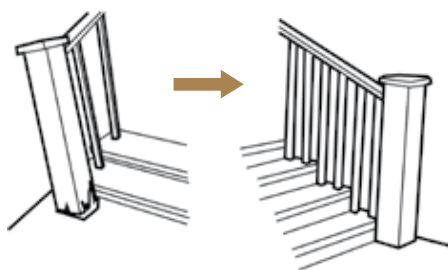
Guidelines for Porches

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic porches

- Porches are important character-defining features of historic homes and were a main point of elaboration in many architectural styles.
- Examples of character-defining features include porch steps, flooring, handrails, balustrades, columns or other supports, entablatures and cornices, and the porch roof, as well as any purely decorative trim or other applied elements.

REPAIR RATHER THAN REPLACE



2. Repair, rather than replacement, of damaged or deteriorated portions of historic porches

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Applications for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual detail as well as to evaluate its long-term performance.

4. Construction of replacement porch or porch elements that replicate the historic porch or porch elements in location, form, and materials if the historic porch or porch elements are deteriorated or damaged beyond repair

- Porch elements that have proven to be deteriorated beyond repair should be documented by drawings, measurements, and photographs so they can be replaced in-kind.

5. Constructing a new porch based on historical, pictorial, or physical documentation when an original, historic porch is completely missing

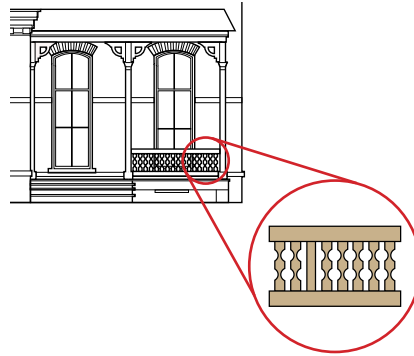
- If historic, pictorial, or physical documentation does not exist, the new porch should be constructed of a simple design that is compatible with the historic character of the building.
- New or replacement porch materials should match the original if known.
- New or replacement porch elements and details should relate to the style and materials of the historic structure.

Guidelines for Porches

✗ NOT RECOMMENDED

1. Removal of an entire porch or porch element when only portions are deteriorated beyond repair
2. Introduction of a new porch element for a porch that was originally built without such elements
 - If the new porch element is required for safety purposes (i.e. railing, handrail, or ramp) the introduced porch element should be simple in design.
 - If handrails need to be installed on the porch steps, the new handrails should match the design of the porch balustrade. Where there is no existing porch balustrade, the handrails should be of a simple design.
3. Alteration or enclosure of porch openings
 - Porches should not be enclosed with infill walls or windows, as they alter and/or obscure important historic character-defining features and details of a building.
 - Enclosure of a front porch to increase living space should not be undertaken as it can detract from the character and historical integrity of the building.
 - The enclosure of a porch with screening should be undertaken with care to preserve the character-defining features of the porch. The removal of original features for the purpose of screening is not appropriate.
 - If enclosing a porch with screening or glass cannot be avoided, the framing and infill material should be recessed at least four inches from the face of the porch supports to preserve the original appearance, including rhythm of openings.
4. Addition of a porch to a primary or highly visible secondary elevation where one has not previously existed
5. Addition of infill materials between porch piers
 - If infilling areas between porch piers is necessary, the infill material should fill each open space between porch piers, including areas on the sides of the porch where it meets the building.

INAPPROPRIATE REPLACEMENT: ONLY REPLACE DAMAGED BALUSTERS IN-KIND



INAPPROPRIATE REPLACEMENT OF HISTORIC PORCH SUPPORTS



INAPPROPRIATE PORCH ENCLOSURE



Porches: Major vs. Minor Work Projects

Adding a new porch, enclosing or removing elements of an existing porch, or replacing the original fabric of an existing porch with a new, different material are all examples of **Major Work Projects**, and a Certificate of Appropriateness is required prior to making these changes.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for porches is provided

in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

Porch Maintenance

Wooden porch decking constructed of tongue-and-groove planks should be painted to avoid swelling and buckling from moisture. Replacement decking material should be primed on the underside for additional moisture control.

Porch elements are particularly vulnerable to damage from moisture

and sun exposure. Ensuring that porch elements are well protected with paint is the best way to prevent this deterioration.

Regular inspection of porch elements is recommended, as addressing any problems promptly will reduce repair costs.

3.2.7 Accessory Buildings

Before the development of modern conveniences, many functions of daily life were housed in smaller outbuildings or accessory buildings. Accessory buildings were generally modest in size and typically located at the rear of a lot. Examples of common historic accessory buildings include kitchens, bathrooms, carriage houses, and garages. Many of these accessory buildings became unnecessary with the introduction of technologies such as indoor plumbing, and they were frequently demolished. Extant historic accessory buildings are rare and should therefore be preserved whenever possible. The following guidelines apply to historic and character-contributing non-historic accessory buildings. Guidelines for the construction of new accessory buildings can be found in **Section 3.4: Guidelines for New Construction and Additions in Residential Districts**.

Accessory Buildings: Major vs. Minor Work Projects

Alterations that involve demolishing or replacing existing historic and character-contributing, non-historic accessory buildings are considered **Major Work Projects**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to undertaking such alterations.

Additional information on what constitutes a **Major Work Project** versus a **Minor**

Work Project for outbuildings or accessory buildings is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

Guidelines for Accessory Buildings

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic accessory buildings
2. Repair, rather than replacement, of damaged or deteriorated portions of historic accessory buildings
3. Repair and replacement of original elements and details of historic and character-contributing, non-historic accessory buildings should follow relevant guidelines listed above for similar aspects or elements of principal structures
4. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
 - Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
 - Applications for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual detail as well as to evaluate its long-term performance.

5. Screening of non-historic accessory buildings

- Non-historic accessory buildings that are readily visible from the public right-of-way should be screened with a mixture of evergreen and deciduous landscaping.

EXAMPLE OF A WELL-MAINTAINED ACCESSORY BUILDING



✗ NOT RECOMMENDED

1. Wholesale removal of historic accessory buildings

Accessory Building Maintenance

Accessory buildings frequently employ many of the same features and materials as the primary building on a property. Specific maintenance information related to the appropriate features, elements, or materials on an accessory building are

drawn from *Maintaining Your Historic Home: A Practical Guide for Homeowners* and can be found in the associated maintenance sections throughout **Section 3.2: Design Guidelines for Rehabilitation of Residential Architecture**.

3.3 Design Guidelines for Residential Site and Landscape Features

The patterns of site and landscape features that have developed surrounding historic and non-historic structures located within Gainesville's local historic districts significantly contribute to the visual character of the districts. Site and landscape features include (1) landscaping, (2) driveways and walkways, (3) fences and freestanding walls, (4) site lighting, (5) utilities and appurtenances, and (6) vehicle parking. Both historic and non-historic accessory buildings are discussed in **Section 3.2: Design Guidelines for Rehabilitation of Residential Architecture**, while the

construction of new accessory buildings is discussed in **Section 3.4: Design Guidelines for New Construction and Additions in Residential Districts**.

Although these features are generally considered secondary elements, site and landscape features reveal the developmental history of an individual property and a district as a whole. The preservation of such elements is strongly encouraged in order to maintain the overall architectural and environmental character of Gainesville's residential local historic districts.



3.3.1 Landscaping

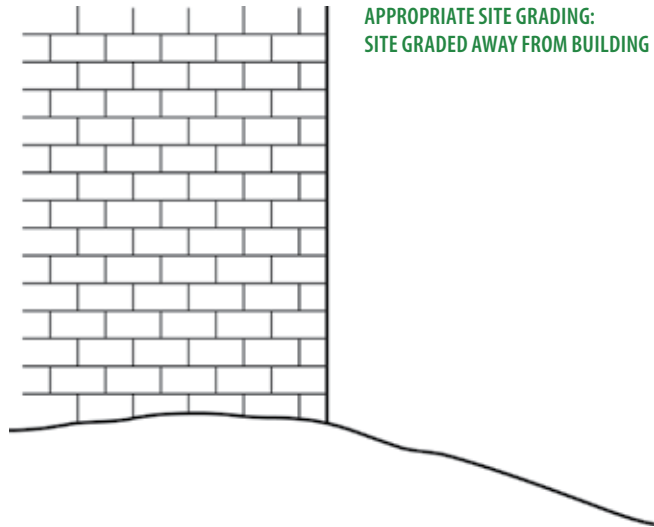
Landscaping, whether formal or informal, greatly influences the visual appearance of Gainesville's residential local historic districts. Mature trees, lawns, gardens, and other vegetation in the area should be considered a valuable resource. In addition to contributing to the aesthetic qualities of a neighborhood, mature trees and other vegetation serve other vital roles, including cleaning the air, producing shade that can reduce residential energy costs, and providing animal habitats. Gainesville's sloping terrain also makes many areas vulnerable to erosion, and mature trees and vegetation help to prevent the loss of valuable topsoil. In many instances, other landscaping features, such as retaining walls, may also be necessary to control storm water runoff and to stabilize the base of hills within the residential local historic districts.

3.3.1.1 General Guidelines for Landscaping

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the historic landscape
2. Restoration of historic landscapes based on photo documentation or other historical records

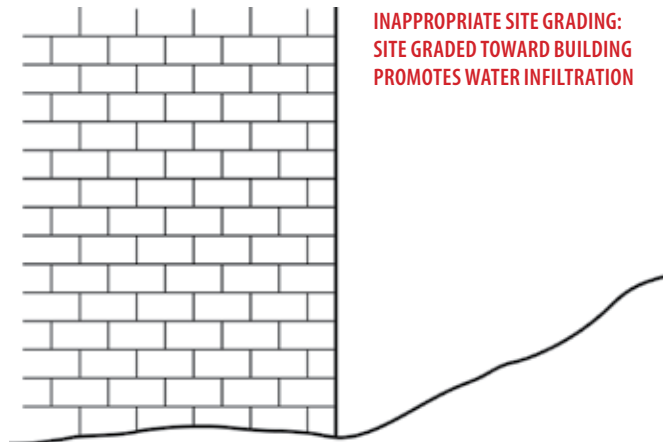
APPROPRIATELY LANDSCAPED AND WELL-MAINTAINED YARD



✗ NOT RECOMMENDED

1. Introduction of incompatible landscape designs or materials into the historic district

POORLY MAINTAINED LANDSCAPE



General Landscaping Maintenance

The specific general landscaping maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*.

Site grading and drainage: Sites should be graded to keep water away from building foundations. Homeowners should maintain a positive slope away from all buildings, and downspouts should properly direct all

water away from the building. Any drains or covers on window wells should be properly maintained so that debris and water cannot collect and infiltrate the foundation.

3.3.1.2 Guidelines for Vegetation

✓ RECOMMENDED

1. Retention, preservation, and maintenance of historic trees and mature vegetation

- The removal of a mature tree should be avoided unless it is dead, diseased, or poses a threat to public safety, as determined by a certified arborist.

2. Protection of trees and other plant material during maintenance and construction work

- Any mature tree lost during site work should be replaced with a comparable tree species typically found within the residential local historic district.

3. Replacement of lost trees or other vegetation with the same species or a compatible substitute

- Care should be taken so that newly planted trees will not interfere with building elements or utility lines when they reach their mature height. Consultation with a certified arborist and the Gainesville Community Development Department's staff is advised.

4. Installation of annual ornamental plant material that is compatible with the overall historic landscape

5. Light annual pruning of trees located under power lines, rather than more severe pruning on a less frequent basis

✗ NOT RECOMMENDED

1. Making wholesale changes to the existing historic landscape that are not necessary or compatible with the historic district or the individual residence

2. Planting incompatible or exotic plant species in the historic district

INAPPROPRIATE VEGETATION: UNPRUNED VEGETATION PROMOTING BUILDING DETERIORATION



Vegetation and Landscaping: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for landscaping and vegetation is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered

ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed alterations.

Vegetation Maintenance

The specific vegetation maintenance information below is drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*.

Prune and trim vegetation regularly:

Care for trees and remove dead wood as needed. Trees with branches overhanging the roof should be trimmed back. In general, plantings should be trimmed or pruned frequently, rather than dramatic pruning on a less frequent basis. Plantings

at the perimeter of a building should be avoided since they may trap moisture in masonry and timber, and large root systems can destroy materials.

Avoid invasive and non-native vegetation:

Avoid invasive plantings that will crowd a building as they grow. Planting native varieties is preferable, as they will usually require less watering and will not crowd out other native varieties.

3.3.1.3 Guidelines for Retaining Walls

✓ RECOMMENDED

1. Retention, preservation, and maintenance of existing historic retaining walls
2. Repair and resetting of damaged or compromised historic retaining walls
3. Construction of necessary retaining walls that are compatible in form and materials with their associated residence
 - Efforts should be taken to follow historic patterns with regard to design and materials when replacing an existing retaining wall or introducing a new retaining wall.
4. Establishment of vegetative groundcover where necessary to stabilize banks and prevent erosion

APPROPRIATE RETAINING WALL: WELL-MAINTAINED HISTORIC STONE RETAINING WALL



✗ NOT RECOMMENDED

1. Wholesale removal of damaged or compromised retaining walls
2. Introduction of retaining walls that are incompatible in form and materials with their associated residence

INAPPROPRIATE RETAINING WALL: INCOMPATIBLE DESIGN AND MATERIALS



Retaining Walls: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for retaining walls is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed alterations.

Retaining Wall Maintenance

The specific maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared

by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Inspect retaining walls: Historic retaining wall materials include masonry and timber.

Timber materials should be inspected for rot, and masonry should be inspected for spalling and other deterioration. All elements should be inspected for loose components.

3.3.2 Driveways and Walkways

Connecting a building and its inhabitants to its setting is the primary, functional purpose of driveways and walkways. Driveways and walkways also contribute to the picturesque streetscapes and landscapes within residential local historic districts.

The visual character of driveways and walkways is a function of their location, form, and materials. Driveways are generally located to the side of principal building. Insensitive alterations to the form, location, and materials of driveways and walkways can have a negative visual impact on individual historic resources as well as the historic district as a whole.

Guidelines for Driveways and Walkways

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the original location, form, and materials of historic driveways and walkways

- If replacement is necessary due to overwhelming deterioration or other factors, all efforts to preserve and maintain the original location should be made.
- If replacement is deemed the only alternative, the location, form, and materials of the replacement should be appropriate to and consistent with the residential local historic district.
- Historic materials for walkways often included gravel, brick, stone, and pre-fabricated concrete stepping-stones.

2. Replacement of original historic materials should be **in-kind**, meaning replacement with the exact same historic material

- If historic materials must be replaced and original materials are unavailable, all efforts should be taken to use modern materials that are visually similar and compatible with the historic fabric.

3. Construction of new driveways and walkways that are compatible with the individual architectural resource as well as the overall historic district

- New walkways and driveways should take into account the historical context of the individual site and district as a whole. The design and materials used should be in keeping with the historical character of the site and district.

EXAMPLE OF APPROPRIATE, WELL-MAINTAINED HISTORIC FLAGSTONE WALKWAY



EXAMPLE OF APPROPRIATE, WELL-MAINTAINED HISTORIC DRIVEWAY



EXAMPLE OF APPROPRIATE WALKWAY: APPROPRIATE MATERIAL AND ROUTED TO AVOID MATURE TREE



Driveways and Walkways: Major vs. Minor Work Projects

Introducing a driveway or walkway that did not previously exist is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to such alterations.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for driveways and walkways

is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed alterations.

Driveways and Walkways Maintenance

The specific maintenance information on driveways and walkways provided below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see

Appendix B for a list of available Preservation Briefs).

Monitor moisture and erosion: Moisture and fluctuations in temperature can cause driveways and walkways to crack and buckle. Certain materials will also spall from

freeze and thaw cycles. Materials should be well sealed to prevent moisture penetration, and any soil erosion near walkways or driveways should be corrected to prevent water from seeping under materials and wicking to the surface. Where possible, use permeable materials to reduce water runoff.

✗ NOT RECOMMENDED

1. Addition of large expanses of pavement where none existed historically

- The creation of large expanses of concrete or asphalt is generally undesirable, as impervious paved areas radiate heat during the summer, create stormwater management issues, and are not a compatible element of local residential historic districts.

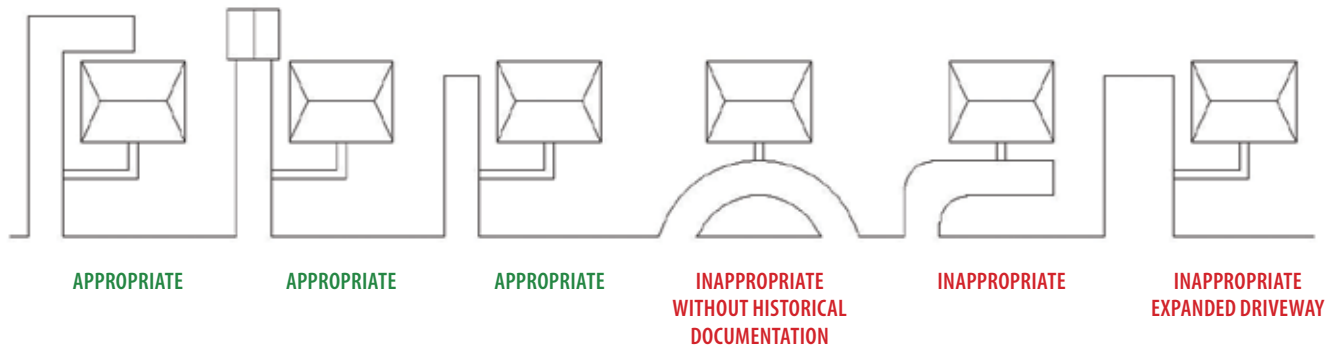
2. Use of non-traditional materials like asphalt in the construction of new walkways and driveways, as it conflicts with the historical, architectural, and environmental character of the district

- Brick and pre-fabricated concrete pavers are excellent alternatives to using incompatible materials such as concrete or asphalt.

INAPPROPRIATELY LARGE CONCRETE DRIVEWAY



Driveway and Walkway Configurations



3.3.3 Fences and Freestanding Walls

Historic fences and freestanding walls were typically used to demarcate property lines, or confine and/or exclude animals. Fences and walls located in front of historic homes were often more decorative in nature, while those located in side and rear yards were more utilitarian. A variety of different materials, including metal, wood, brick, and stone, were used to build fences and walls. No matter what their material or configuration, fences and freestanding walls were important landscape elements that often took design cues from the main house.

Some residential historic districts feature yards in which fences or walls run along the edge of the property. The small scale of these fences and walls allows them to demarcate the boundary between private and public areas without obscuring the historic residence. Many also featured gates or arbors that helped to retain the welcoming, pedestrian-friendly feel of the neighborhood.

Other residential historic districts are characterized by open, grassy front lawns in which one property seems to blend seamlessly into the next. Constructing a visual enclosure such as a fence or freestanding wall in a district with this seamless appearance can alter the visual character and connectedness of the district. The installation of new fences and freestanding walls in a district of this type would therefore be inappropriate.

Guidelines for Fences and Freestanding Walls

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic fences and freestanding walls

2. Repair, rather than replace, historic fencing and freestanding walls

- Deteriorated or compromised portions of a historic fence or freestanding wall should be replaced in kind.

3. Construction of new fences and freestanding walls that are sensitive to established practice in the historic district and compatible with the design of the principal building

- Particular attention should be paid to making sure the form and materials selected for a front-yard fence or freestanding wall relate to the materials and design of the principal building.
- Height of front-yard fences and freestanding walls should not exceed two and half feet.
- Materials for a new freestanding wall should be appropriate for their context and should be chosen from existing materials common to the district.

APPROPRIATE FENCE: COMPATIBLE WOODEN FENCE



✗ NOT RECOMMENDED

1. Construction of wooden privacy fences in front yards

- Wooden privacy fences should be sited behind or towards the rear of buildings, as they are too obtrusive in front yards.

2. Materials used to construct wooden fences should be treated.

2. Use of wire or chain-link fencing within historic districts

- Wire or chain-link fencing is discouraged in general and prohibited in front yards.
- If installed in rear yards, wire or chain-link fencing must be screened with evergreen vegetation.

INAPPROPRIATE FENCE: INCOMPATIBLE AND UNSCREENED CHAIN-LINK FENCE IN FRONT YARD



Fences and Freestanding Walls: Major vs. Minor Work Projects

Replacing an existing fence or freestanding wall with new or different materials, or introducing a fence or freestanding wall where one did not previously exist, is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to any alterations or construction.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for fences and freestanding walls is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed work project.

Fences and Freestanding Walls Maintenance

The specific maintenance information on fences and freestanding walls provided below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Inspect fences and freestanding walls: Historic fencing and wall materials include stone, timber, and some cast metals. Timber materials should be inspected for rot, masonry should be inspected for spalling and other deterioration, and metal should be inspected for corrosion. All elements should be inspected for loose components.

3.3.4 Outdoor Lighting

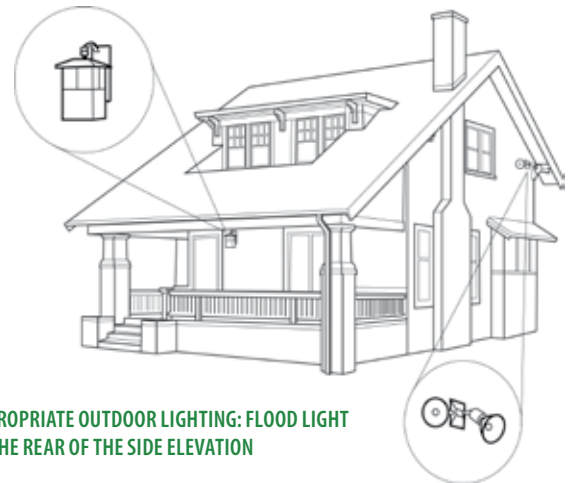
Outdoor lighting in residential neighborhoods takes three forms: attached, security, and accent. Attached lighting refers to fixtures that are physically affixed to the house itself. Attached lights were typically installed on historic houses to provide light for entryways or areas such as porches that people used after dark. Security lighting refers to modern lighting fixtures that are used to deter crime and provide a greater sense of security for occupants. Security lighting typically takes two forms: floodlights that are on whenever it is dark outside, and lights that are wired to a motion detector that only come on when there is movement around the house. Accent lighting refers to lights that are used to illuminate landscape elements such as trees or to lights that are used to illuminate the façade of the house.

Guidelines for Outdoor Lighting

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic lighting fixtures
2. Repair, rather than replacement, of damaged historic lighting fixtures
 - Deteriorated or compromised portions of a historic lighting fixtures should be replaced in kind.
3. Installation of replacement lighting fixtures that are compatible with the historic building
 - Replacement lighting fixtures should be compatible with the historic building in scale as well as developmental period and architectural style.
4. Outdoor or security lighting that is in keeping with the residential character of the district

APPROPRIATE OUTDOOR LIGHTING: COMPATIBLE LIGHTING FIXTURE

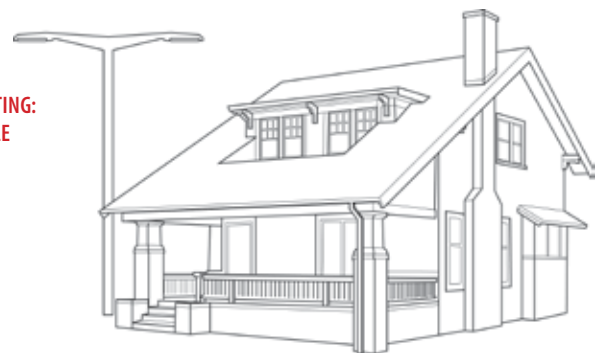


APPROPRIATE OUTDOOR LIGHTING: FLOOD LIGHT TO THE REAR OF THE SIDE ELEVATION

✗ NOT RECOMMENDED

1. Installation of lighting fixtures, such as carriage lights, that create a false historic appearance
2. Installation of security floodlights on the primary façade of a house
 - Floodlights should be installed on side and rear elevations.

INAPPROPRIATE OUTDOOR LIGHTING: INCOMPATIBLE AND OUT OF SCALE LIGHTING FIXTURE



Outdoor Lighting: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for site lighting is provided in the Work Project Table. A **Certificate of Appropriation**

ness must be obtained prior to starting a work project that is not considered ordinary maintenance and repair. Before commencing work, please contact

the Gainesville Community Development Department to verify the nature of the proposed work project.

Outdoor Lighting Maintenance

The specific outdoor lighting maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Home-owners*. Additional information on lighting fixture maintenance and repair is provided in the Preservation Briefs prepared by the

National Park Service (see Appendix B for a list of available Preservation Briefs).

Inspect your lighting fixtures: All lighting fixtures should be checked for exposed or damaged wires. Where fixtures are attached

to a structural unit, make sure the joints are properly sealed to prevent moisture and air infiltration. Any utility lines running into a building should have a drip loop to prevent water being carried along the cable and into the building by surface tension.

3.3.5 Utilities and Appurtenances

Modern mechanical systems, particularly centralized heating and air-conditioning units, are inevitable additions to historic buildings. Other modern utilities and appurtenances may include satellite dishes or other communication devices. Improper placement or a lack of visual screening can diminish the visual character and historical integrity of individual historic buildings as well as the overall character of Gainesville's residential historic districts.

Guidelines for Utilities and Appurtenances

✓ RECOMMENDED

1. Locating modern utilities and appurtenances in the rear or side yard of the principal building and screening with vegetation or with a structural buffer combined with vegetation

- Wooden fences and evergreen trees and/or shrubs are suitable screening combinations.

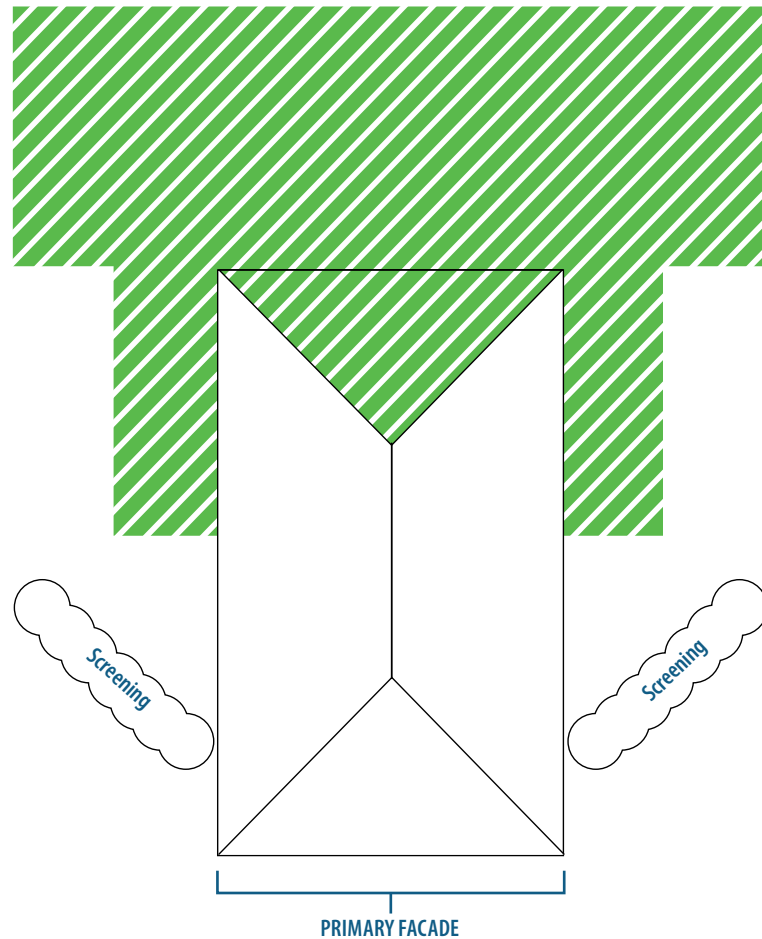
2. Placing communication, utility, and other mechanical systems on a secondary elevation or site in a non-visible area toward the rear of the principal building

3. Inconspicuous placement and visual screening of utility meters and dumpsters

APPROPRIATE TREATMENT: SCREENING EXTERIOR HVAC UTILITY WITH WOODEN FENCE AND VEGETATION



APPROPRIATE AREAS FOR PLACEMENT OF APPURTENANCES



Utilities and Appurtenances: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for utilities and appurtenances is provided in the Work Project Table. A **Certificate of**

Appropriateness must be obtained prior to starting a work project that is not considered ordinary maintenance and repair. Before commencing work, please contact

the Gainesville Community Development Department to verify the nature of the proposed work project.

Guidelines for Utilities and Appurtenances

✗ NOT RECOMMENDED

1. Installation of window air-conditioning units on primary facades or on readily visible secondary elevations

- Window units should not result in the removal or replacement of the original window sash or the alteration of the window framing or surrounds.

2. Placement of exterior HVAC units on roofs

INAPPROPRIATE TREATMENT: UNSCREENED UTILITY



INAPPROPRIATE TREATMENT: SATELLITE DISH NOT SCREENED FROM PUBLIC RIGHT-OF-WAY



Utilities and Appurtenances Maintenance

The specific information on maintaining utilities and appurtenances provided below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Inspect your utilities and appurtenances:

All utilities and appurtenances should be checked for exposed or damaged wires. Where fixtures are attached to a structural unit, make sure the joints are properly sealed to prevent moisture and air infiltration. Any utility lines running into a building should have a drip loop to prevent water being carried along the cable and into the building by surface tension.

3.3.6 Vehicle Parking

Although some side-yard parking exists, the predominant parking pattern in local residential historic districts is for vehicles to be parked in the garage or carport of the house or in the driveway of the house. Broad expanses of off-street parking are incompatible with the residential character of the district, and therefore, are discouraged.

In order to reduce the impact of expanses of asphalt and concrete, sufficient landscaping should be installed to screen vehicles parked on the lot. Parking lot improvements and newly proposed parking lots must comply with current design standards as required by the current Unified Land Development Code (a.k.a. zoning and local development regulations).

Guidelines for Vehicle Parking

✓ RECOMMENDED

1. Locating parking areas (or pads) to the rear of principal buildings and completely screening them from public view

2. Seeking approval from the Gainesville Historic Preservation Commission when installation of a new parking area in a residential side yard is being considered

- Requests for design review of side-yard parking must be submitted to the Gainesville Historic Preservation Commission. Requests will be considered on an individual basis. While the Gainesville Historic Preservation Commission may consider past actions when making decisions on a request for a Certificate of Appropriateness for side-yard parking, the Gainesville Historic Preservation Commission is not held by those decisions when considering new applications that may appear similar in character.

3. Adherence with specific guidance for appropriate parking areas provided below:

- Side-yard parking areas, including the required vegetative screening, should not go beyond the front façade of the principal building with the exclusion of porches.
- The required vegetative screening for side-yard parking areas should be at least eight feet (8') in width, with the front edge of the screening area in alignment with the front façade of the principal building and not beyond that point.
- The required vegetative screening should contain a mixture of evergreen vegetation so as to reduce the potential for widespread loss due to a pathogen (disease, bacteria); and should provide a screen at least six feet (6') in height at the time of planting.

4. Use of non-asphalt materials

5. Construction of parking areas (or pads) that feature a concrete curb and gutter or other appropriate alternative for drainage

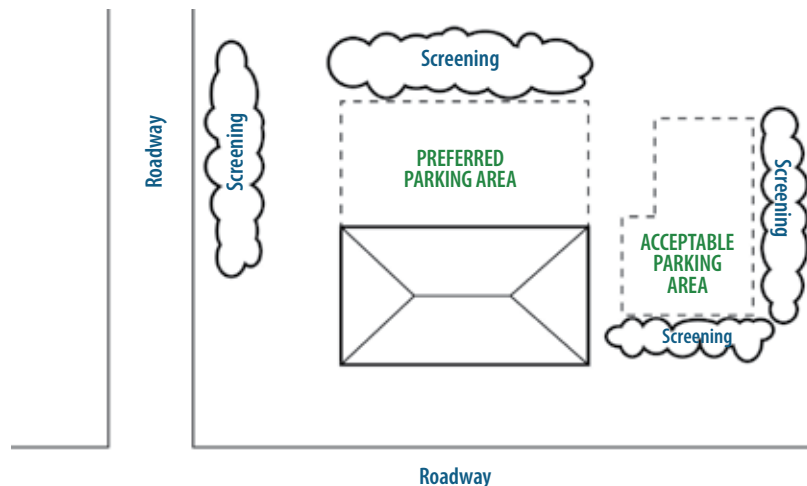
6. Installation of vegetation that visually screens parking areas (or pads) from public view

- Minimum visibility of pavement of parking pads is strongly encouraged.
- Evergreen landscape buffers and hedges should be located around the perimeter of parking pads with shade trees interspersed throughout the interior of the parking lot.
- The required vegetative screening should contain a mixture of evergreen vegetation to reduce the potential for widespread loss due to a pathogen (disease, bacteria).

- A listing of trees, shrubs and other vegetation appropriate for Georgia (based on climate and soils types) titled *Landscape Plants for Georgia* has been created by the University of Georgia College of Agricultural and Environmental Sciences. The following shrubs – which are listed in *Landscape Plants for Georgia* as being good screening or hedge shrubs – are examples of vegetative plantings that may be appropriate for screening parking areas from public view: Needle Point Holly, Sasanqua Camellia, and Waxmyrtle (native to Georgia). Note that this is not an all-inclusive list but are examples of appropriate evergreen shrubs.

7. Consideration and incorporation of existing mature trees and historic paths or walkways in the design of new parking areas (or pads)

APPROPRIATE VEHICLE PARKING TREATMENTS



Vehicle Parking: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for vehicle parking is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

A consultation meeting with the Gainesville Community Development Department and the Public Works Departments should be scheduled during the planning phase of any proposed work project involving a parking area (or pad) to determine any course of action to be taken prior to starting work.

Guidelines for Vehicle Parking

❌ NOT RECOMMENDED

1. Constructing new parking areas (or pads) in front of the primary building or beyond the façade of the principal building with the exclusion of porches
2. Interruption of boundary elements such as hedges, fences, and walks
3. Lack of consideration and incorporation of existing mature trees and historic paths or walkways in the design of new parking areas or lots

INAPPROPRIATE VEHICLE PARKING AREA IN FRONT OF PRIMARY BUILDING



INAPPROPRIATE VEHICLE PARKING AREA LOCATED FORWARD OF PRIMARY FACADE AND NOT SCREENED



Vehicle Parking Maintenance

The specific maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Permeable Surfaces: Where possible, use permeable materials to reduce water runoff.

3.4 Design Guidelines for Additions and New Construction in Residential Districts

Additions to historic buildings and new construction within historic districts can have a significant impact on the integrity of individual resources and the character of a historic district as a whole. In an effort to preserve its irreplaceable historic resources, the City of Gainesville has developed design guidelines for additions and new construction in residential districts. The guidelines provide information on recommended treatments and approaches, as well as practices to be avoided, during the construction of additions to historic buildings and new construction within residential historic districts.

New construction and additions in residential districts covers (1) additions to existing buildings in residential historic districts, (2) new construction in residential historic districts, (3) new accessory buildings in residential historic districts, and (4) accessibility features in residential historic districts.



3.4.1 Additions to Existing Buildings in Residential Historic Districts

In order to retain their functionality, it is sometimes necessary to enlarge historic buildings. It is important that these changes do not radically alter or obscure the character-defining features of the building, especially in the areas of massing and scale, materials, features, and finishes. Additions to historic buildings should also be reversible, meaning that they could be removed in the future with minimal impact to the historic fabric. Owners of historic buildings should only consider the construction of an addition after they have determined that an alteration of the interior spaces within the building cannot meet their needs.

Individuals wishing to construct an addition to their building should consider the overall character of the site, the impact on neighboring buildings, and the district as a whole. Alterations that attempt to create a false sense of historic development are discouraged; however, with proper historical documentation, it is possible to restore a feature long since removed or destroyed.

3.4.1.1 Guidelines for Location, Massing, Scale, and Application of Additions to Historic Buildings

Although it is preferable to retain the original design and layout of a historic building, it is sometimes necessary to create additional space. When making additions to historic buildings, it is important to keep in mind the overall massing and scale of the original, in addition to its relationship with adjacent buildings. Additions should be designed in such a way that their size and location will not visually enlarge the building in comparison with its neighbors. Massing of additions should be in keeping with existing buildings to maintain the visual rhythm of the altered building in comparison with its neighbors.

✓ RECOMMENDED

1. Location of an addition at the rear of the building so that it cannot be seen from the primary façade and has as little impact as possible on a building's character-defining features

- An addition should generally be made to the rear of the building because a properly located rear addition can provide the desired increase in interior space without significantly changing the character of the structure.

2. Construction of an addition that has an equal or lesser number of stories above grade than the main building

- An addition should be secondary to the original building. It should not overpower the original building with its size, either in floor area or in height.

3. Construction of an addition in a manner that protects the character-defining features and materials of the original building

- New additions should be considered only after all other options, such as altering non-character-defining interior spaces, has been explored.
- New additions should be designed and constructed so that the character-defining features of the historic building are not drastically changed, obscured, damaged, or destroyed during the construction process.
- Additions should be attached to the original building in a manner that results in the least amount of loss of historic materials.

- Reversibility of the addition is an important consideration. An addition should be constructed in a manner in which it could be removed at a later date without severe damage to the architectural character of the historic structure.

✗ NOT RECOMMENDED

1. Construction of an addition to the front façade of the principal building

2. Construction of an addition to a historic building that extends above its roofline or that changes the original roof form

- Generally, the roof shape and pitch of the original building should be repeated in the addition.

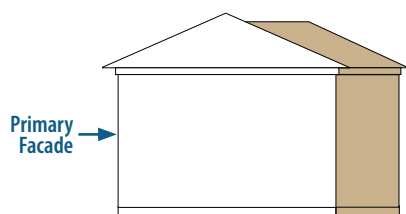
3. Construction of an addition that is wider than the original building

- Side additions or additions that are wider than the original building should be constructed with caution because many architectural styles rely on balance and symmetry.

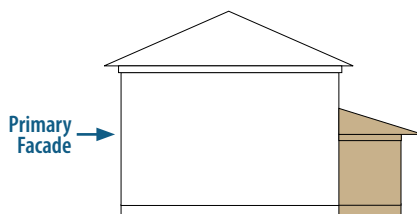
APPROPRIATELY LOCATED AND SCALED ADDITION



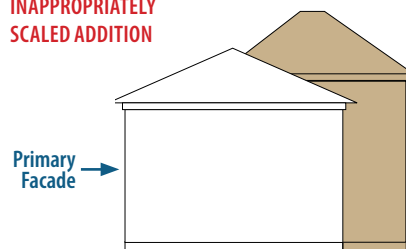
APPROPRIATELY SCALED ADDITION



APPROPRIATELY SCALED ADDITION



INAPPROPRIATELY SCALED ADDITION



3.4.1.2 Guidelines for Materials of Additions to Historic Buildings

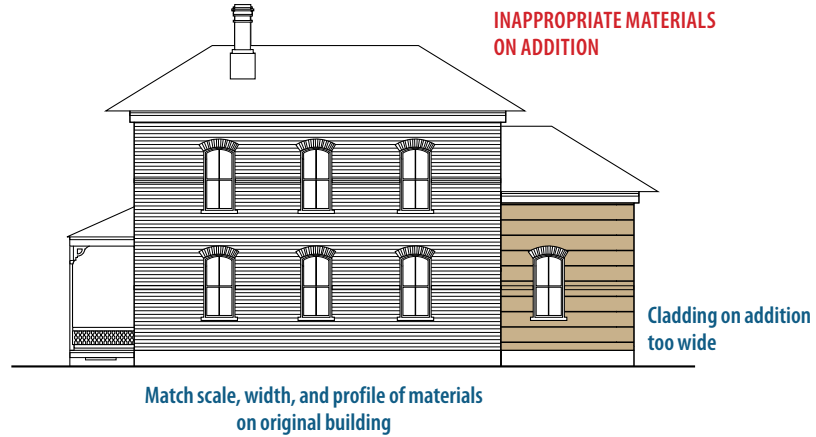
Additions should be compatible in design, but distinguishable from, the original building. It is often advisable to use exterior materials to achieve this distinction. Natural historic building materials exude a warmth, patina, and texture that modern, synthetic materials struggle, and usually fail, to achieve. When creating additions to historic buildings, it is important that the exterior materials are similar to the original in scale, texture, and composition.

✓ RECOMMENDED

1. Construction of an addition that is clearly differentiated from the historic portion of the building so as not to give a false historic impression
2. Use of exterior materials that are similar to what was used on the historic portions of a building
 - The finish of an addition should be consistent with that of the original building; for example, siding should be the same width, and new brick should be painted if the historic brick is painted.
3. Using fiber cement or other siding that is similar to historic wooden siding in texture, appearance, and reveal dimension

✗ NOT RECOMMENDED

1. Construction of an addition that results in the unnecessary loss of historic materials



3.4.1.3 Guidelines for Windows and Doors on Additions to Historic Buildings

In order to create an addition that is compatible with a historic building, it is important to include window and door openings that are appropriately placed and in scale with the original design.

✓ RECOMMENDED

1. Construction of additions with fenestration (door and window openings) that are in proportion with window and door openings on the original building
 - An addition should reflect the established fenestration pattern of doors and windows on the original building.
2. Use of windows and doors that are compatible with those on the historic portion of the house in terms of materials, size, and design
3. Use of windows that have true divided lights (TDL) or simulated divided lights (SDL) that reflect the design of historic windows

✗ NOT RECOMMENDED

1. Construction of an addition with large, unbroken expanses of wall (without windows and doors) that are out of character with the original structure
2. Use of windows with flat grilles or muntins sandwiched between panes of glass

ADDITION WITH INCOMPATIBLE FENESTRATION



ADDITION WITH COMPATIBLE FENESTRATION



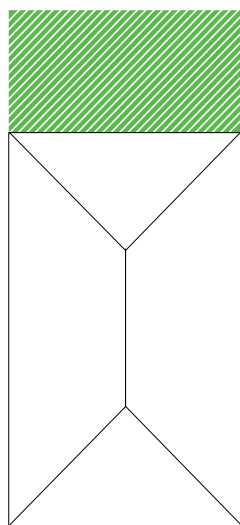
3.4.1.4 Guidelines for the Addition of Porches, Decks, and Exterior Stairs on a Historic Building

To ensure the continued functionality or livability of a building, it is sometimes necessary to construct an exterior addition such as a porch, deck, or stairway. It is also sometimes desirable to re-create a porch that existed historically. It is important that non-historic additions are not a visual distraction from the historic building, and that they remain compatible with the original design.

✓ RECOMMENDED

1. Reconstruction of a historic porch using historic photos or other documentation to discern the original design and configuration

APPROPRIATE AREAS FOR PORCHES, DECKS AND STAIRS



↑
Primary Facade

✗ NOT RECOMMENDED

1. Addition of a porch on the primary façade or readily visible secondary elevation where one did not exist historically
2. Addition of new decks, stairways, or porches to portions of a building where they would be visually obtrusive, such as the front and sides of the historic building

INAPPROPRIATE TREATMENT: NEW DECK AND STAIRS ON SECONDARY ELEVATION VISIBLE FROM PUBLIC RIGHT-OF-WAY



3.4.1.5 Guidelines for Architectural Details and Trim on Additions to Historic Buildings

Because architectural details and trim establish the character of buildings, it is important to apply them carefully to additions on historic buildings. Used inappropriately, they can make a historic building appear to be from a period that is different from its actual historic era. It is important to apply architectural details and trim in a way that is sensitive to the historic fabric of the building and subtly different to distinguish the old from the new.

✓ RECOMMENDED

1. Use of simple detailing on additions to historic buildings
2. Relation of details and trim on an addition to detailing found on the original building
 - The use of simplified versions of the historic trim located around windows, doors, and at eaves can make the addition more visually compatible with the historic building without creating a false sense of history.

✗ NOT RECOMMENDED

1. Exact mimicking of details found on the historic building
2. Use of materials that are not compatible with the scale or texture of trim on the historic building

Additions: Major vs. Minor Work Projects

Given the potential impact to the visual character of a district, the construction of an addition to an existing building within a residential local historic district is considered a **Major Work Project** and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to receiving a permit to construct a building addition.

3.4.2 New Construction in Residential Historic Districts

Over time, buildings in Gainesville's residential local historic districts may be lost to fire, weather, or demolition. It is important that infill development and other new construction on the resulting vacant lots are constructed in a manner that recognizes and reflects the historical integrity and character of the district as a whole.

Compatibility is the key to the successful introduction of new construction within Gainesville's local residential historic districts, and it can be achieved by following guidelines for design and placement that reflect the established environment of the residential district. The guidelines for new construction are not intended to require particular architectural features, dictate architectural style, or limit creativity; rather they are general in nature and intended to identify a set of design principles that will encourage compatible infill development. Such compatibility offers protection of the historical integrity of the district and personal investments made by others in the district.

Infill development and new construction should be recognizable as new, yet compatible with existing buildings within the district. Replication of existing buildings is neither a goal nor a desired result of the guidelines, as such a project would create a false sense of historic development. In other words, a new building should not be an imitation of the past, rather it should respond to the present time, the environment and use for which it is intended. Reconstruction of a historic property is appropriate, provided that physical documentation exists, and should only occur on the original site.

3.4.2.1 Guidelines for Placement and Orientation of New Construction

The placement and orientation (or direction in which the front façade faces) of infill development should reflect the building setbacks of existing structures, meaning that new construction should not sit farther away from or closer to the front lot line than adjacent structures. The setback from side lot lines for new buildings should also be consistent with existing structures in the district. A properly sited building will be aligned with adjacent buildings and others nearby in order to be consistent with existing practice in the district.

✓ RECOMMENDED

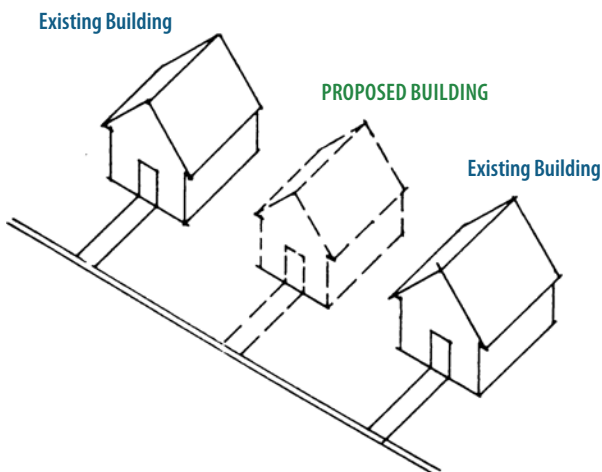
1. Construction of new buildings in the historic district that adhere to established patterns and practice

- New construction should not interrupt existing building patterns along the street and should respect existing mature landscape features and historically open spaces. Infill development should reflect the scale, massing, and height that characterize other buildings within the historic district.

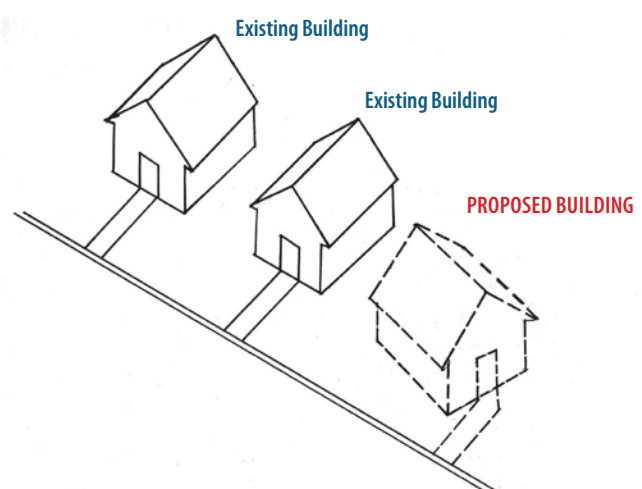
- Setbacks and yard dimensions of infill construction should conform to the established historic setback and side yard dimensions in the district.
- The new building's orientation on the lot should conform to the orientation of the adjacent historic buildings. Compatibility of orientation means that the primary façade (with the main entrance) of the new building would face the street straight-on in the same manner that the primary façades of the existing buildings on the same

side of the street face the primary street straight-on. If the existing buildings on the street face the street straight-on, it would be inappropriate for the primary façade of a new building to be angled or situated to face a secondary street or other lot line. New corner buildings should be designed so that the main entrance faces the primary street, yet the façade fronting the secondary street(s) should contain windows and decorative features to visually enhance the secondary street. Long lengths of blank walls should be avoided.

APPROPRIATE PLACEMENT AND ORIENTATION OF NEW CONSTRUCTION



INAPPROPRIATE PLACEMENT AND ORIENTATION OF NEW CONSTRUCTION



3.4.2.2 Guidelines for Rhythm of New Construction

The rhythm of spacing between new and existing structures should be similar to the existing buildings on the block face (buildings on the same side of the street). Lots should not be combined or subdivided in a manner that may allow for the construction of materially larger or smaller buildings than previously existed in the district. In addition to observing the existing rhythm of building placement, new buildings should be visually compatible with existing buildings in terms of the presence of porches and architectural projections, bays, dormers, chimneys, and cornices as existing structures in the district.

✓ RECOMMENDED

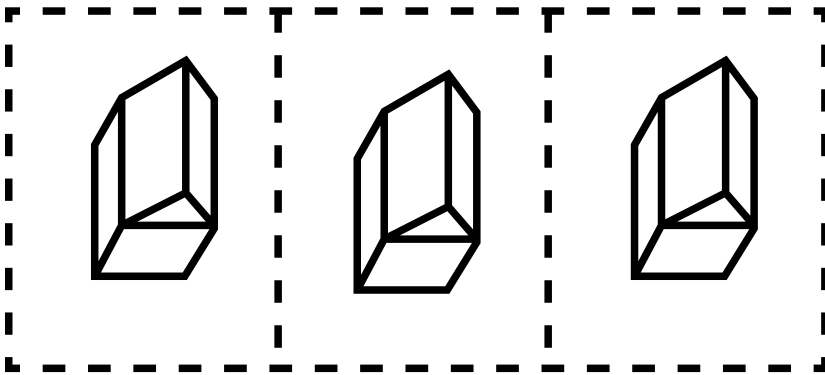
1. Construction of new buildings within the historic district that are compatible with the existing building on the block face in terms of rhythm and spacing

✗ NOT RECOMMENDED

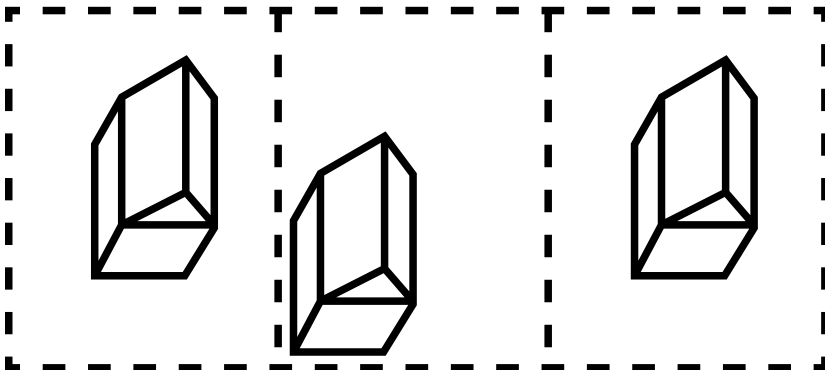
1. Construction of a new building that violates the established rhythm of buildings on the block face

2. Construction of a new building that does not observe the rhythm and presence of porches and architectural projections, bays, dormers, chimneys, and cornices as existing structures in the district

APPROPRIATE RHYTHM: MIDDLE PROPERTY IN KEEPING WITH RHYTHM OF SURROUNDING PROPERTIES



INAPPROPRIATE RHYTHM: MIDDLE PROPERTY NOT IN KEEPING WITH RHYTHM OF SURROUNDING PROPERTIES



3.4.2.3 Guidelines for Scale and Proportion of New Construction

The size of a new building to be constructed within the historic district should be consistent with adjacent existing buildings. New construction in a historic district should also be compatible with the scale of the other buildings in the district, meaning that the building itself, as well as its individual architectural features, should be roughly the same size as the surrounding historic buildings.

After a site has been selected for the new building, work can begin on the development of a design that is compatible with the existing mass and directional expression of the adjacent historic buildings in the district.

Directional expression, which is the overall relationship of height to width, is an important consideration as it affects the perceived massing (or overall form) of the structure. Directional expression may be described as vertical, horizontal or square (non-directional). The directional expression of a residential building often relates to the era and style in which the structure was built, making the preservation of the established pattern of directional expression an important character-defining feature in a residential historic district. A newly constructed building should be visually related in its directional character to adjacent buildings; thus, new structures should be constructed to a height and width that is an average of the height and width of the historic buildings within the district.

✓ RECOMMENDED

1. Construction of new buildings within the residential historic district that are compatible in scale and proportion with the existing historic buildings on the same block face

- Infill construction should be compatible with the height and width of the existing buildings in the historic district. In general, use forms or massings that relate to those of existing structures in the district. Massing of large-scale structures should be reduced so that they will not overpower the traditional scale of the district. Techniques that can be used to achieve compatibility of scale and proportion include varying the surface planes of the structure, breaking up the roofline with different elements to create smaller compositions, and stepping back portions of the building as height increases.
- If proposed new construction is greater in width than historic buildings in the district, the primary facades should be divided into bays to reflect the predominant width of existing buildings in the district.

2. Construction of new buildings that adhere to the established scale of historic buildings within the district, rather than the district's modern, non-contributing buildings

- Any new structure should note historic building scale in the district and conform to that scale. In areas where there is a mixture of historic and non-historic buildings, the scale of new construction should relate to the scale of the historic buildings.
- In areas where there are multi-story newer buildings and smaller scaled historic structures, proposed large new construction should have lower scaled portions at the street-front level that relate to the smaller scaled buildings. This can be achieved by setting back upper stories from street-front facades.

3. Construction of new buildings within the historic district that adhere to the established directional character of the historic buildings within the district, especially with buildings on the same block face

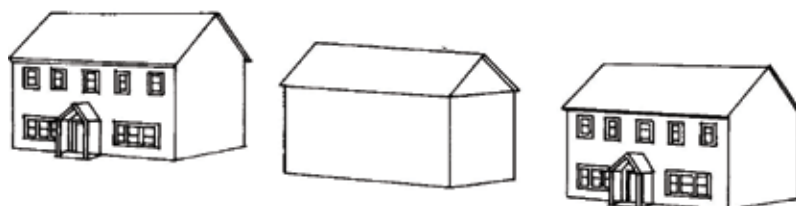
- A new building should be visually compatible in terms of directional character to the directional character of adjacent structures. The directional expression may be vertical (emphasis on height versus width), horizontal (emphasis on width versus height), or non-directional (square-like proportions, meaning the building is as wide as it is tall).

✗ NOT RECOMMENDED

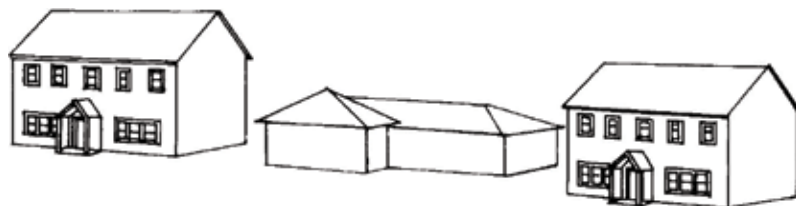
1. Construction of new buildings within residential historic districts that are incompatible in terms of scale and proportion with the existing historic buildings in the district

2. Construction of new buildings with façade elements (porches, architectural projections, bays, dormers, chimneys, and cornices) not the same size as existing structures in the district

COMPATIBLE HEIGHT, SCALE, AND MASSING



INCOMPATIBLE HEIGHT, SCALE, AND MASSING



INCONSISTENT DIRECTIONAL EXPRESSION



3.4.2.4 Guidelines for Façade Fenestration and Articulation of New Construction

The fenestration pattern and articulation of a façade have a profound effect on the appearance of a building. Fenestration pattern refers to the arrangement of window and door openings on a façade. Articulation refers to design features such as recessed areas or projections that add visual interest and break up the flat, monolithic appearance of a façade. A new building that is compatible in overall size and form may still be incompatible with the historic resources in a district if its fenestration pattern or articulation of its façade are markedly different. New buildings should feature a fenestration pattern and façade articulation that is visually compatible with the established precedents in the historic district, particularly with historic resources on the same block face.

✓ RECOMMENDED

1. Construction of new buildings in the historic district that are compatible with existing historic structures in terms of fenestration pattern and façade articulation

- The primary façade should not have blank walls or walls with only one window or door opening. The number of openings should be consistent with existing structures in the district.
- The main entrance of a new building should be located in approximately the same position as entrances on historic buildings.

✗ NOT RECOMMENDED

1. Construction of new buildings that do not convey the same sense of texture or visual interest as the existing historic buildings within the district due to a lack of compatible articulation

APPROPRIATE FAÇADE FENESTRATION AND ARTICULATION



INAPPROPRIATE FAÇADE FENESTRATION AND ARTICULATION



3.4.2.5 Guidelines for Continuity of Design of New Construction

Infill development in Gainesville's local residential historic districts should exhibit continuity of design with the existing historic building stock of the district, meaning that it should appear compatible on a holistic basis. New construction that adheres to the historic district's established practices in terms of factors such as landscape, building placement, scale, massing, form, and materials will achieve continuity of design.

✓ RECOMMENDED

1. Development of designs for new construction that echo or compliment the architectural and visual characteristic of the historic district

- A new building's form and materials should be compatible with the predominate form and materials exhibited by existing historic buildings in placement, shape, size, texture, and finish.

✗ NOT RECOMMENDED

1. Infill construction that replicates the existing historic buildings in a district so closely that it creates a false sense of history or confusion about which buildings are historic and which buildings are infill

2. Construction of a new building that is not compatible with existing historic buildings in terms of roof form, pitch, and overhang; porch configuration and location; or window and door size, shape, and location.

APPROPRIATE CONTINUITY OF DESIGN



INAPPROPRIATE CONTINUITY OF DESIGN



3.4.3 New Accessory Buildings

Over time, an owner or occupant may find it necessary to construct a new outbuilding or accessory building to provide additional storage or activity space. New accessory buildings that are in keeping with the traditional designs found in the district are encouraged.

3.4.3.1 Guidelines for Construction of New Accessory Buildings in Residential Historic Districts

✓ RECOMMENDED

1. Construction of accessory buildings that are simple and utilitarian in design in order to protect the overall visual character of the associated historic property as well as the larger district

- The design and materials used in the construction of the new accessory buildings should be compatible with the existing principal building and reflect the design, form, and materials of the existing building.

2. Placement of the new accessory building that reduces visual impact and observes historical precedent by siting the accessory building to the rear of the principal building

- New accessory buildings should be placed inconspicuously out of public view.

3. Screening accessory buildings that are readily visible from the public right-of-way with a mixture of evergreen and deciduous landscaping

4. Construction of new accessory buildings that defer to historical precedent in terms of placement, even if the associated principal building is non-historic

- A new accessory building for a non-historic property located within a residential historic district should be located to the rear of the main building or elsewhere on the property in a manner that is similar to the placement of historic outbuildings or accessory buildings.

5. Construction of new accessory buildings for non-historic buildings that reflect the design and materials of the non-historic principal building

✗ NOT RECOMMENDED

1. Placement of new accessory buildings forward of the principal building's front façade

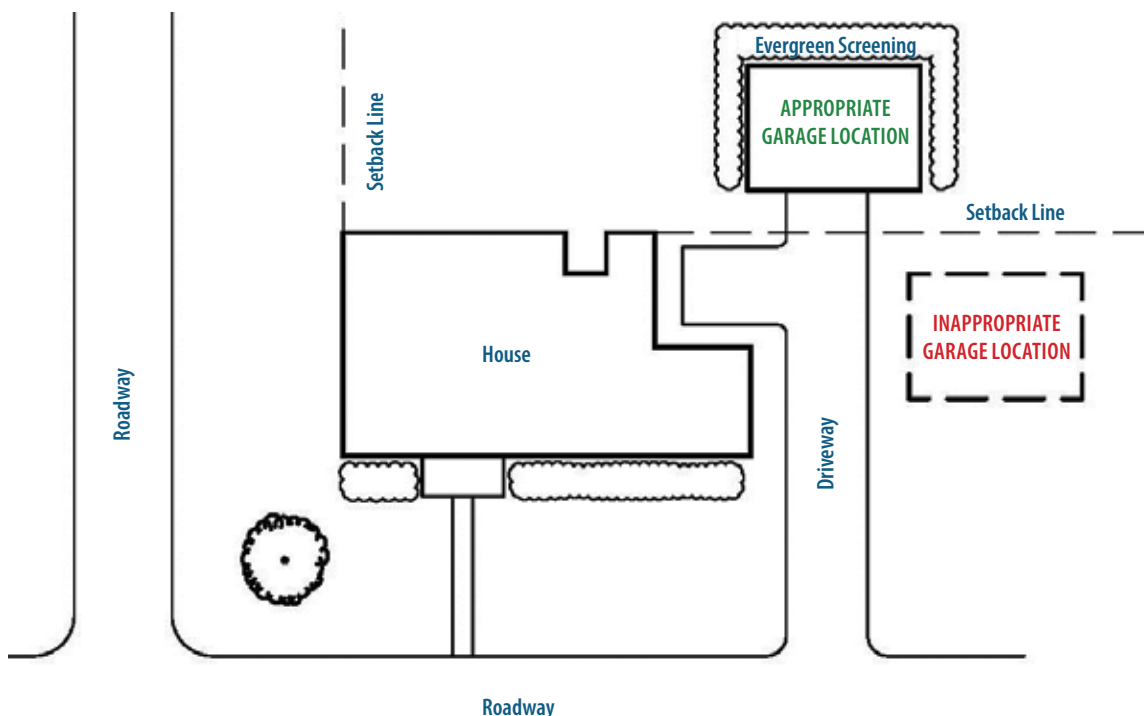
2. Construction of an accessory building that competes with the principal building in size or scale, or differs from the existing historic building to such a degree that it is detrimental to the character of the historic district

3. Attachment of the new accessory building to the principal building

4. Use of prefabricated accessory buildings within a residential local historic district

- Prefabricated structures are not recommended for historic or non-historic properties within the district, as they tend to take away from the overall character and integrity of the individual site and district.

APPROPRIATE AND INAPPROPRIATE SETBACK FOR ACCESSORY BUILDINGS



3.4.4 Accessibility Features in Residential Historic Districts

Modifications to historic buildings are often necessary to comply with accessibility, fire, and building code requirements. In local residential historic districts, a building may require renovation in order to accommodate and provide access for persons with disabilities or to provide for fire safety.

3.4.4.1 Guidelines for Accessibility or Safety Features in Residential Historic Districts

✓ RECOMMENDED

1. Locating an accessibility ramp on a rear elevation or on a secondary side elevation where it will not be readily visible from the public right-of-way

- New accessibility ramps should be constructed of wood.
- A new accessibility ramp's design and detailing should be compatible with the building to which it is being applied.

2. Locating a fire escape or exterior staircase on a rear elevation or on a secondary elevation where it will not be readily visible from the public right-of-way

APPROPRIATELY LOCATED FIRE ESCAPE ON REAR ELEVATION



✗ NOT RECOMMENDED

1. Construction of exterior upper-level entrance staircases on a primary façade or readily visible secondary elevation

- The rear elevation, or a non-readily visible secondary elevation, is the most appropriate location for exterior staircases.
- Exterior staircases should be of wood construction.

INAPPROPRIATELY LOCATED ACCESSIBILITY RAMP ON PRIMARY FACADE



4 Design Guidelines for Residential Architecture Used for Commercial Purposes

The City of Gainesville has developed design guidelines for residential districts that have evolved over time to include commercial uses in order to ensure that the unique sense of place and architectural character of each district is protected and preserved for the future. Gainesville's historic residential buildings are irreplaceable records of its past, and the community has made their preservation a priority.

These design guidelines are not intended to hamper property owners' abilities to modify their historic residential resources for use as commercial properties; rather, they are intended to provide property owners, occupants, architects, developers, and other individuals contemplating rehabilitation, restoration, or new construction with the information they need to undertake projects that are sensitive to existing historic resources and compatible with the historic built environment.

The Design Guidelines for Residential Architecture Used for Commercial Purposes are divided into five sections. Section 4.1 introduces residential environments and architecture. Section 4.2 features guidelines for rehabilitation of residential architecture with commercial applications in mind. Section 4.3 features guidelines for residential site and landscape features including those that are unique to a commercial environment. Section 4.4 features guidelines for additions to historic resources and guidelines for new construction within districts where residential resources are used for commercial purposes, and Section 4.5 features guidelines for signage within districts where residential architecture is used for commercial purposes.

4.1 Introduction to Residential Environments and Architecture

4.1.1 Understanding the Residential Built Environment

The physical attributes that characterize historic residential built environments vary widely. The appearance of a historic district is shaped by a variety of factors, including density, setback, and building scale and massing.

Density: Density refers to the concentration of structures within a given area.

Historic residential districts are characterized by a variety of different densities.

Some neighborhoods have smaller yards in which the houses are built closely together, while others have larger yards in which there is greater distance between each building.

Setback: Setback refers to the distance between a property's lot lines and the building itself. Each residential district has a characteristic setback, expressed as the distance between the primary building and the street as well as between each building. Maintaining the established setback is important for preserving the character of the residential district.

Building Scale and Massing: Building scale refers to the overall size of the building, while massing refers to the overall character of its form in terms of its depth, width, and height. Within individual residential districts or neighborhoods, there is typically an established pattern of scale and massing from house to house that is a key character-defining feature of the district as a whole.

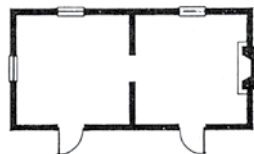
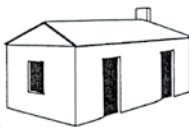
4.1.2 Residential Architectural Types and Styles

The Historic Preservation Division (HPD) of the Georgia Department of Natural Resources has identified a number of house types found in Georgia. Generally, a house type is described as the overall form of the

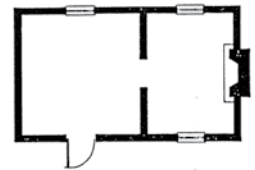
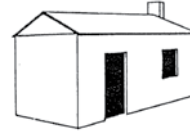
house, the outline of the original or main part of the house, and the general layout of the interior rooms. Style is described as the exterior ornamentation or decoration of a house. Houses of the same house type may exhibit different architectural styles. Though some regions developed peculiar deviations, many of the same types and styles are found across different regions of the United States. The development of architecture in Gainesville generally followed larger regional and national trends. Examples of high-style architecture and vernacular interpretations are found in Gainesville. A number of the house types represented in Gainesville are briefly described and illustrated below (illustrations taken from the HPD's publication, *House Types in Georgia*).

4.1.2.1 Residential Architectural Types

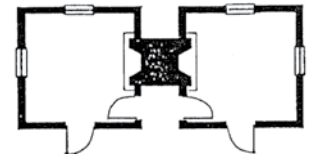
Double Pen – Double pen houses consist of two (usually square) rooms. They most commonly have side-gabled roofs and have two doors on the main façade, one for each room. Double pen houses can have one chimney, located at an end of the house, or two chimneys, one on either end. Most of these houses were built across Georgia between 1870 and 1930 for industrial and agricultural workers, although they now are found mostly in north Georgia.



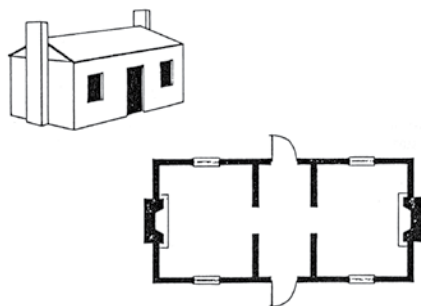
Hall-Parlor – Hall-parlor houses have two rooms of different sizes. The entry door enters into the "hall," which is the larger of the rooms and was used for a variety of purposes. The adjacent smaller room is the "parlor." Hall-parlor houses typically have a side-gabled roof, with one chimney, located at an end of the house, or two chimneys, one on either end. Built between 1850 and 1930, hall-parlor houses are found throughout Georgia.



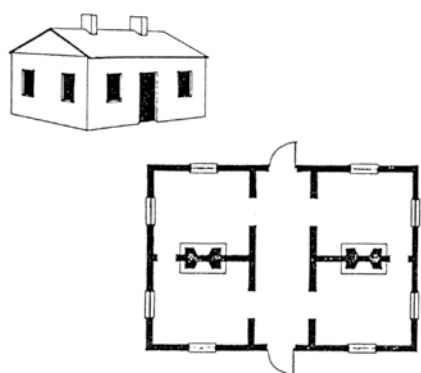
Saddlebag – Saddlebag houses are two-roomed, side-gabled houses with a central fireplace and chimney. They typically have one entry door near the fireplace, or each room can have its own door. Built across Georgia, saddlebag houses were built during three distinct periods: 1830-1850, 1860-1900, and 1910-1930. Most of the remaining examples are from the latest period.



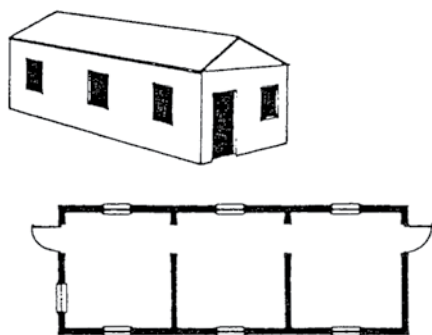
Central Hallway – This house type was constructed all over Georgia, in both towns and rural areas, throughout the nineteenth century and into the twentieth century. As the name suggests, this house type has a center hallway with a single room flanking on either side, and is only one room deep. Most examples of the central hallway house type were constructed between 1830 and 1930.



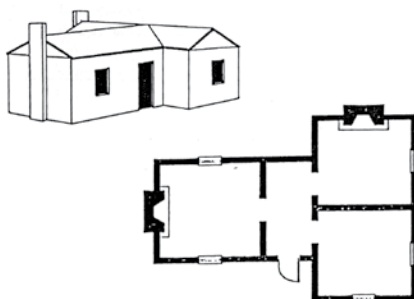
Georgian Cottage – Similar to the Central Hallway, the Georgian Cottage has a center hall with one room flanking on either side. However, the Georgian Cottage is two rooms deep. This house type was constructed through most of the Georgia's history well into the twentieth century and is found throughout the state. The Georgian Cottage is generally square, and acquired its name due to its floor plan, which is associated with eighteenth-century Georgian architecture.



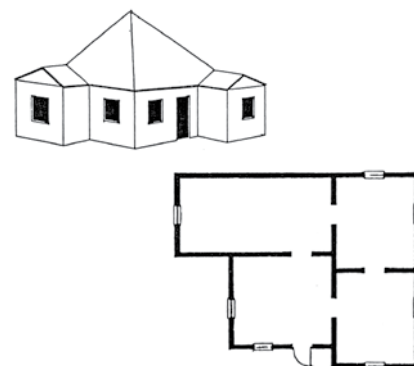
Shotgun – Shotgun houses are one room wide and multiple rooms deep (usually three). Usually the doors, including the front door, line up front to back through the house. Most shotgun houses are front-gabled, although hipped roofs can also be found. These houses were built mostly in larger cities from 1870-1930.



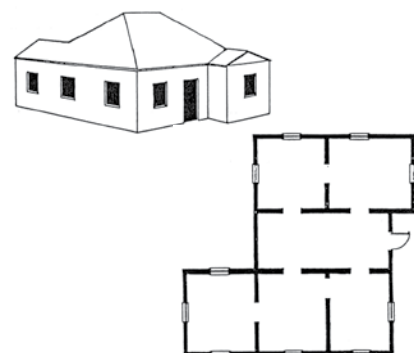
Gabled Wing Cottage – The Gabled Wing Cottage is one of the most popular house types from the late nineteenth and early twentieth centuries. This house type has a T- or L-shaped plan consisting of a gable-front projecting wing that is intersected by a perpendicular side gable wing. Most Gabled Wing Cottages were constructed between 1875 and 1915.



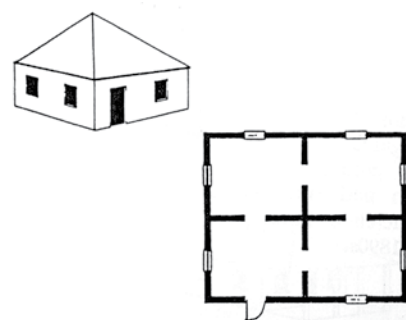
Queen Anne Cottage – The Queen Anne Cottage house type has a square main mass with projecting gables on the front and the side. The floor plan consists of rooms arranged asymmetrically with no central hallway. The roof is either hipped or pyramidal, and chimneys are found on the interior. This house type is found throughout the state in both rural and urban areas. Most Queen Anne Cottages were constructed in the 1880s and 1890s.



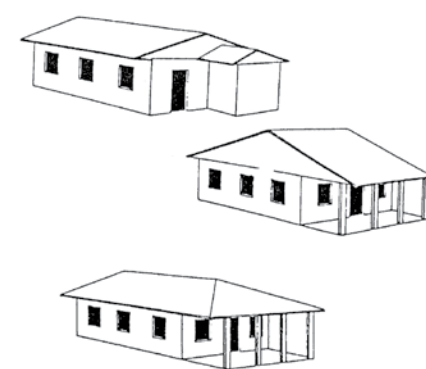
New South Cottage – The New South Cottage is similar in form to a Queen Anne Cottage with a characteristic hipped roof and projecting gables. The main difference between the two is a central hallway in the New South Cottage. The house was a popular choice for middle- and upper-middle income Georgians, with most constructed between the 1890s and 1920s. Examples of the New South Cottage are found throughout the state, in both rural and urban areas.



Pyramidal Cottage – This house type gets its name from the steeply pitched roof that forms a pyramid. The Pyramidal Cottage has a square main mass and consists of four main rooms with no hallway. Chimneys are generally found on the interior of the roof, sometimes at the apex. Most Pyramidal Cottages were constructed between 1910 and 1930.



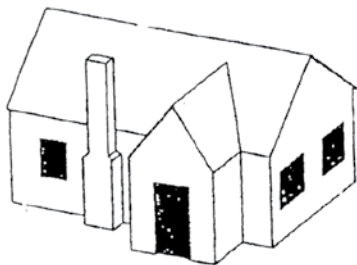
Bungalow – The Bungalow house type was one of the most popular house types constructed in Georgia in the twentieth century. Most were constructed between 1900 and 1930, but were also built into the 1940s and 1950s, especially in more rural areas. Known for its low pitched roof and wide roof overhang, bungalows generally have an irregular floor plan and a rectangular shape. Bungalows are divided into four subtypes based on roof characteristics: front gable, side gable, cross gable, and hip.



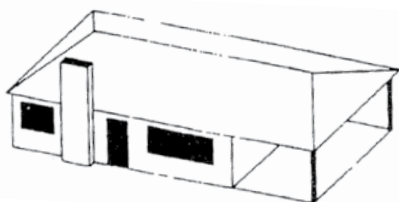
Extended Hall-Parlor – Extended hall-parlor houses are long, rectangular houses with the entrance on one of the narrow ends. Their floor plan is the hall-parlor arrangement extended back at least three rooms deep. The roof can be either hipped or front-gabled, with no recessed front porch. These houses are found throughout Georgia and were typically built from 1920-1940.



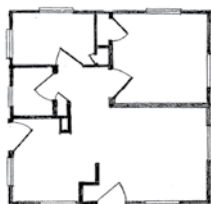
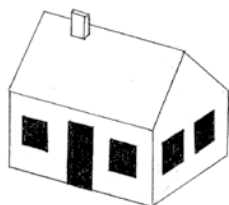
English Cottage – The English Cottage house type generally has a cross gable massing and a front facing chimney. A secondary projecting or recessed gable often defines the entrance. The English Cottage house type often has English Vernacular Revival stylistic details. This house type was constructed primarily in the 1930s and 1940s in towns and suburbs of larger cities.



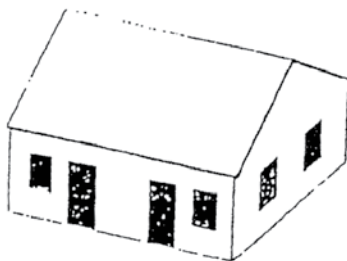
Ranch House – The Ranch House type is rectangular and has a long, low orientation. Roofs have a low pitch and are often hipped. Bedrooms are generally grouped at one end of the house, while living spaces are grouped at the other end. Integral carports or garages are often associated with the Ranch House type. Ranch Houses became popular toward the middle of the twentieth century and were built throughout the state in both rural and urban areas.



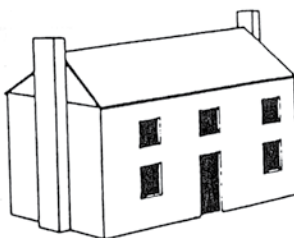
American Small House – Also commonly known as a Minimal Traditional Cottage or House, the American Small House is a rectangular, one-story plan, usually consisting of four or five rooms. Though the house appeared in the later 1930s, the American Small House became immensely popular in the period immediately following World War II and met the needs of many seeking small, affordable homes in the midst of a housing crisis.



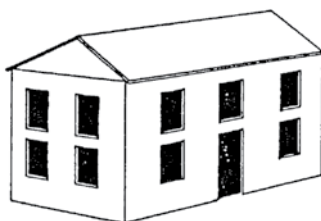
Side-Gabled Cottage – The Side-Gabled Cottage is a small, one-story, side-gabled house widely constructed as economical workers' housing between 1895 and the 1930s. The house gained the most popularity in mill towns and small towns throughout the state. Typically, a Side-Gabled Cottage has minimal stylistic details, and follows a double-pile, hall-parlor plan with a central door, or a foursquare plan with two entry doors.



I-house – The I-House is a two-story, side-gabled house that is two rooms wide, and one room deep. I-Houses were built throughout the nineteenth century, though most examples in Georgia were constructed in the 1870s and 1880s. They were most popular in rural areas.



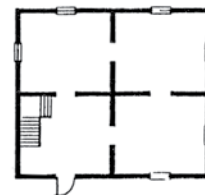
Georgian House – The Georgian House type exhibits the same characteristics as the Georgian Cottage, except it is two stories in height. Georgian Houses were built throughout the nineteenth century and into the twentieth century.



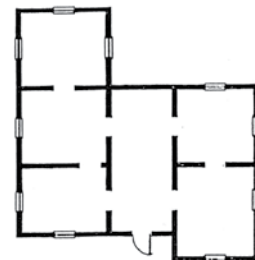
Queen Anne House – The Queen Anne House type displays the same characteristics as the Queen Anne Cottage, but is two stories in height. Most Queen Anne Houses were constructed in the 1880s and 1890s in towns and cities.



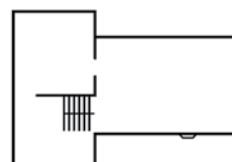
American Foursquare – The American Foursquare was a popular house type throughout the state between 1915 and 1930, with most examples constructed in urban areas. The house is characterized by four rooms on each story with no hallway. The entry generally opens into a room housing the stair.



New South House – The New South House type displays the same characteristics as the New South Cottage, but is two stories in height. Most New South Houses were constructed between the 1890s and 1920s. The New South House is less common than the New South Cottage.



Split Level – Split level houses consist of two attached parts: a one-story portion and a two-story portion. The one-story portion of the house joins the two-story portion between the first and second levels. The entrance is typically located in the one-story portion of the house near its junction with the two-story portion, while the lowest level of the two-story portion is typically used as a garage. This house type was popular in the suburbs in the 1950s.



4.1.2.1 Residential Architectural Styles

Folk Victorian



A local example of Folk Victorian architecture located at 500 Ridgewood Avenue.

McAlester defines this style as “the presence of Victorian decorative detailing on simple folk house forms” (2002: 309). Builders and home owners who did not necessarily have the means to produce more elaborate ornamentation interpreted more elaborate high style designs such as Queen Anne, Gothic Revival, and Italianate to meet their needs and budgets. Such details were applied to simpler house types, such as gabled wing, center hall, and Georgian cottages and houses. New technology allowed mass production of stylistic elements that were distributed to markets throughout the United States. Often, those who had achieved a degree of wealth and status remodeled existing simpler homes in the more modern Victorian styles.

Queen Anne



A local example of the Queen Anne architecture located at 446 Green Street.

The Queen Anne style is dominated by its asymmetrical form and irregular rooflines; to this irregular shape, a number of stylistic details were applied. The Queen Anne style often incorporated details from a number of different styles, including Classical, Gothic Revival, Exotic Revival, and Italianate. Some of the more typical applications include turned balusters and porch supports, decorative brackets, decorative half timbering, and decorative wood shingle detailing. Sometimes the decorative details are referred to as “gingerbread.” The houses most often had large porches that often wrapped to one or more sides. Towers were also a popular feature of Queen Anne houses. The Queen Anne style enjoyed immense popularity throughout the United States from the 1880s until around the turn of the twentieth century.

Neoclassical Revival



A local example of the Neoclassical Revival style at 304 Boulevard.

Near the turn of the twentieth century, a number of revival styles became popular in the United States. Among these is Neoclassical Revival. The Neoclassical Revival style incorporates features from a number of earlier Classical Revival styles including Greek Revival, Adam, and Georgian. Many high style examples have full height porches or porticos featuring columns with Doric, Ionic, and Corinthian capitals, decorative pilasters, elaborate pediments, complex door surrounds, boxed eaves, and detailed cornices. Popular decorative details included dentils, modillions, triglyphs, and carved friezes. Some high style examples feature a number of these decorative details, while other more vernacular interpretations may only have the simplest ornamentation. The Neoclassical Revival style enjoyed popularity starting around 1895 and lasting well into the twentieth century.

Colonial Revival



A local example of Colonial Revival style architecture located at 339 Dixon Drive.

Another popular Revival style near the turn of the twentieth century was Colonial Revival. Colonial Revival styles are largely based on Georgian and Adam styles. Most Colonial Revival buildings have an emphasis on the entry and often incorporate the use of pediments, pilasters, sidelights, fanlights and other decorative details. Multi-pane windows, often with six, eight, nine, or twelve panes in each sash, are also a common feature.

Craftsman



A local example of Craftsman style architecture located at 414 Prior Street.

The Craftsman style is one of the most popular styles of the twentieth century. Houses incorporating Craftsman details were constructed throughout the United States in both large cities and rural areas. Defining characteristics of the Craftsman style include wide overhanging eaves, often with exposed rafter tails, and large front or side porches. Porch supports often consist of base piers, square or battered columns, and square railings, and are constructed of wood, brick, stone, stucco, or a combination of these materials. Windows often have multiple panes in the top sash and one pane in the lower sash. Casement windows are also a common feature. The Craftsman style was popular in the United States from around 1905 through the 1940s.

Prairie



A local example of the Prairie style located at 201 Green Street.

The Prairie style is characterized by an emphasis on horizontal lines. Most Prairie style houses are two stories, and details usually include wide overhanging eaves, one story wings or porches, and massive porch supports. Hip roofs are also a very common feature. Prairie and Craftsman styles share many similar details, especially in doors and windows, which often include multi-pane top sash and one pane lower sashes. The style is most closely associated with Frank Lloyd Wright and other Chicago architects of the late nineteenth and early twentieth centuries.

English Vernacular Revival



A local example of the English Vernacular Revival style at 612 Northside Drive.

This style is characterized by steeply pitched cross-gabled roofs, and the entrance is often defined by a front facing gable. Stylistic details are based on a number of English designs, including Tudor, Elizabethan, and Jacobethan. Common details found with the English Vernacular Revival style include false half-timbering, large and often patterned masonry chimneys, and windows with a diamond pattern. Porches are often very small or non-existent on the front façade. The English Vernacular Revival style enjoyed popularity from around the turn of the twentieth century through the 1940s.

Second Empire



Bailey Hall at Brenau University is a local example of the Second Empire style.

This style is primarily characterized by a distinctive mansard roof. Other stylistic details closely resemble Italianate ornamentation that was also a popular style during the height of Second Empire's popularity. Most examples of the Second Empire style were constructed between the 1860s and 1880s, and it is a relatively rare style in the Southern United States. While Italianate and Gothic Revival styles symbolized the Romantic movement in the United States, Second Empire was in the fashion of the latest French styles, and was considered more modern.

French Vernacular Revival



A local example of the French Vernacular Revival style at 885 Glenwood Drive.

Based on the vernacular architecture of the French countryside, this style is characterized by steeply pitched hipped roofs with dormers and masonry or stuccoed wall surfaces. Other common details include projecting pavilions or wings, casement or double-hung windows arranged in groups, and upper story windows that extend through the roofline, creating wall-dormers. Houses of this style with symmetrical plans often feature more formal elements like pilasters and quoins, while those with asymmetrical plans may feature a rounded tower with a conical roof that contains the entry to the house. The style was not common in Georgia, but was employed on a limited basis in the 1920s and 1930s in Georgia's early suburban neighborhoods.

International



A local example of the International style at 336 Northside Drive.

The International style was developed in the 1920s and 1930s by European architects striving to make a radical break with traditional architectural forms and historical precedent. The International style employed modern technology and building materials to create structural skeletons sheathed in an unornamented exterior "skin." The radical nature of the International style, and its principle emphasis on function rather than ornament, made it rather unpopular in Georgia, particularly in residential architecture. In Georgia, examples of the International style primarily consist of architect-designed structures from the 1930s and 1940s, which are typically limited to cities. The style is characterized by simple geometric shapes, flat roofs, grouped metal casement or glass block windows, and smooth wall surfaces. International style structures are often asymmetrical and feature cantilevered projections.

Gothic Revival



A local example of the Gothic Revival style at 800 Spring Street.

This style is characterized by its asymmetrical forms and attempts to blend with the landscape. Inspired by Gothic architecture of the medieval Europe and revived by Andrew Jackson Downing and the Picturesque movement of the 1840s, the Gothic Revival style provided a contrast to the highly popular Greek Revival style. Used sporadically in Georgia in the 1850s, and more frequently throughout the 1870s and 1880s, the Gothic Revival style emphasized verticality, irregular lines, dark colors, and the varied use of materials. Common details found with the Gothic Revival style include steeply pitched gable roofs, decoratively sawn vergeboard, pointed arched windows and doors with molded or pointed hoods, and porches featuring slender supports and delicately-sawn woodwork that extend into the landscape.

Italianate



A local example of the Italianate style at 310 Spring Street.

Contrasting with the straight lines of the Greek Revival, the Italianate style drew upon the farmhouses and villas of the Italian countryside as well as the highly stylized and more formal townhouses of Italian cities. Popularized in the United States by Andrew Jackson Downing, the Italianate gained limited popularity in Georgia and was employed most heavily in Georgia cities in the 1850s and 1870s. Houses modeled after the less formal Italian villas are typically asymmetrical, with an L-shaped or irregular plan, and a gabled roof; while those based on the more formalized townhouses of Italian cities are symmetrical, with rectangular plans and hipped roofs with a low slope. Details common to both types of Italianate houses include overhanging eaves with decorative brackets, bay windows, and tall, slender windows that are often paired, arched, and topped with dramatic window hoods. Both types emphasize height and verticality, and, therefore, may feature towers, cupolas, or porches with slender columns or posts with decorative brackets.

Romanesque Revival

A local example of Romanesque Revival at 210 Green Street.

Inspired by eleventh- and twelfth-century Romanesque style architecture, Romanesque Revival emerged in the mid-nineteenth century. The style is characterized by the use of round arches, articulated masonry construction, rusticated stone basements, and horizontal decorative elements and beltcourses. Towers were also frequently employed. Unlike original Romanesque structures, the Romanesque Revival style featured more simplified arches and window openings. In Georgia, the Romanesque Revival style was sparingly used on public buildings or prominent Georgian's homes.

Dutch Colonial Revival

A local example of the Dutch Colonial Revival style at 913 Cherokee Road.

This style is most characterized by the gambrel roof, which is typically steeply pitched and side-gabled. Reflective of both Dutch traditions and the architecture of the early Dutch Colonies, the Dutch Colonial Revival style also features flared roof eaves, a continuous shed roof dormer, and small single-story porches, often created by extending the eave of the gambrel roof above. Along with other colonial revivals, the Dutch Colonial Revival was common in Georgia's suburban neighborhoods of the 1920s and 1930s.

Spanish Colonial Revival

A local example of the Spanish Colonial Revival style at 1165 Riverside Drive.

Reviving the Spanish colonial architecture of Florida and the American Southwest, including the mission buildings of California, the Spanish Colonial Revival style is characterized by clay tile roofs, usually gabled, and stuccoed wall surfaces. Common details featured in the style include grouped casement windows, arched openings, arcaded open porches, and curvilinear parapets decorating the roofline. The Spanish Colonial Revival style was employed in Georgia's suburban neighborhoods in the 1920s and 1930s, and contributed to the diversity of revival styles in use at that time.

Federal Revival

A local example of the Federal Revival style at 434 Green Street.

Emphasizing the Federal style and the work of Robert Adam, the Federal Revival style was intermittently used throughout Georgia neighborhoods from 1900 to the 1920s. The style is characterized by an emphasis on symmetry and a pronounced entryway. Fanlights, sidelights, columns, and pilasters all frequently adorn the entryway, which may be set beneath a small entry porch. Other common details include decorative panels with swag, garland, and urns. While of the original style emphasized slender, delicate proportions, the Federal Revival style typically features less delicate ornament and larger window and door openings.

Art Moderne

1185 Green Street Circle is a local example with elements of the Art Moderne style.

A similar style to Art Deco, Art Moderne appeared more on residential architecture and is characterized by horizontal lines, flat roof surfaces, rounded corners, and minimal ornamentation. Art Moderne is a relatively rare house type in Georgia and experienced popularity from the 1920s through the 1930s.

4.2 Design Guidelines for Rehabilitation of Residential Architecture Used for Commercial Purposes

The pattern, arrangement, and materials of features on residential architecture located within Gainesville's local historic districts significantly contribute to the historic integrity and visual character of the individual structures as well as the districts as a whole. Residential architectural features include (1) roof and roof elements, (2) exterior walls, (3) foundations, (4) doors and entryways, (5) windows, (6) porches, and (7) accessory buildings. The construction of new accessory buildings is discussed in **Section 4.4: Design Guidelines**

for New Construction and Additions in Districts with Residential Architecture Used for Commercial Purposes.

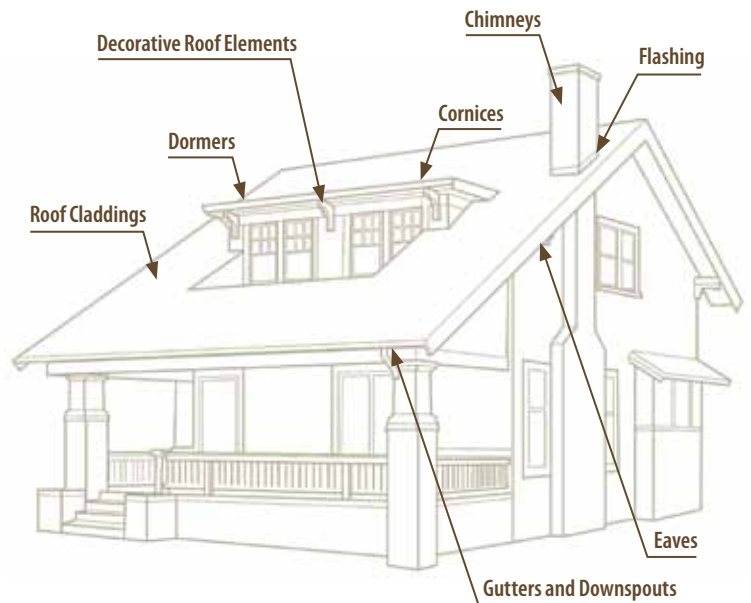
Residential architectural features reveal the developmental history of an individual property and a district as a whole. The preservation of such elements is strongly encouraged in order to maintain the overall architectural and environmental character of Gainesville's historic residential resources that are being used for commercial purposes.



4.2.1 Roof and Roof Elements

The roof serves critical structural and protective functions for a building. In addition to enhancing the stability of a building's walls, the roof provides protection from the elements for the building and its contents. The roof is also one of the most important character-defining features of a historic building, as it contributes significantly the building's overall visual character. Historic roofs vary greatly in their size, shape, pitch, construction, and cladding materials. No matter what form a historic roof takes, or what materials are present, the roof is a vulnerable portion of the building that will inevitably deteriorate. Frequent inspection and proactive intervention when deterioration is observed is critical for maintaining the historic character-defining features of a roof, as well as avoiding the significant repair costs associated with damage to other building elements.

Guidelines for the preservation, maintenance, rehabilitation, and replacement of historic roofs and roof elements are provided below. General guidelines for roofs are followed by guidelines for the following roof elements: (1) chimneys; (2) flashing, gutters, and downspouts; (3) dormers; and (4) cornices, eaves, and decorative roof elements.



4.2.1.1 General Guidelines for Roofs

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the historic roof form and materials

- Roof form should not be altered, nor its pitch changed, even to create usable space at the attic level.

2. Repair, rather than replacement, of deteriorated roof elements

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Substitute materials will be reviewed on a case by case basis.

4. Construction of a new roof that replicates the historic roof in form, materials, and color if the entire historic roof is deteriorated or damaged beyond repair

✗ NOT RECOMMENDED

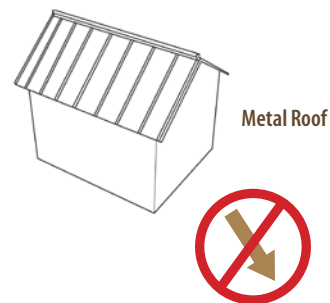
1. Removal of entire historic roof elements when only portions are deteriorated beyond repair

- Preserve the historic fabric of a roof wherever possible by removing deteriorated sections and replacing them with new, compatible materials.

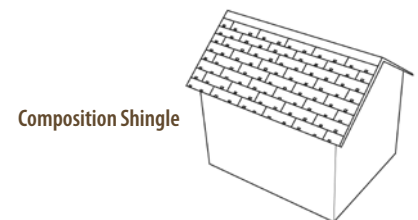
2. Removal and/or alteration of any roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

3. Installation of any new roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

INAPPROPRIATE REPLACEMENT OF ROOF CLADDING



Metal Roof



Composition Shingle

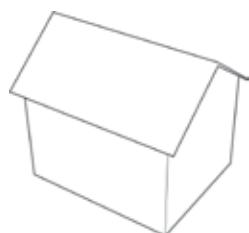
Roof and Roof Elements: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for roof and roof elements is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered

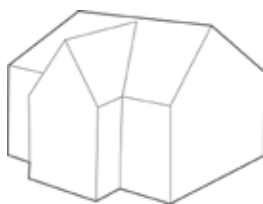
ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

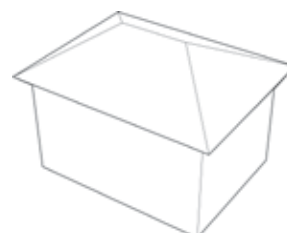
Roof Shape/Form



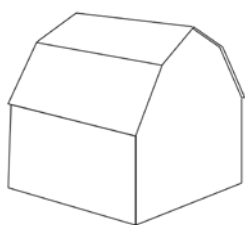
Gable



Cross-Gable



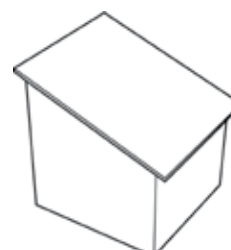
Hipped



Gambrel

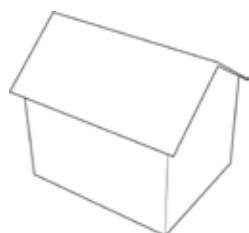


Pyramidal

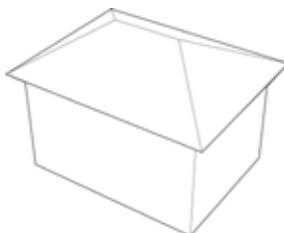


Shed

INAPPROPRIATE ALTERATION OF ROOF SHAPE



Gable



Hipped

Roof Maintenance

In order to prolong the useful life of the roof and to avoid damage to the building's interior from water infiltration, regular inspection and general maintenance of the roof and its components are highly recommended.

The specific roof maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on roof maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Inspect your roof: At a minimum, roofs and support systems should be inspected once a year, usually in spring, for damage. Ideally, roofs should be inspected twice a year, during both spring and fall.

Allow for proper attic ventilation: Do not let heat and moisture build up in the attic. This can cause or accelerate deterioration.

Remove growths and debris: Clean organic growths with diluted bleach water and spray debris off roofs as necessary. Never power wash a roof; it can push excessive water under shingles and destroy coatings.

Cut back overhanging trees: Trim tree branches to decrease the amount of moisture-retaining leaves.

Reapply protective coatings as necessary: Some shingles have coatings to protect from fire or weather. If present, these typically must be re-applied about every five years to maintain their effectiveness.

Monitor for leaks, damp areas, or stains: Watch for leaks or signs of moisture penetration on the interior and exterior of the house. Determine under what conditions the moisture appears.

4.2.1.2 Chimneys

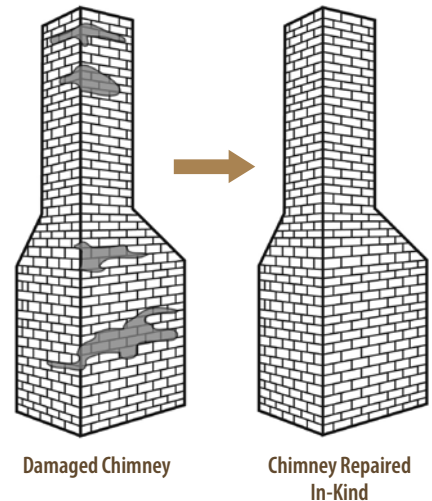
Historic chimneys were generally constructed of brick or other masonry. They serve the practical function of allowing smoke to exhaust from fireplaces or furnaces. Although they are functional roof elements, chimneys often have special ornamental features that make them character-defining features for many architectural styles.

Guidelines For Chimneys

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic chimneys
2. Repair, rather than replacement, of deteriorated chimney materials
3. Repair of a damaged chimney with materials (bricks or other masonry units and mortar) that are compatible in size, strength, texture, and color with the existing historic materials
4. Replacement of original historic materials should be limited to those too deteriorated for preservation and replaced **in-kind**, meaning replacement with the exact same historic material

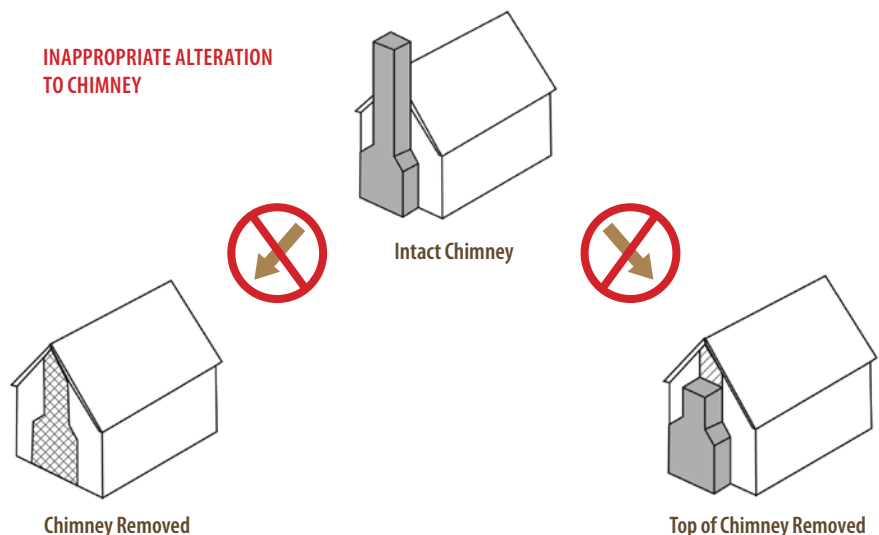
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
 - Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
 - Substitute materials will be reviewed on a case by case basis.
5. Construction of a new chimney that replicates the historic chimney in location, form, materials, and color if the entire historic chimney is deteriorated or damaged beyond repair



✗ NOT RECOMMENDED

1. Removal of an entire historic chimney when only portions are deteriorated beyond repair
 - Preserve the historic fabric of a chimney wherever possible by removing deteriorated sections and replacing them with new, compatible materials.
2. Removal and/or alteration of any chimney that is visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
3. Installation of a new chimney that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

INAPPROPRIATE ALTERATION TO CHIMNEY



Chimney Maintenance

The specific chimney maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on chimney maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Check and maintain flashings: Ensuring that flashings are watertight is key to preventing moisture from penetrating the chimney at the roofline.

Inspect for mortar and masonry deterioration: Regularly inspect for cracked, loose, or damaged masonry and mortar that may compromise the structural stability of the chimney. Repair as necessary.

Clean the chimney: Both the chimney structure and the flue should be well maintained. Soot buildup can damage mortar over time, as can moss and organic growth on the exterior of the chimney.

4.2.1.3 Dormers

Roofs are commonly pierced by dormers, projections that provide ventilation, light, and additional space for attic areas. Dormers can take many different forms depending on the shape of their roof, whether or not they have walls, and whether or not they have windows or a louvered ventilation opening. They are often important character-defining features for historic buildings, and as such, they should be preserved.

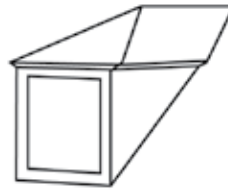
Examples of Dormer Types



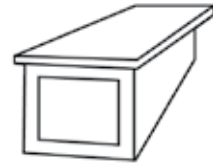
Arched Top Dormer



Gabled Dormer



Hipped Dormer



Shed Dormer

Guidelines for Dormers

✓ RECOMMENDED

1. Retention, maintenance, and preservation of the location, form, and materials of historic dormers
2. Repair, rather than replacement, of damaged or deteriorated portions of historic dormers
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
4. Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
5. Substitute materials will be reviewed on a case by case basis.
6. Construction of replacement dormers that replicate the historic dormers in location, form, and materials if the entire historic dormer is deteriorated or damaged beyond repair

✗ NOT RECOMMENDED

1. Removal of an entire dormer when only portions are deteriorated beyond repair
2. Removal and/or alteration of any dormer visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
3. Installation of any new dormer that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

WELL-MAINTAINED DORMERS



INAPPROPRIATE REMOVAL OF DORMER



Dormers Maintenance

As dormers are difficult to reach and often serve unused space, maintenance needs are frequently overlooked. Flashing around dormers is particularly vulnerable to deterioration and should be inspected frequently.

Windows and louvered openings also deteriorate more rapidly than their less-exposed counterparts on main building walls. Frequent inspection and painting (where applicable) is recommended.

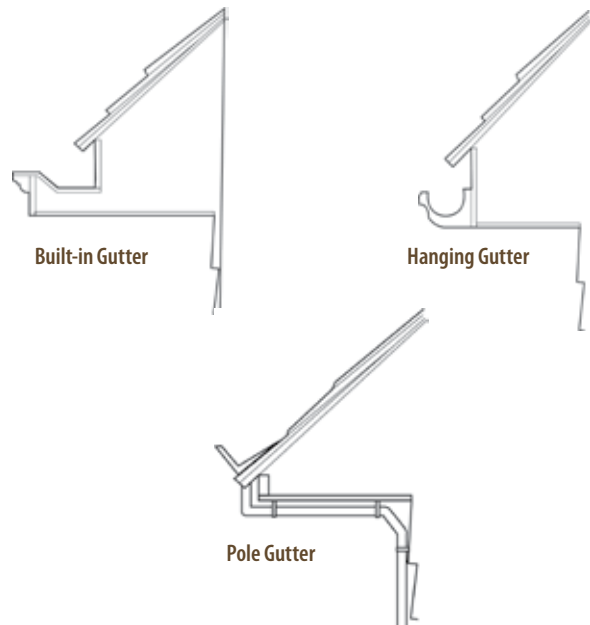
4.2.1.4 Flashing, Gutters, and Downspouts

Flashing, gutters, and downspouts are all components of a roof system that are primarily functional—acting as important water diversion elements. These necessary elements can also be important character-defining features on historic buildings.

Flashing is typically located at valleys, ridges, eaves of roofs, or at any point from which a structure projects through the roof surface, such as a chimney or roof vent. Historic flashing materials include copper, tin- or terne-plated metals, and galvanized sheet metal. Though not highly visible, flashing plays an important role in moisture protection and diversion on historic roofing.

Gutters and downspouts work together as a system to carry water away from a structure. The faulty disposal of rainwater is a leading cause of deterioration in historic buildings, so gutters and downspouts serve a vital role. Historic gutter and downspout materials include copper, tin- or terne-plated metals, and galvanized steel, while aluminum is a more contemporary material. In addition to a variety of historic materials, a wide range of gutter and downspout systems were frequently utilized on historic buildings, including those that were built into the structure's walls and roof system as well as those that were attached to the exterior of the building or roof system. It is important to know what type of gutter and downspout system is utilized on your historic building, as certain kinds of gutter and downspout systems are more vulnerable to deterioration. Moreover, the deterioration of certain types of gutter and downspout systems often has implications for other aspects of the building structure. For instance, built-in gutters should be maintained, as leaking from deterioration will cause the rotting of cornice and framing members.

Examples of Gutter Types



Guidelines For Flashing, Gutters, and Downspouts

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic flashing, gutters, and downspouts

2. Repair, rather than replacement, of damaged or deteriorated flashing, gutters, and downspouts

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Substitute materials will be reviewed on a case by case basis.

4. Installation of replacement flashing, gutters, or downspouts that replicate the historic elements in form, materials, color, and ability to redirect water away from the building if the entire element is deteriorated or damaged beyond repair

Flashing, Gutters, and Downspouts Maintenance

The specific flashing, gutters, and downspouts maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on flashing, gutters, and downspouts maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Clean gutters regularly: Clean gutters and downspouts regularly to ensure that water flows through unimpeded. Install leaf guards at downspouts if necessary.

Check joints and connections: Ensure that all joints and connections are tight and properly aligned. Maintain fasteners that secure the gutters and utilize splash blocks at the termination of all downspouts.

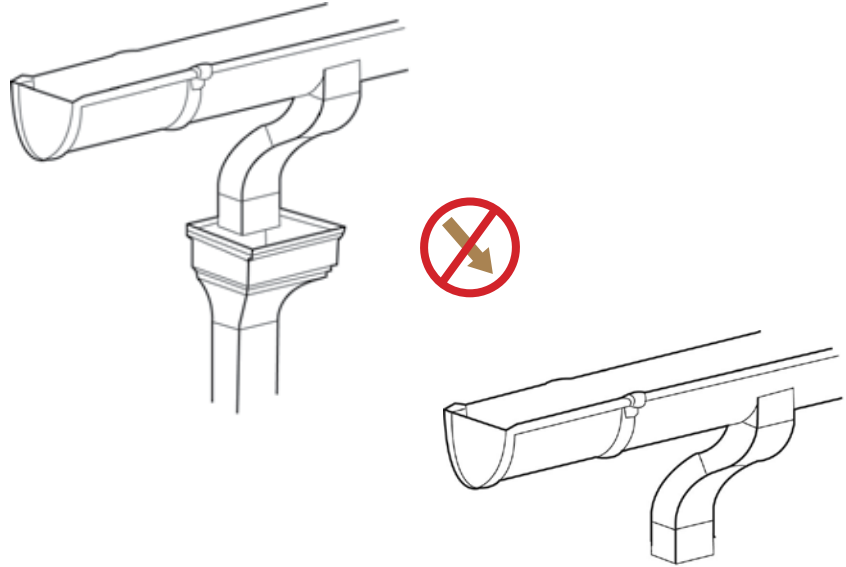
Repair damaged flashing: Most flashing can be patched to cover holes or other damage, but all patches are just temporary measures and should be inspected regularly. Copper flashings can be repaired with a soldered patch, but aluminum should be patched with a cold patch. The typical patching process involves cleaning the metal, cutting a patch that overlaps the damage by at least 3 inches on each side, coating the patch with flashing cement and securing to the flashing. If necessary, paint to match existing flashing.

Patch gutters and downspouts: Metal gutters and downspouts can be patched with a new piece of metal soldered to the existing metal. Likewise, any gaps in joints can be resoldered. Wooden gutters should be patched with epoxy consolidants, which are then primed and painted to match existing finished surfaces.

❌ NOT RECOMMENDED

1. Removal of all historic flashing or the entire historic gutter and downspout system when only portions are deteriorated beyond repair
2. Alteration of a gutter and downspout system that is a character-defining feature of a historic building
3. Application of a new, non-compatible gutter and downspout system to a historic building with an existing water disposal system
4. Removal and/or alteration of any roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
5. Installation of any new roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

INAPPROPRIATE REMOVAL OR ABSENCE OF DOWNSPOUT



INAPPROPRIATE GUTTER MAINTENANCE



4.2.1.5 Cornices, Eaves and Decorative Roof Elements

Cornices and eaves serve several practical functions for historic buildings, including providing shade, helping to divert rainwater away from vertical building walls, and providing avenues for attic ventilation. They are also often important character-defining features of historic roofs, though their level of elaboration varies widely depending on the architectural style of the historic building.

Some elements of historic roofs serve no practical function and are purely decorative in nature. Decorative roof elements, such as cresting and finials, were commonly used at roof ridges and peaks. Many of these elements are especially difficult to reach and are greatly exposed to weather. As important character-defining features of historic roofs, effort should be made to preserve decorative roof elements.

Guidelines for Cornices, Eaves and Decorative Roof Elements

✓ RECOMMENDED

1. Retention, maintenance, and preservation of the location, form, and materials of historic cornices, eaves, and decorative roof elements

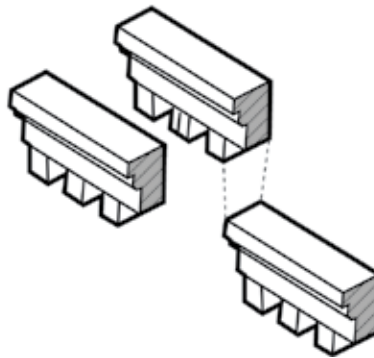
2. Repair, rather than replacement, of damaged or deteriorated portions of historic cornices, eaves, and decorative roof elements

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- Missing portions of historic cornices or decorative roof elements should be replaced with new portions that duplicate the historic appearance of the cornice or decorative element as determined by existing fragments or other historic documentation.
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Substitute materials will be reviewed on a case by case basis.

4. Construction of replacement cornices or decorative roof element that replicate the appearance of the historic cornices and decorative roof elements in location, form, and materials if the entire historic cornice is deteriorated or damaged beyond repair

REPLACE ONLY DAMAGED SECTION



INAPPROPRIATE REMOVAL OF DECORATIVE BRACKETS



✗ NOT RECOMMENDED

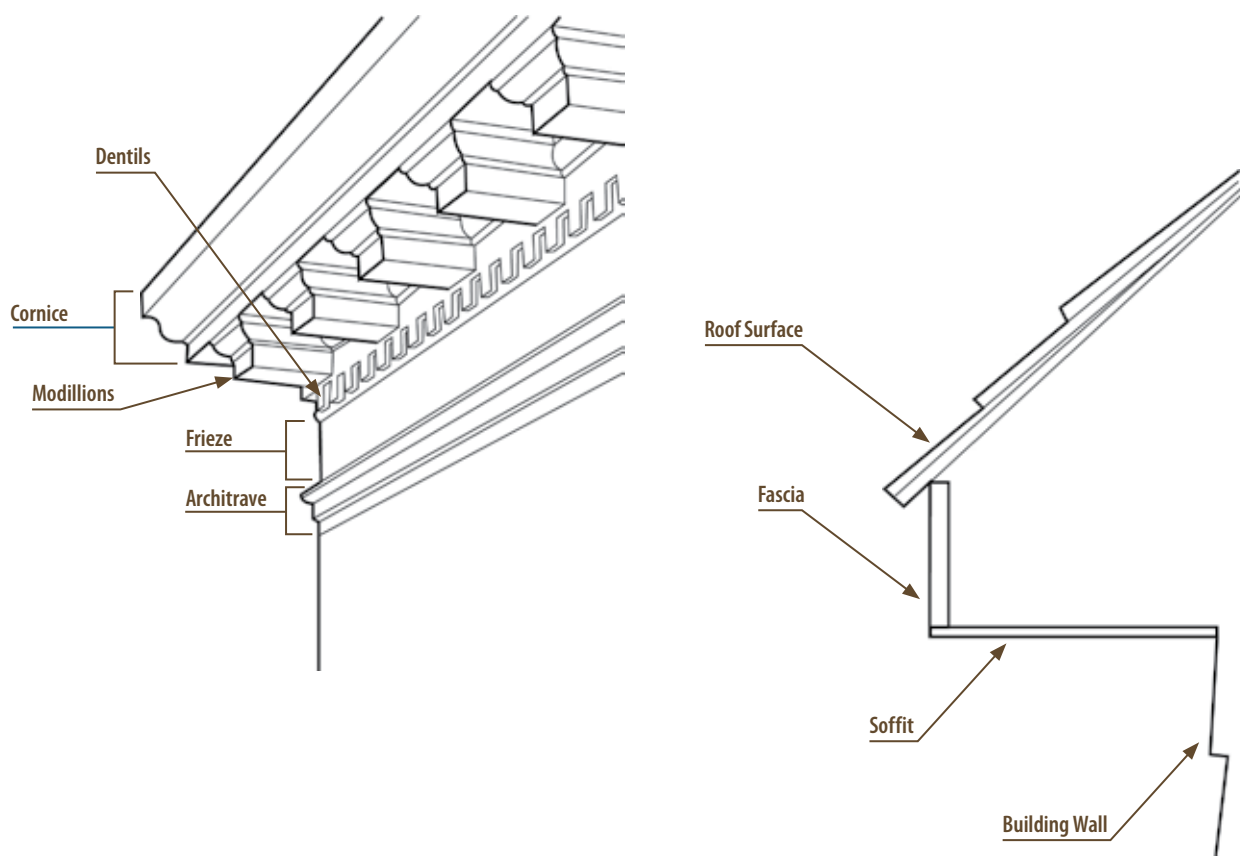
1. Removal of an entire cornice or decorative roof element when only portions are deteriorated beyond repair

2. Removal and/or alteration of any cornice or decorative roof element that is visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

3. Installation of any new cornice or decorative roof element that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission



Examples of Cornices, Eaves and Decorative Roof Elements



Cornices, Eaves, and Decorative Roof Elements Maintenance

The maintenance information for cornices, eaves, and decorative roof elements provided below was drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintaining and repairing historic cornices, eaves, and decorative roof elements is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Regularly inspect your cornices, eaves, and decorative roof elements: Regular inspection and maintenance is key to ensuring that cornices, eaves, and decorative roof elements last for many years. Cornices and eaves should be monitored to see if water is penetrating or deteriorating the

exterior surfaces. In addition, property owners should inspect brackets and other trim pieces to ensure that nails and other connections are secure.

Eliminate Pests: Cornices often feature cornice returns, which are sometimes “boxed in” or enclosed to keep birds from roosting. This unsightly treatment should be avoided. Instead, applying a mesh with pointed prongs to the surface of the cornice return is recommended.

Maintain painted surfaces: Paint is the key to deterring moisture penetration, organic growth, and pest infiltration. Flaking, peeling, or deteriorated paint should be removed, and surfaces should be recoated to minimize the

area of surfaces exposed to inclement damages.

Allow for proper ventilation: Do not let heat and moisture build up, as it can cause or accelerate deterioration. If vents were not provided on your historic building, installation of narrow slits with insect screening attached or circular vent discs are recommended.

Ensure proper drainage: Proper roof maintenance and drainage should be provided, as improper roof maintenance contributes to the majority of cornice and eave deterioration.

4.2.2 Exterior Wall Cladding

Exterior walls are of primary importance to a building, as they provide protection to the structural components of a building while also acting as a key character-defining feature. Historic buildings exhibit a variety of different types of wall construction and wall cladding. Some walls are load-bearing masonry, meaning that the masonry units serve as both the structural components as well as the exterior surface of the wall. Other walls feature an underlying support system, often constructed of wood or metal, that is sheathed with a variety of cladding materials, including brick or stone veneer, wood clapboards or shingles, stucco, asbestos siding, or aluminum siding. The distinct appearance of these historic wall-cladding materials is an important character-defining feature of historic buildings. Historic wall-cladding materials should therefore be preserved and maintained.

Exterior Wall Cladding: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for exterior wall siding is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Special Projects Division staff to verify the nature of the proposed alteration.

Guidelines for Exterior Wall Cladding

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of exterior wall cladding

- The gentlest methods for cleaning and repairing historic wall cladding should be used.

2. Repair, rather than replacement, of damaged or deteriorated portions of exterior wall cladding

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- In-kind replacement means that the proposed exterior siding should match as closely as possible with respect to size, shape, pattern, and texture.
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered, provided it is compatible with the original, historic material in size, shape, pattern, and texture.
- Application for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual detail of the historic fabric, as well as to evaluate its long-term performance.

4. Application of replacement exterior wall cladding that replicates the appearance of the historic wall cladding in location, form, and materials if the entirety of the historic wall cladding is deteriorated or damaged beyond repair

- These materials should match the appearance of the original clapboard siding as closely as possible with respect to size, shape, pattern, and texture.
- New wall cladding materials should not be installed in a manner that covers trim at the windows or gables.

✗ NOT RECOMMENDED

1. Sandblasting or use of high water pressure to clean siding materials

2. Painting previously unpainted historic masonry

3. Covering historic masonry with stucco, mortar, or other stucco-like material where it did not historically exist

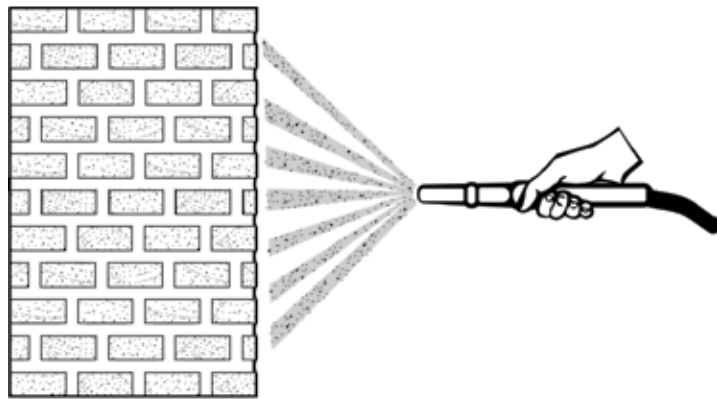
4. Removal of the entirety of historic wall cladding when only portions are deteriorated beyond repair

5. Replacing or covering the historic siding with a different, non-compatible material

6. Removal and/or alteration of any exterior wall cladding without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

7. Installation of any new exterior wall cladding without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

SANDBLASTING OF HISTORIC MASONRY IS NOT APPROPRIATE



Exterior Wall Maintenance

The gentlest methods for cleaning and repairing historic wall cladding should be used. Sandblasting or use of high water pressure to clean cladding materials should be avoided because such methods cause permanent damage. A low-pressure water wash is an example of an appropriate cleaning method.

The specific maintenance information below for wood, masonry, and stucco

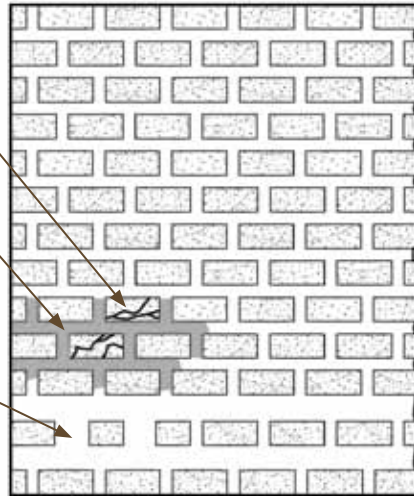
exterior wall claddings is drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair of a variety of exterior wall claddings is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Repointing Considerations

Repointing with stronger, modern mortar can cause bricks to crack

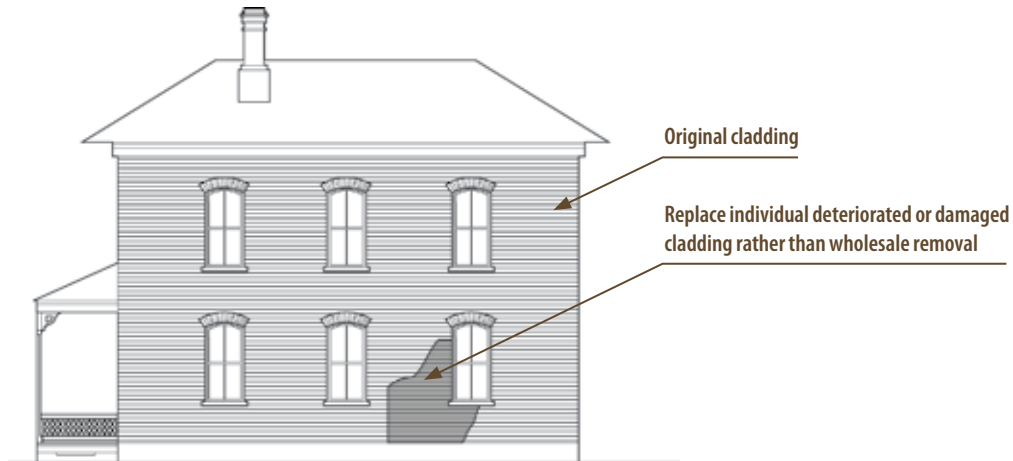
Match color and texture to existing mortar

Joint width is incompatible with existing pattern above



Existing historic masonry pattern

APPROPRIATE WALL CLADDING REPLACEMENT



INCOMPATIBLE REPLACEMENT OF HISTORIC CLADDING



Original Cladding Width

Replacement Cladding Width

Wood Maintenance Recommendations

Inspect regularly: Inspect wood siding regularly for signs of moisture infiltration, rot, or pests. The stability of wood can be tested by using a thin ice pick to penetrate the surface of the wood. Excessive paint peeling may indicate a moisture problem; its presence indicates that the existence of roof or wall leaks should be investigated.

Clean when necessary: Dirt buildup and organic growths can necessitate the cleaning of timber goods. Wooden elements should only be cleaned in warm weather and at low pressures. Never power wash wood siding, because it can force large amounts of water into the wood.

Keep painted or stained surfaces intact:

Paints and stains help repel moisture and protect wood from deterioration associated with exposure to the sun. Keeping painted or stained surfaces intact will reduce the amount of wood exposed to these deteriorating forces. Wood siding that is being prepared for painting should be hand-sanded whenever possible to avoid damage from power tools. Primers, paints, and stains should only be applied to clean, dry surfaces. A properly painted surface should last five to ten years, though spot treatments or touch-ups may be necessary annually on the west and south elevations, as these have the greatest exposure to the sun.

Treat with preservatives where appropriate:

Much like paint, chemical preservatives can help deter rot, insect infestation, and organic growths. Treating areas that are not historically painted but still susceptible to decay can help minimize deterioration. Careful selection of a preservative treatment is recommended, as it should be compatible with the species of wood on your building. The preservative treatment should not change the appearance of the historic wood by making it darker or shiny.

Masonry Maintenance Recommendations

Inspect your masonry: Masonry should be examined every 12 to 60 months for possible deterioration, including cracks, spalling, and loose or damaged materials. Mortar that has deteriorated more than ¼" will likely need to be replaced.

Remove organic growths and vegetation: Plant matter traps damaging moisture, which can cause the materials to break down. To remove growth, scrape it from the building with a non-metallic spatula. Then apply a solution of four parts water to one part bleach to kill spores. Rinse with water and repeat as necessary, but leave a few days between treatments.

Clean masonry as needed: Cleaning masonry will help retard deterioration since the building up of dirt and growths can destroy brick, stone, and masonry over time. Cleaning also helps prepare a masonry surface to undergo repair efforts. There are 3 methods of cleaning masonry: water, chemical, and abrasive. Water is the gentlest method and can typically be performed by the homeowner. Trained professionals should handle chemical cleaning; chemical cleaning should include

the testing of potential cleaning chemicals on less visible areas of the building prior to application of the cleaning chemical to the entire building. Abrasive methods are never recommended since they remove the hard-fired outer surface of the brick and expose the softer inner brick, thereby increasing the potential for moisture incursion and deterioration.

Monitor for masonry cracks: Masonry may develop cracks over time for a variety of reasons. There are two types of cracks, dormant and active. Dormant cracks are not continuing to worsen and can likely be safely repaired. Active cracks are still reacting to dynamic forces and may need professional attention to determine the severity of the underlying problem. Although professional inspection is recommended when reviewing cracks, property owners can monitor cracks to determine if they are dormant or active. This monitoring effort involves observing the cracks to determine whether they are changing over time. While professional evaluation is recommended, there are some general rules of thumb for assessing the severity of cracks in historic masonry. Mortar between masonry units

(bricks or stones) is intended to be the sacrificial material in a wall, so cracks appearing in the mortar are less serious than those affecting both the mortar and the masonry units. Cracks that pass through only mortar, stepping along the mortar joint lines, are usually a sign of settling and can typically be repaired safely. Cracks that pass through both masonry and mortar may be indicative of more serious structural problems and should be promptly evaluated by a qualified professional to determine the cause.

Repair deteriorated bricks and mortar:

Deteriorated mortar joints should be tuck-pointed by first removing loose mortar with hand tools to a minimum depth of one-half inch and filling the joint with new mortar that matches the original in color, texture, strength, and composition. Test patches should be applied to insure a proper match. Deteriorated bricks should be removed and replaced with "new" bricks that match the original in color, texture, size as closely as possible. A clean area of the original wall surface should be used as a reference when attempting to match brick color and texture.

Stucco Maintenance Recommendations

Inspect your stucco: Moisture-related deterioration of the bond between stucco and its substrate often causes spalling, a condition in which the stucco flakes off the substrate in layers. Cracks in the stucco surface often indicate movement of the substrate. If these problems are observed, an investigation to determine the underlying problem is recommended.

Many problems with stucco surfaces will progress unless the underlying problem is addressed.

Clean stucco as needed: Stucco surfaces can have a rough texture that is easily soiled by airborne pollutants and back-splash from rainwater hitting clay near the foundation. Stucco surfaces should be

cleaned with a low-pressure wash, especially if painting is planned.

Repair stucco where appropriate: Repair or patch stucco when necessary. Be sure to match the color and texture of the original stucco material.

4.2.3 Foundations

The foundation of a building provides its underlying support system and anchors its structural components to the ground. Most historical residential foundations were constructed of masonry. Depending on the nature of the building, historic foundations were either continuous masonry walls or individual masonry piers set at structurally important locations. Whether the foundation took the form of continuous walls or individual piers, the goal was to enhance ventilation under the building and prevent moisture incursion from rain and groundwater.

Historic pier foundations are character-defining features that are particularly vulnerable to incompatible alterations. Property Owners wishing to create weather-tight conditions or exclude pests from the areas underneath their house often want to fill in the spaces between historic piers. Information on the sensitive application of infill materials between historic masonry piers is provided below.

Foundations: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for foundations is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Guidelines for Foundations

✓ RECOMMENDED

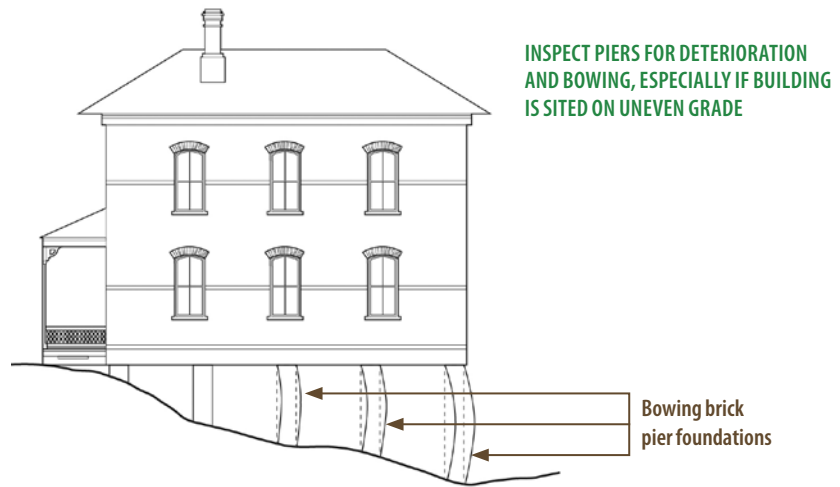
1. Retention, preservation, and maintenance of the location, form, and materials of historic foundations

2. Repair, rather than replacement, of damaged or deteriorated portions of historic foundations

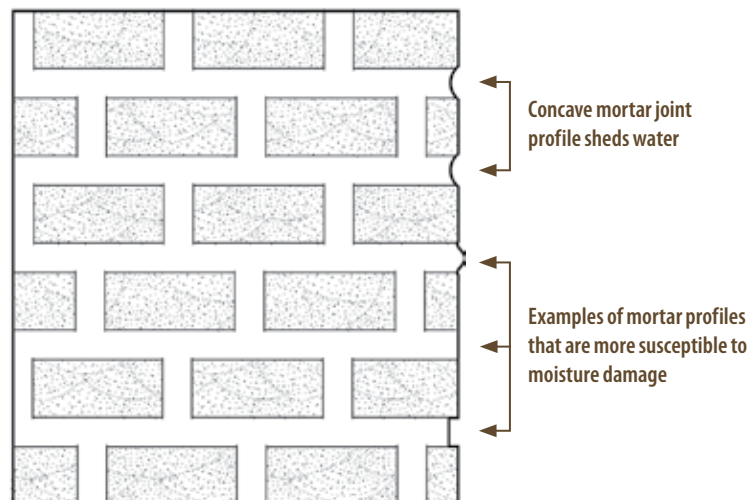
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material identical to the historic fabric is encouraged, replacement with an alternate or more contemporary material may be acceptable, provided it matches the original, historic material in size, shape, color, and texture.
- Application of a substitute material will be reviewed on a case-by-case basis to determine if the new material(s) convey the same character and visual detail of the historic fabric, as well as to evaluate its long-term performance.

4. Construction of replacement foundation or foundation elements that replicate the historic foundation or foundation elements in location, form, and materials if the entire historic foundation or foundation element is deteriorated or damaged beyond repair



USE MORTAR JOINT PROFILES THAT SHED WATER WHEN REPOINTING MASONRY PIERS



Guidelines for Foundations

✘ NOT RECOMMENDED

1. Removal of entire historic foundation or foundation elements when only portions are deteriorated beyond repair

2. Painting previously unpainted historic masonry piers

3. Covering historic masonry piers with stucco, mortar, or other stucco-like material where it did not historically exist

4. Enclosing original, historic pier foundations with concrete, concrete blocks, plywood, metal, or other solid infill materials

- Wooden lattice panels set between foundation piers can be used to exclude animals and keep debris from accumulating under the house.
- If enclosure is deemed necessary, the infill material should be recessed at least four inches from the face of the pier.
- A potential alternative to solid infill between brick piers is a recessed brick lattice set between the piers.
- When using an approved solid, non-brick infill material, such material should have a smooth finish and be of a dark color to visually diminish its presence and to allow the existing masonry piers to stand out. Some accommodation should be made for ventilation and access if the crawl space is enclosed.

INAPPROPRIATE INFILL BETWEEN HISTORIC BRICK PIERS: INCOMPATIBLE MATERIAL NOT RECESSED



INAPPROPRIATE INFILL BETWEEN HISTORIC BRICK PIERS: INCOMPATIBLE BRICK NOT RECESSED



Foundation Maintenance

Foundations are generally subject to the same forces of deterioration as exterior walls. Please consult the Exterior Wall Maintenance section for specific maintenance information.

Inspect foundations for moisture incursion: Foundations should be kept dry to prevent deterioration over time.

Clean masonry as needed: The gentlest methods for cleaning and repairing historic foundations should be used. Sandblast-

ing or use of high water pressure to clean foundation materials should be avoided because such methods cause permanent damage to the materials. A low-pressure water wash is one example of an appropriate cleaning method.

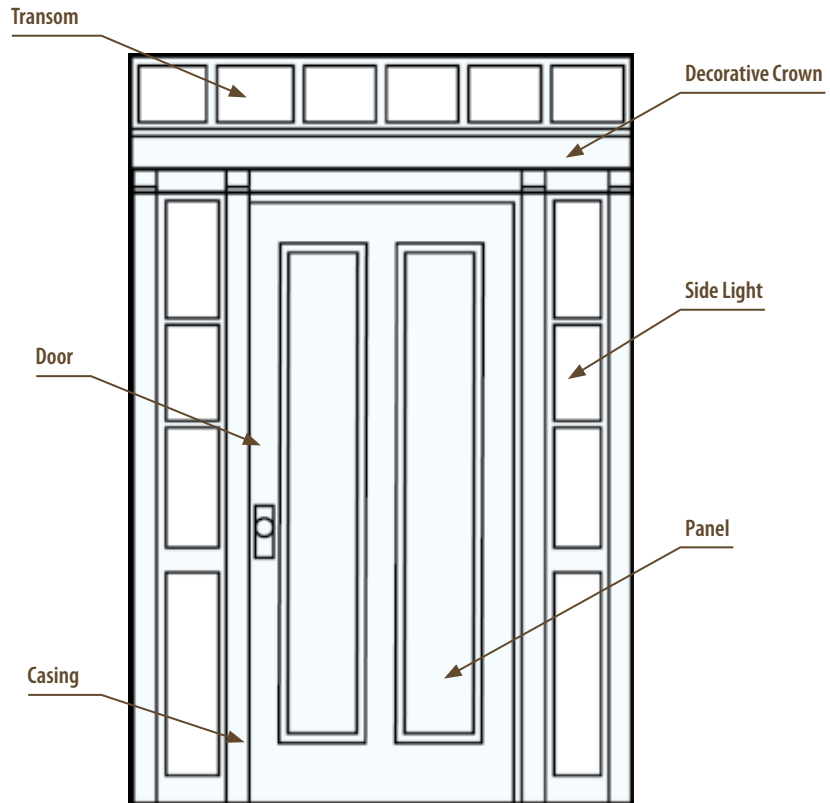
Inspect piers for deterioration and shifting: Pier deterioration can be caused by shifting loads, poor tuck-pointing of the masonry, or deteriorating brick. Masonry piers should be checked for cracks and crumbling mortar. Open cracks should be

repaired with mortar. Bowing of masonry piers is a common condition and often an indication of structural problems. This condition is particularly common on buildings located on sloping sites where some piers have been lengthened to create a level plane for construction. If bowing of piers is observed, a structural engineer should be consulted to evaluate the structural integrity of the house. The engineer may recommend reinforcement of bowing piers with metal bars or wholesale reconstruction of the piers.

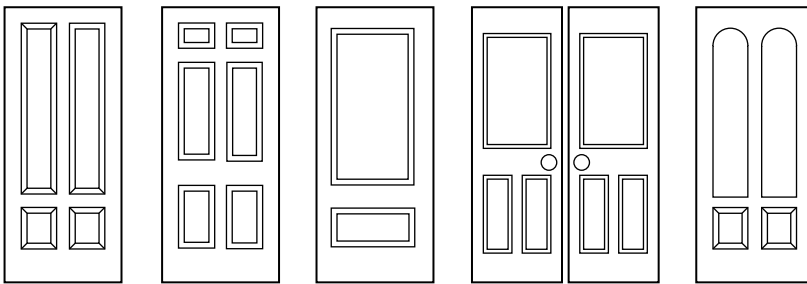
4.2.4 Doorways and Entrances

At a basic functional level, doors provide access into buildings, but they are also frequently a focal point of the building's design. As architectural styles evolved over time, doors and entryways often received elaborate decorative treatments, because they were the building element most frequently viewed by visitors to a residence. Most residential doors are constructed of wood. Early doors were often built with wooden planks fastened together with cross strips of iron or wood. This method of construction gradually gave way to panel doors, in which a frame of wooden planks was enclosed with panels of wood to form a door. The flush method of door construction, in which thin sheets of wood were adhered together until they reached the appropriate thickness, was the last to evolve.

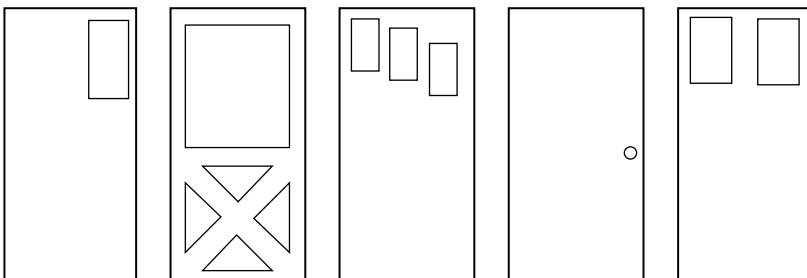
The addition of glass to doors or door surrounds was a common historical practice that continues to this day. Glass panes in and around doors allow light into entry halls and provide a means for the person answering a door to see a visitor. Over time, small glass viewing panels evolved into elaborate glass transoms and sidelights that are characteristic of many architectural styles. Historic doors often display artistry and design that is far superior to that found in modern examples. As important character-defining features of historic residential buildings, historic doors and entryways should be preserved whenever possible.



Examples of Historic Doors



Examples of Contemporary Doors



Doorways and Entrances: Major vs. Minor Work Projects

Alterations or changes to an exterior door and/or its associated features (e.g. transoms, sidelights, glazing patterns, or paneling) is considered a **Major Work Project**, and a **Certificate of Appropriateness** is required prior to performing such alterations or changes. Information about a replacement door's profile, configuration of glazing or paneling, and finish should be provided in an application for a Certificate of Appropriateness.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for doors is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Guidelines for Doors

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic doors

- Retain original period glass in transoms, sidelights, and glass panels if it is still present.
- Original screen or storm doors should be retained, maintained, and preserved.

2. Repair, rather than replacement, of damaged or deteriorated portions of historic doors

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic door in materials, design, and configuration.

4. Installation of a replacement door that replicates the historic door in location, form, materials, and configuration if the entire historic door is deteriorated or damaged beyond repair

5. Restoration of historic entrances based on historical, pictorial, or other physical documentation, and that is compatible with the historic character of the building

✗ NOT RECOMMENDED

1. Installation of a storm or screen door on a structure that does not currently have or has never had a storm or screen door without careful consideration of the damage that installation could cause to the historic door

- If installing a storm or screen door without damaging the original door and door surround is not possible, a storm or screen door should not be installed.
- Wood is a highly effective natural insulator, so repairing or replacing the insulation and weather stripping associated with the historic door and door surround will typically be sufficient for enhancing energy efficiency.
- If deemed appropriate, the addition of storm or screen doors should not obscure the primary door or require the removal of existing features of the main door.
- Storm doors added to entrances on a primary façade or a readily visible secondary elevation should be of plain, full-view design (i.e. solid glass panes with no dividing bars, grillwork, etc.) to allow an unobstructed view of the original entrance.

2. Changing in the original entry configuration

- A residential-style door should not be replaced with a commercial-style door configuration.

3. Introduction of new door openings into principal elevations, or enlarging or reducing original door openings

4. Installation of replacement doors or entryway elements that create a false historic appearance

INAPPROPRIATE DOOR ALTERATION: INCOMPATIBLE PLACEMENT AND DOOR TYPE



INAPPROPRIATE TREATMENT OF HISTORIC DOOR: INCOMPATIBLE COMMERCIAL DOORS



Door Maintenance

The specific door maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Keep hardware operational: Hinges, handles, and knobs should be kept tight and oiled to ensure proper functioning.

Clean dirt and paint buildup: Dirt, paint, and debris should be cleared from door

since it can retain moisture and can hinder the smooth operation of doors.

Replace deteriorated components

individually: If deterioration is localized, individual components or pieces can likely be replaced. This will keep the door functioning while deterring deterioration from spreading to the rest of the door.

Maintain painted surfaces: Paints and stains protect historic wooden doors from rot, insect infiltration, and sun damage. Doors should be maintained so that any coatings are impervious. If paint has sig-

nificantly deteriorated and doors need to be refinished, it is recommended that both the interior and exterior be refinished since only refinishing one side can cause the door to warp.

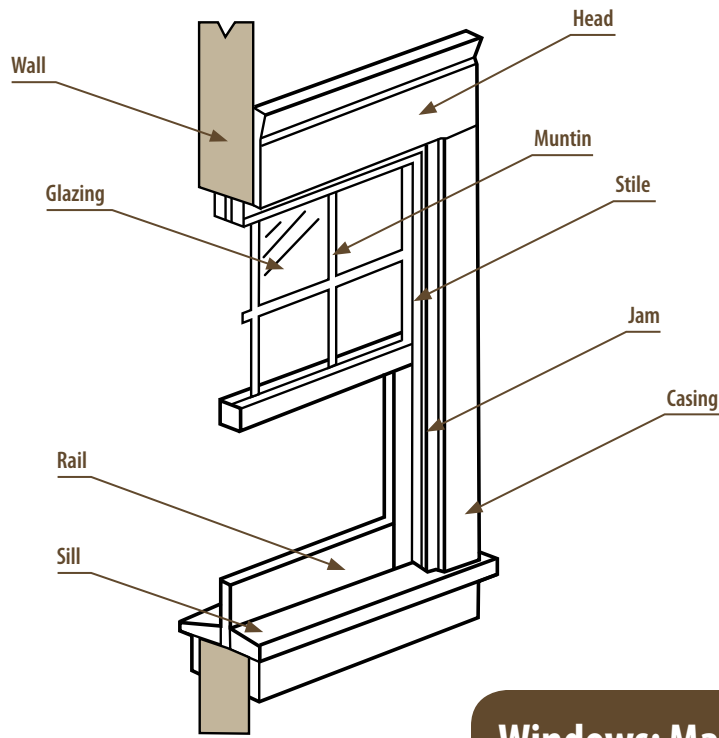
Weather-stripping and caulking: To prevent moisture and air infiltration, doors should be properly weather-stripped and caulked. Weather-stripping should be installed where the door joins the meeting rail, and caulking should be installed between the doorframe and wall surfaces.

4.2.5 Windows

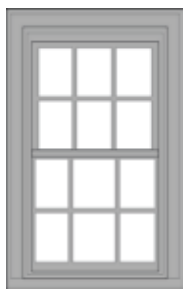
Windows serve the practical purpose of providing light and ventilation for a building, but like doors, they are also treated as one of the focal points of a building's design. Glass was rare and prohibitively expensive before the seventeenth century, so most early windows were open spaces in building walls that were covered with wooden shutters or translucent oiled skins or paper when ventilation was not required. Early glazed windows featured many small panes (or lights) of glass, often square or diamond shaped, that were set into wood or metal frames with strips of soft lead. Glass-making technology progressed over the eighteenth and nineteenth centuries, and larger panes of glass that could be used to glaze whole windows were soon available. Modern glazing with smaller panes is based on historical precedent and design practice rather than on technological necessity.

The number and arrangement of panes (or lights) in a glass window is called its glazing pattern. The arrangement of window openings on a building is called its fenestration pattern. These two factors, combined with the shape of the windows, contribute significantly to the overall appearance of the building. Windows are therefore important character-defining features of historic houses and should be preserved.

Parts of a Window



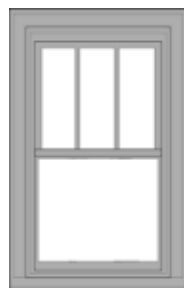
Glazing Patterns



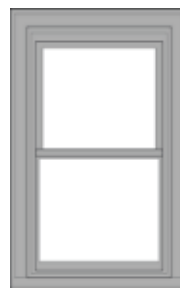
Six-Over-Six



Two-Over-Two



Three-Over-One



One-Over-One

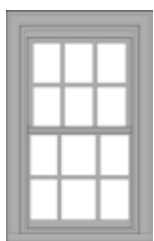
Windows: Major vs. Minor Work Projects

Replacing windows is considered a **Major Work Project**, and a **Certificate of Appropriateness** is required from the Gainesville Historic Preservation Commission prior to performing the replacement.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for windows is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

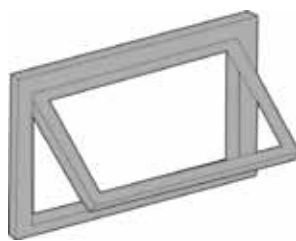
Types of Windows



Double-hung
Sash Window



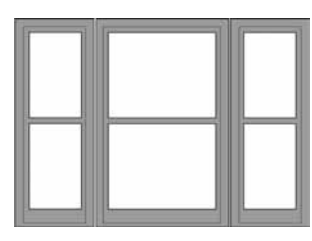
Casement Window



Awning Sash Window



Bay Window



Tripartite Window

Guidelines for Windows

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic windows

- Original stained glass, leaded glass, and other decorative glass lights should be preserved and maintained rather than removed.
- The sash configuration of historic windows should not be altered.
- Historic window elements, such as shutters, should be retained, maintained, and preserved.

2. Repair, rather than replacement, of damaged or deteriorated portions of historic windows

- Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration is not appropriate because these conditions do not indicate that the windows are beyond repair.
- Historic window elements, such as shutters, should be repaired rather than replaced.

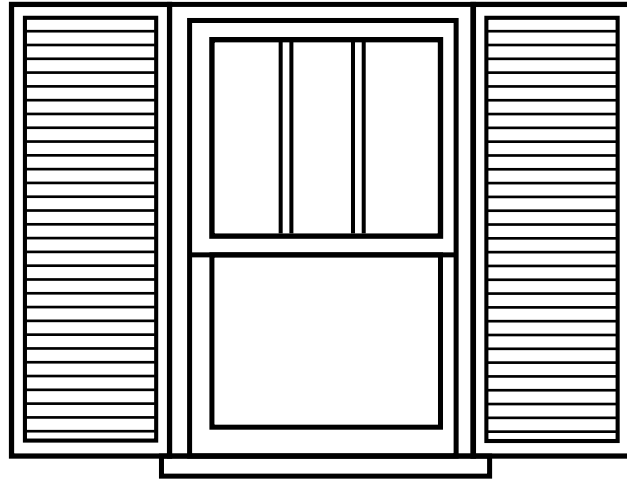
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Historic window elements, such as shutters, should only be replaced in-kind, with respect to materials and design, including the size and type.

4. Replacement windows that match the original, historic windows in location, form, and materials if the entire historic window is deteriorated or damaged beyond repair

- If replacement is absolutely necessary, efforts should be taken to match the original windows in terms of the type and pattern, including the number, shape, size, materials, and glazing pattern.

APPROPRIATELY SIZED SHUTTERS



Window Maintenance

Windows are often a primary target of rehabilitation projects. As such, a careful survey of the windows and their condition should be conducted to determine the necessity of replacement. In recent years, concern and misinformation about the energy efficiency and sustainability of historic windows has led to the widespread loss of historic windows, which has resulted in considerable loss of historic integrity in affected buildings. A thorough discussion of sustainability, energy efficiency, and cost savings associated with a variety of historic window treatments is provided in the National Trust for Historic Preservation's (NTHP) Preservation Green Lab Report, *Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement* (see Appendix D).

The specific window maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on window maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Regularly inspect your windows: Regular inspection and maintenance is the key to ensuring that windows last for many years. Windows should be monitored to see if water is penetrating the window or deteriorating the exterior surfaces. In addition, property owners should inspect for air infiltration, broken or loose frames,

sashes, and glass, and non-functioning elements such as cords or locks.

Clean dirt and paint buildup: Keeping movable surfaces free of dirt, debris, and paint buildup will allow for their smooth operation and prevent sashes from becoming stuck in their frame.

Replace glazing putty when necessary: Glazing putty will naturally break down over time by drying out and cracking. Replacing putty when necessary will maintain the weather tight seal between the glass and wooden frame.

Do not force open windows: Forcing open stuck windows can damage sashes and frames. Instead, use a putty knife by gently sliding it along the entire length of the window's perimeter between the frame and sash to break the paint seal.

Maintain painted window surfaces: Paint is the key to deterring moisture penetration, organic growth, and pest infiltration. Flaking, peeling, or deteriorated paint should be removed, and surfaces should be recoated to minimize the area of surfaces exposed to inclement damages.

Caulking, weather-stripping, and flashing: Caulking, weather-stripping, and flashings around windows should be maintained to improve thermal efficiency as well as to prevent moisture, air, and dust infiltration.

Guidelines for Windows

❌ NOT RECOMMENDED

1. Enclosing, reducing, expanding, or concealing original or historic window openings

2. Replacing original windows with new thermal sash windows

- Storm windows are an effective energy conservation treatment for historic buildings.
- Storm windows should conform to the shape of the windows; curved or pointed window units should not be boxed-in to accommodate rectangular storm windows.
- Storm windows should contain a continuous sheet of framed glass with no breaks.
- Wooden storm windows are generally most appropriate, though aluminum storm windows can be an acceptable alternative if they are visually unobtrusive, do not damage existing frames, and are removable.

3. Replacement windows or window elements that create a false historic appearance

- The use of windows that attempt to suggest earlier building types or the introduction of new decorative features like shutters without historic precedent is not appropriate, as it offers a false sense of historic development.
- Shutters should not be introduced without proper documentation as to the historical and architectural appropriateness.

4. Creating new window openings to the primary façade or readily-visible secondary elevations, such as a side elevation facing a public right-of-way

- When introducing a new window without documentation of the historic form, use the simplest form possible.
- Elaborate stained glass or other decorative glass should not be added to the primary façade or highly visible secondary elevation where there is not historical documentation of evidence of such.

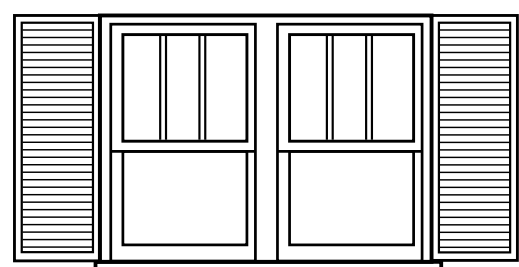
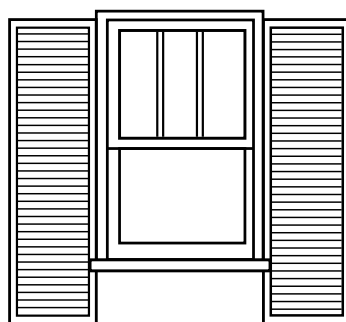
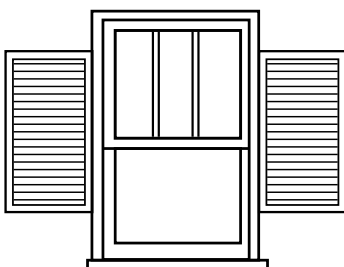
INAPPROPRIATE INFILL OF HISTORIC TRIPARTITE WINDOW



INAPPROPRIATE WINDOW REPLACEMENT: INCOMPATIBLE TYPE AND SIZE



INAPPROPRIATELY SIZED SHUTTERS

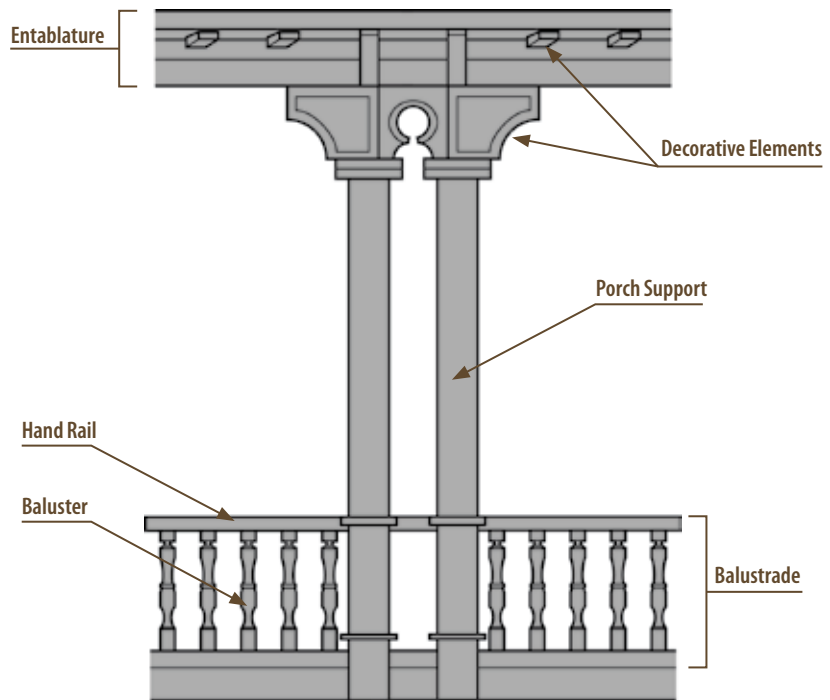


4.2.6 Porches

Porches are a common and important element in historic residential architecture. Before the advent of air conditioning, they provided a well-ventilated, shady place for people to escape the still, hot air within their homes. Porches were also an important social gathering place, particularly in the American South. They provided a comfortable place for people to sit and talk outside, as well as a graceful transition from outdoor public space to more private areas inside homes. The porch holds a place of distinction in American residential architecture, but its significance moves beyond the aesthetic. Porches also loom large in the American psyche as places associated with family, friends, and good times.

Porches are character-defining features of many different styles of architecture. The size and scale, as well as the materials used for the porch, vary with the architectural styles of individual properties. They are generally constructed of wood, although metal and masonry sometimes make appearances as supports for the porch roof. Whatever form they take, porches provided great opportunity for architectural elaboration. Every effort should be made to preserve their overall form as well as any decorative or applied details, as porches are often one of the most significant character-defining features of historic residential architecture.

Common Porch Features



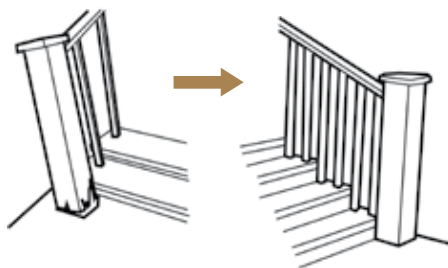
Guidelines for Porches

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic porches

- Porches are important character-defining features of historic homes and were a main point of elaboration in many architectural styles.
- Examples of character-defining features include porch steps, flooring, handrails, balustrades, columns or other supports, entablatures and cornices, and the porch roof, as well as any purely decorative trim or other applied elements.

REPAIR RATHER THAN REPLACE



2. Repair, rather than replacement, of damaged or deteriorated portions of historic porches

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Applications for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual detail as well as to evaluate its long-term performance.

4. Construction of replacement porch or porch elements that replicate the historic porch or porch elements in location, form, and materials if the historic porch or porch elements are deteriorated or damaged beyond repair

- Porch elements that have proven to be deteriorated beyond repair should be documented by drawings, measurements, and photographs so they can be replaced in-kind.

5. Constructing a new porch based on historical, pictorial, or physical documentation when an original, historic porch is completely missing

- If historic, pictorial, or physical documentation does not exist, the new porch should be constructed of a simple design that is compatible with the historic character of the building.
- New or replacement porch materials should match the original if known.
- New or replacement porch elements and details should relate to the style and materials of the historic structure.

Guidelines for Porches

✗ NOT RECOMMENDED

1. Removal of an entire porch or porch element when only portions are deteriorated beyond repair

2. Introduction of a new porch element for a porch that was originally built without such elements

- If the new porch element is required for safety purposes (i.e. railing, handrail, or ramp) the introduced porch element should be simple in design.
- If handrails need to be installed on the porch steps, the new handrails should match the design of the porch balustrade. Where there is no existing porch balustrade, the handrails should be of a simple design.

3. Alteration or enclosure of porch openings

- Porches should not be enclosed with infill walls or windows, as they alter and/or obscure important historic character-defining features and details of a building.
- Enclosure of a front porch to increase living space should not be undertaken as it can detract from the character and historical integrity of the building.
- The enclosure of a porch with screening should be undertaken with care to preserve the character-defining features of the porch. The removal of original features for the purpose of screening is not appropriate.
- If enclosing a porch with screening or glass proves cannot be avoided, the framing and infill material should be recessed at least four inches from the face of the porch supports to preserve the original appearance, including rhythm of openings.

4. Addition of a porch to a primary or highly visible secondary elevation where one has not previously existed

5. Addition of infill materials between porch piers

- If infilling areas between porch piers is necessary, the infill material should fill each open space between porch piers, including areas on the sides of the porch where it meets the building.

INAPPROPRIATE PORCH ENCLOSURE



EXAMPLE OF APPROPRIATE TREATMENT:
PORT-COCHERE INFILLED TO CREATE ADDITIONAL INTERIOR COMMERCIAL SPACE. ENCLOSURE DOES NOT OBSCURE OR DAMAGE HISTORIC FORM OR MATERIALS.



Porches: Major vs. Minor Work Projects

Adding a new porch, enclosing or removing elements of an existing porch, or replacing the original fabric of an existing porch with a new, different material are all examples of **Major Work Projects**, and a Certificate of Appropriateness is required prior to making these changes.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for porches is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Porch Maintenance

Wooden porch decking constructed of tongue-and-groove planks should be painted to avoid swelling and buckling from moisture. Replacement decking material should be primed on the underside for additional moisture control.

Porch elements are particularly vulnerable to damage from moisture and sun exposure. Ensuring that porch elements are well protected with paint is the best way to prevent this deterioration.

Regular inspection of porch elements is recommended, as addressing any problems promptly will reduce repair costs

4.2.7 Accessory Buildings

Before the development of modern conveniences, many functions of daily life were housed in smaller outbuildings or accessory buildings. Accessory buildings were generally modest in size and typically located at the rear of a lot. Examples of common historic accessory buildings include kitchens, bathrooms, carriage houses, and garages. Many of these accessory buildings became unnecessary with the introduction of technologies such as indoor plumbing, and they were frequently demolished. Extant historic accessory buildings are rare and should therefore be preserved whenever possible. The following guidelines apply to historic and character-contributing non-historic accessory buildings. Guidelines for the construction of new accessory buildings can be found in **Section 4.4: Guidelines for New Construction and Additions in Districts with Residential Architecture Used for Commercial Purposes**.

Accessory Buildings: Major vs. Minor Work Projects

Alterations that involve demolishing or replacing existing historic and character-contributing, non-historic accessory buildings are considered **Major Work Projects**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to undertaking such alterations.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for accessory buildings is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Guidelines for Accessory Buildings

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic accessory buildings
2. Repair, rather than replacement, of damaged or deteriorated portions of historic accessory buildings
3. Repair and replacement of original elements and details of historic and character-contributing, non-historic accessory buildings should follow relevant guidelines listed above for similar aspects or elements of principal structures
4. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
 - Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
 - Applications for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual detail as well as to evaluate its long-term performance.

5. Screening of non-historic accessory buildings

- Non-historic accessory buildings that are readily visible from the public right-of-way should be screened with a mixture of evergreen and deciduous landscaping.

EXAMPLE OF A WELL-MAINTAINED ACCESSORY BUILDING



✗ NOT RECOMMENDED

1. Wholesale removal of historic accessory buildings

Accessory Building Maintenance

Accessory buildings frequently employ many of the same features and materials as the primary building on a property. Specific maintenance information related to the appropriate features, elements, or materials on an accessory building are drawn from *Maintaining Your Historic Home: A Practical Guide for Homeowners* and can be found in the associated maintenance sections throughout **Section 4.2: Design Guidelines for Rehabilitation of Residential Architecture Used for Commercial Purposes**.

4.3 Design Guidelines for the Site and Landscape Features of Residential Architecture Used for Commercial Purposes

The patterns of site and landscape features that have developed surrounding historic and non-historic structures located within Gainesville's local historic districts significantly contribute to the visual character of the districts. Site and landscape features include (1) landscaping, (2) driveways and walkways, (3) fences and freestanding walls, (4) site lighting, (5) utilities and appurtenances, and (6) vehicle parking. Both historic and non-historic accessory buildings are discussed in **Section 4.2: Design Guidelines for Rehabilitation of Residential Architecture Used for Commercial Purposes**, while the construction of new accessory

buildings is discussed in **Section 4.4: Design Guidelines for New Construction and Additions in Districts with Residential Architecture Used for Commercial Purposes**.

Although these features are generally considered secondary elements, site and landscape features reveal the developmental history of an individual property and a district as a whole. The preservation of such elements is strongly encouraged in order to maintain the overall architectural and environmental character of Gainesville's historic residential resources that are being used for commercial purposes.



4.3.1 Landscaping

Landscaping, whether formal or informal, greatly influences the visual appearance of Gainesville's residential local historic districts. Mature trees, lawns, gardens, and other vegetation in the area should be considered a valuable resource. In addition to contributing to the aesthetic qualities of a neighborhood, mature trees and other vegetation serve other vital roles, including cleaning the air, producing shade that can reduce residential energy costs, and providing animal habitats. Gainesville's sloping terrain also makes many areas vulnerable to erosion, and mature trees and vegetation help to prevent the loss of valuable topsoil. In many instances, other landscaping features, such as retaining walls, may also be necessary to control storm water runoff and to stabilize the base of hills within the residential local historic districts.

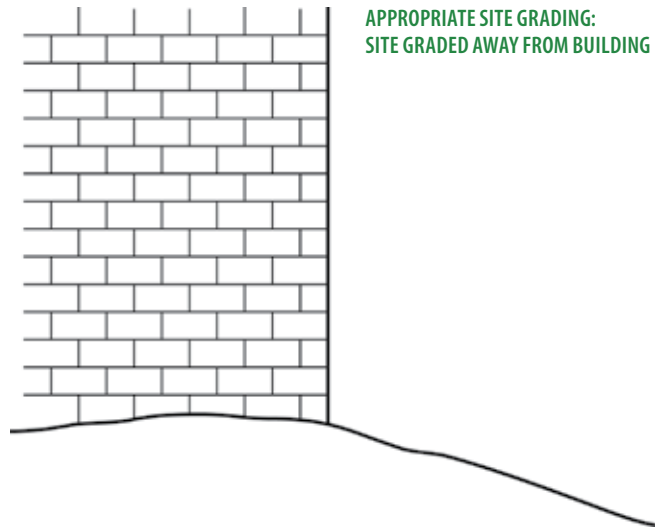
4.3.1.1 General Guidelines for Landscaping

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the historic landscape

2. Restoration of historic landscapes based on photo documentation or other historical records

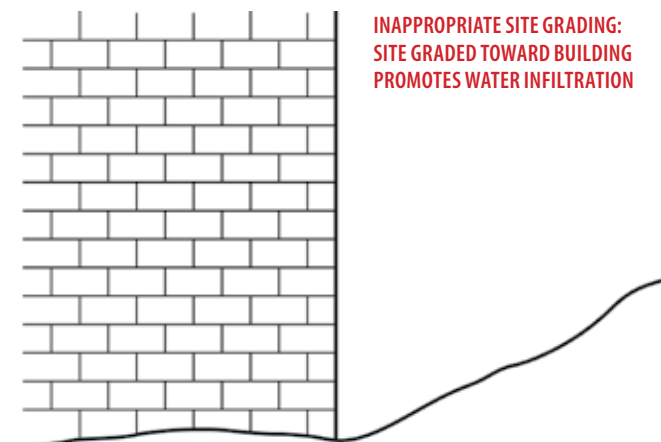
APPROPRIATELY LANDSCAPED AND WELL-MAINTAINED YARD



✗ NOT RECOMMENDED

1. Introduction of incompatible landscape designs or materials into the historic district

POORLY MAINTAINED LANDSCAPE



General Landscaping Maintenance

The specific general landscaping maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*.

Site grading and drainage: Sites should be graded to keep water away from building foundations. Property owners should maintain a positive slope away from all buildings, and downspouts should properly direct all

water away from the building. Any drains or covers on window wells should be properly maintained so that debris and water cannot collect and infiltrate the foundation.

4.3.1.2 Guidelines for Vegetation

✓ RECOMMENDED

1. Retention, preservation, and maintenance of historic trees and mature vegetation

- The removal of a mature tree should be avoided unless it is dead, diseased, or poses a threat to public safety, as determined by a certified arborist.

2. Protection of trees and other plant material during maintenance and construction work

- Any mature tree lost during site work should be replaced with a comparable tree species typically found within the residential local historic district.

3. Replacement of lost trees or other vegetation with the same species or a compatible substitute

- Care should be taken so that newly planted trees will not interfere with building elements or utility lines when they reach their mature height. Consultation with a certified arborist and the Gainesville Community Development Department is advised.

4. Installation of annual ornamental plant material that is compatible with the overall historic landscape

5. Light annual pruning of trees located under power lines, rather than more severe pruning on a less frequent basis

✗ NOT RECOMMENDED

1. Making wholesale changes to the existing historic landscape that are not necessary or compatible with the historic district or the individual residence

2. Planting incompatible or exotic plant species in the historic district

INAPPROPRIATE VEGETATION: UNPRUNED VEGETATION PROMOTING BUILDING DETERIORATION



Vegetation and Landscaping: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for landscaping and vegetation is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project

that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed alterations.

Vegetation Maintenance

The specific vegetation maintenance information below is drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*.

Prune and trim vegetation regularly:

Care for trees and remove dead wood as needed. Trees with branches overhanging the roof should be trimmed back. In general, plantings should be trimmed or pruned frequently, rather than dramatic pruning on a less frequent basis. Plantings

at the perimeter of a building should be avoided since they may trap moisture in masonry and timber, and large root systems can destroy materials.

Avoid invasive and non-native vegetation:

Avoid invasive plantings that will crowd a building as they grow. Planting native varieties is preferable, as they will usually require less watering and will not crowd out other native varieties.

4.3.1.3 Guidelines for Retaining Walls

✓ RECOMMENDED

1. Retention, preservation, and maintenance of existing historic retaining walls
2. Repair and resetting of damaged or compromised historic retaining walls
3. Construction of necessary retaining walls that are compatible in form and materials with their associated residence
 - Efforts should be taken to follow historic patterns with regard to design and materials when replacing an existing retaining wall or introducing a new retaining wall.
4. Establishment of vegetative groundcover where necessary to stabilize banks and prevent erosion

APPROPRIATE RETAINING WALL: WELL-MAINTAINED HISTORIC STONE RETAINING WALL



✗ NOT RECOMMENDED

1. Wholesale removal of damaged or compromised retaining walls
2. Introduction of retaining walls that are incompatible in form and materials with their associated residence

INAPPROPRIATE RETAINING WALL: INCOMPATIBLE DESIGN AND MATERIALS



Retaining Walls: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for retaining walls is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed alterations.

Retaining Wall Maintenance

The specific maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Inspect retaining walls: Historic retaining wall materials include masonry and timber. Timber materials should be inspected for rot, and masonry should be inspected for spalling and other deterioration. All elements should be inspected for loose components.

4.3.2 Driveways and Walkways

Connecting a building and its occupants to its setting is the primary, functional purpose of driveways and walkways. Driveways and walkways also contribute to the picturesque streetscapes and landscapes within local historic districts.

The visual character of driveways and walkways is a function of their location, form, and materials. Driveways are generally located to the side of principal walkway. Insensitive alterations to the form, location, and materials of driveways and walkways can have a negative visual impact on individual historic resources as well as the historic district as a whole.

Guidelines for Driveways and Walkways

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the original location, form, and materials of historic driveways and walkways

- If replacement is necessary due to overwhelming deterioration or other factors, all efforts to preserve and maintain the original location should be made.
- If replacement is deemed the only alternative, the location, form, and materials of the replacement should be appropriate to and consistent with adjacent resources in the historic district.
- Historic materials for walkways often included gravel, brick, stone, and pre-fabricated concrete stepping-stones.

2. Replacement of original historic materials should be **in-kind**, meaning replacement with the exact same historic material

- If historic materials must be replaced and original materials are unavailable, all efforts should be taken to use modern materials that are visually similar and compatible with the historic fabric.

3. Construction of new driveways and walkways that are compatible with the individual architectural resource as well as the overall historic district

- New walkways and driveways should take into account the historical context of the individual site and district as a whole. The design and materials used should be in keeping with the historical character of the site and district.

EXAMPLE OF APPROPRIATE, WELL-MAINTAINED HISTORIC FLAGSTONE DRIVEWAY



EXAMPLE OF APPROPRIATE, WELL-MAINTAINED HISTORIC WALKWAY



EXAMPLE OF APPROPRIATE WALKWAY: APPROPRIATE MATERIAL AND ROUTED TO AVOID MATURE TREE



Driveways and Walkways: Major vs. Minor Work Projects

Introducing a driveway or walkway that did not previously exist is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to such alterations.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for driveways and walkways

is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed alterations.

Driveways and Walkways Maintenance

The specific maintenance information on driveways and walkways provided below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Monitor moisture and erosion: Moisture and fluctuations in temperature can cause driveways and walkways to crack and buckle. Certain materials will also spall from freeze and thaw cycles. Materials should be well sealed to prevent moisture penetration, and any soil erosion near walkways or driveways should be corrected to prevent water from seeping under materials and wicking to the surface. Where possible, use permeable materials to reduce water runoff.

✗ NOT RECOMMENDED

1. Addition of large expanses of pavement where none existed historically

- The creation of large expanses of concrete or asphalt is generally undesirable, as impervious paved areas radiate heat during the summer, create stormwater management issues, and are not a compatible element of local residential historic districts.

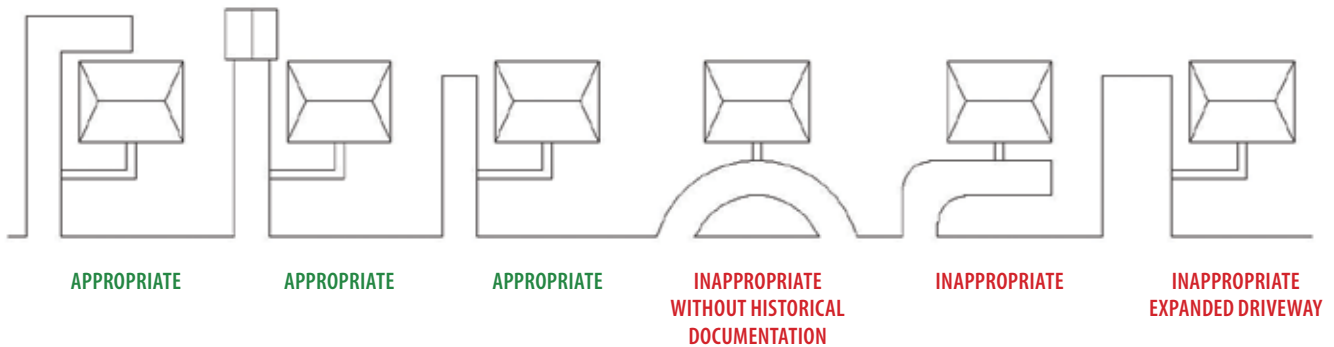
2. Use of non-traditional materials like asphalt in the construction of new walkways and driveways, as it conflicts with the historical, architectural, and environmental character of the district

- Brick and pre-fabricated concrete pavers are excellent alternatives to using incompatible materials such as concrete or asphalt.

INAPPROPRIATELY LARGE CONCRETE DRIVEWAY



Driveway and Walkway Configurations



4.3.3 Fences and Freestanding Walls

Historic fences and freestanding walls were typically used to demarcate property lines, or confine and/or exclude animals. Fences and walls located in front of historic homes were often more decorative in nature, while those located in side and rear yards were more utilitarian. A variety of different materials, including metal, wood, brick, and stone, were used to build fences and walls. No matter what their material or configuration, fences and freestanding walls were important landscape elements that often took design cues from the main house.

Some traditionally residential historic districts feature yards in which fences or walls run along the edge of the property. The small scale of these fences and walls allows them to demarcate the boundary between private and public areas without obscuring the historic residence. Many also featured gates or arbors that helped to retain the welcoming, pedestrian-friendly feel of the neighborhood.

Other traditionally residential historic districts are characterized by open, grassy front lawns in which one property seems to blend seamlessly into the next. Constructing a visual enclosure such as a fence or freestanding wall in a district with this seamless appearance can alter the visual character and connectedness of the district. The installation of new fences and freestanding walls in a district of this type would therefore be inappropriate.

Guidelines for Fences and Freestanding Walls

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic fences and freestanding walls

2. Repair, rather than replace, historic fencing and freestanding walls

- Deteriorated or compromised portions of a historic fence or freestanding wall should be replaced in kind.

3. Construction of new fences and freestanding walls that are sensitive to established practice in the historic district and compatible with the design of the principal building

- Particular attention should be paid to making sure the form and materials selected for a front-yard fence or freestanding wall relate to the materials and design of the principal building.
- Height of front-yard fences and freestanding walls should not exceed two and half feet.
- Materials for a new freestanding wall should be appropriate for their context and should be chosen from existing materials common to the district.

APPROPRIATE FENCE: COMPATIBLE WOODEN FENCE



✗ NOT RECOMMENDED

1. Construction of wooden privacy fences in front yards

- Wooden privacy fences should be sited behind or towards the rear of buildings, as they are too obtrusive in front yards.
- Materials used to construct wooden fences should be treated.

2. Use of wire or chain-link fencing within historic districts

- Wire or chain-link fencing is discouraged in general and prohibited in front yards.
- If installed in rear yards, wire or chain-link fencing must be screened with a mix of evergreen vegetation.

INAPPROPRIATE FENCE: INCOMPATIBLE AND UNSCREENED CHAIN-LINK FENCE IN FRONT YARD



Fences and Freestanding Walls: Major vs. Minor Work Projects

Replacing an existing fence or freestanding wall with new or different materials, or introducing a fence or freestanding wall where one did not previously exist, is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to any alterations or construction.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for fences and freestanding walls is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed work project.

Fences and Freestanding Walls Maintenance

The specific maintenance information on fences and freestanding walls provided below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Inspect fences and freestanding walls: Historic fencing and wall materials include stone, timber, and some cast metals. Timber materials should be inspected for rot, masonry should be inspected for spalling and other deterioration, and metal should be inspected for corrosion. All elements should be inspected for loose components.

4.3.4 Outdoor Lighting

Outdoor lighting in traditionally residential neighborhoods takes three forms: attached, security, and accent. Attached lighting refers to fixtures that are physically affixed to the building itself. Attached lights were typically installed on historic houses to provide light for entryways or areas such as porches that people used after dark. Security lighting refers to modern lighting fixtures that are used to deter crime and provide a greater sense of security for occupants. Security lighting typically takes two forms: floodlights that are on whenever it is dark outside, and lights that are wired to a motion detector that only come on when there is movement around the building. Accent lighting refers to lights that are used to illuminate landscape elements such as trees or to lights that are used to illuminate the façade of the building.

Guidelines for Outdoor Lighting

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic lighting fixtures

2. Repair, rather than replacement, of damaged historic lighting fixtures

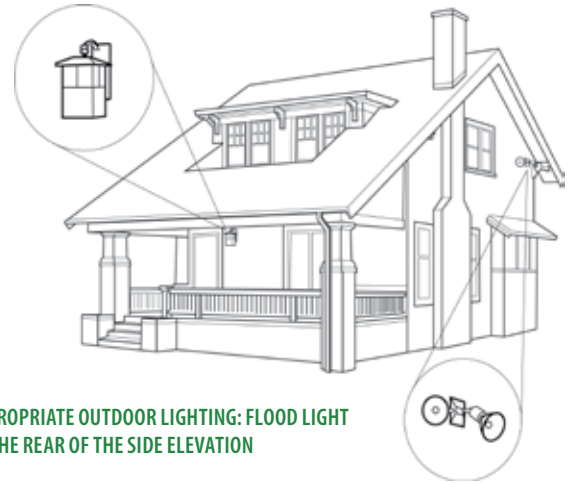
- Deteriorated or compromised portions of a historic lighting fixtures should be replaced in kind.

3. Installation of replacement lighting fixtures that are compatible with the historic building

- Replacement lighting fixtures should be compatible with the historic building in scale as well as developmental period and architectural style.

4. Outdoor or security lighting that is in keeping with the residential character of the district

APPROPRIATE OUTDOOR LIGHTING:
COMPATIBLE LIGHTING FIXTURE



APPROPRIATE OUTDOOR LIGHTING: FLOOD LIGHT
TO THE REAR OF THE SIDE ELEVATION

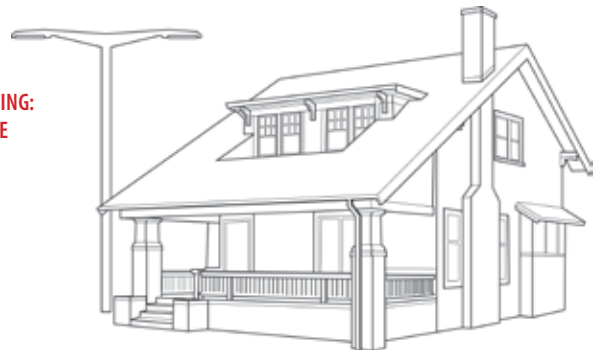
✗ NOT RECOMMENDED

1. Installation of lighting fixtures, such as carriage lights, that create a false historic appearance

2. Installation of security floodlights on the primary façade of a house

- Floodlights should be installed on side and rear elevations.

INAPPROPRIATE OUTDOOR LIGHTING:
INCOMPATIBLE AND OUT OF SCALE
LIGHTING FIXTURE



Outdoor Lighting: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for site lighting is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed work project.

Outdoor Lighting Maintenance

The specific outdoor lighting maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on lighting fixture maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Inspect your lighting fixtures: All lighting fixtures should be checked for exposed or damaged wires. Where fixtures are attached to a structural unit, make sure the joints are properly sealed to prevent moisture and air infiltration. Any utility lines running into a building should have a drip loop to prevent water being carried along the cable and into the building by surface tension.

4.3.5 Utilities and Appurtenances

Modern mechanical systems, particularly centralized heating and air-conditioning units, are inevitable additions to historic buildings. Other modern utilities and appurtenances may include satellite dishes or other communication devices. Improper placement or a lack of visual screening can diminish the visual character and historical integrity of individual historic buildings as well as the overall character of Gainesville's traditionally residential historic districts.

Guidelines for Utilities and Appurtenances

✓ RECOMMENDED

1. Locating modern utilities and appurtenances in the rear or side yard of the principal building and screening with vegetation or with a structural buffer combined with vegetation

- Wooden fences and evergreen trees and/or shrubs are suitable screening combinations.

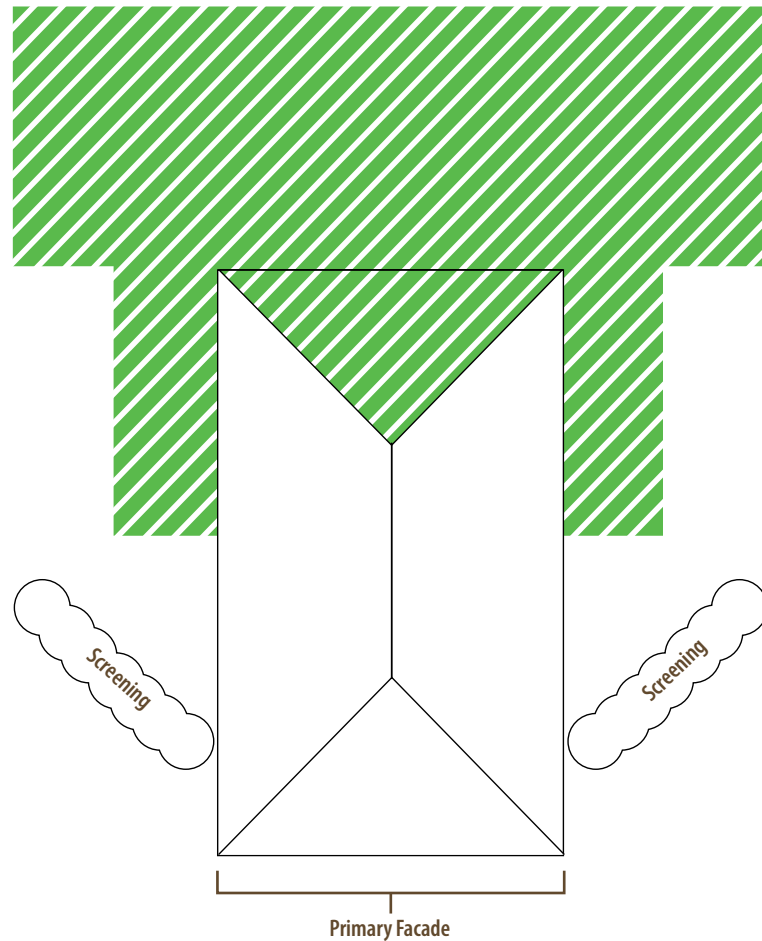
2. Placing communication, utility, and other mechanical systems on a secondary elevation or site in a non-visible area toward the rear of the principal building

3. Inconspicuous placement and visual screening of utility meters and dumpsters

APPROPRIATE TREATMENT: SCREENING EXTERIOR HVAC UTILITY WITH WOODEN FENCE AND VEGETATION



APPROPRIATE AREAS FOR PLACEMENT OF APPURTENANCES



Utilities and Appurtenances: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for utilities and appurtenances is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed work project.

Guidelines for Utilities and Appurtenances

✗ NOT RECOMMENDED

1. Installation of window air-conditioning units on primary facades or on readily visible secondary elevations

- Window units should not result in the removal or replacement of the original window sash or the alteration of the window framing or surrounds.

2. Placement of exterior HVAC units on roofs

INAPPROPRIATE TREATMENT: UNSCREENED UTILITY



INAPPROPRIATE TREATMENT: SATELLITE DISH NOT SCREENED FROM PUBLIC RIGHT-OF-WAY



Utilities and Appurtenances Maintenance

The specific information on maintaining utilities and appurtenances provided below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Inspect your utilities and appurtenances: All utilities and appurtenances should be checked for exposed or damaged wires. Where fixtures are attached to a structural unit, make sure the joints are properly sealed to prevent moisture and air infiltration. Any utility lines running into a building should have a drip loop to prevent water being carried along the cable and into the building by surface tension.

4.3.6 Vehicle Parking

Although some side-yard parking exists, the predominant parking pattern in traditionally local residential historic districts that have evolved to include nonresidential uses is private rear-lot parking constructed of asphalt and/or concrete. Broad expanses of off-street parking on a site are incompatible with the traditionally residential character of the district, and therefore, are discouraged. In order to reduce the impact of expanses of asphalt and concrete, sufficient landscaping should be installed to screen vehicles parked on the lot.

Furthermore, parking lot improvements and newly proposed parking lots must comply with current design standards as required by the current Unified Land Development Code (a.k.a. zoning and local development regulations).

Guidelines for Vehicle Parking

✓ RECOMMENDED

1. Locating parking areas (or pads) to the rear of principal buildings and completely screening them from public view

2. Seeking approval from the Gainesville Historic Preservation Commission when installation of a new parking area in a residential side yard is being considered

- Requests for design review of side-yard parking must be submitted to the Gainesville Historic Preservation Commission. Requests will be considered on an individual basis. While the Gainesville Historic Preservation Commission may consider past actions when making decisions on a request for a Certificate of Appropriateness for side-yard parking, the Gainesville Historic Preservation Commission is not held by those decisions when considering new applications that may appear similar in character.

3. Adherence with specific guidance for appropriate parking areas provided below:

- Side-yard parking areas, including the required vegetative screening, should not go beyond the front façade of the principal building with the exclusion of porches.
- The required vegetative screening for side-yard parking areas should be at least eight feet (8') in width, with the front edge of the screening area in alignment with the front façade of the principal building and not beyond that point.
- The required vegetative screening should contain a mixture of evergreen vegetation so as to reduce the potential for widespread loss due to a pathogen (disease, bacteria); and should provide a screen at least six feet (6') in height at the time of planting.

4. Use of non-asphalt materials

5. Construction of parking areas (or pads) that feature a concrete curb and gutter or other appropriate alternative for drainage

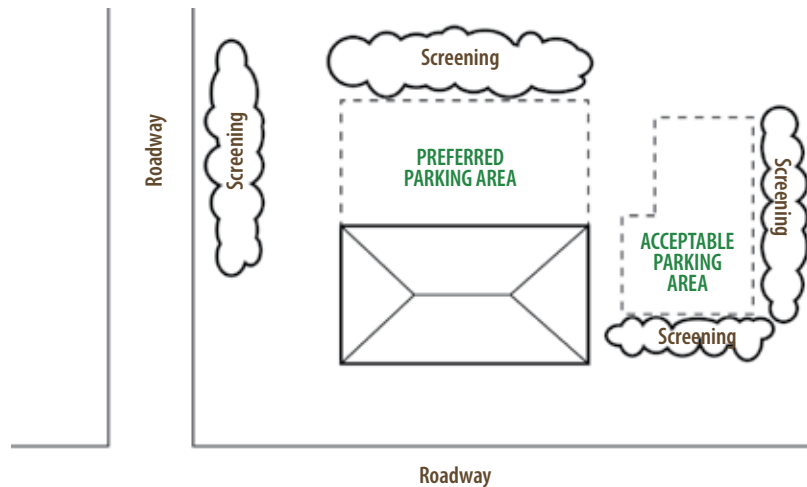
6. Installation of vegetation that visually screens parking areas (or pads) from public view

- Minimum visibility of pavement of parking areas (or pads) is strongly encouraged.
- Evergreen landscape buffers and hedges should be located around the perimeter of parking areas (or pads) with shade trees interspersed throughout the interior of the parking lot.
- The required vegetative screening should contain a mixture of evergreen vegetation to reduce the potential for widespread loss due to a pathogen (disease, bacteria).

- A listing of trees, shrubs and other vegetation appropriate for Georgia (based on climate and soils types) titled *Landscape Plants for Georgia* has been created by the University of Georgia College of Agricultural and Environmental Sciences. The following shrubs – which are listed in *Landscape Plants for Georgia* as being good screening or hedge shrubs – are examples of vegetative plantings that may be appropriate for screening parking areas from public view: Needle Point Holly, Sasanqua Camellia, and Waxmyrtle (native to Georgia). Note that this is not an all-inclusive list but are examples of appropriate evergreen shrubs.

7. Consideration and incorporation of existing mature trees and historic paths or walkways in the design of new parking areas (or pads)

APPROPRIATE VEHICLE PARKING TREATMENTS



APPROPRIATE VEHICLE PARKING AREA: LOCATED TO SIDE AND SCREENED FROM VIEW



Vehicle Parking: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for vehicle parking is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

A consultation meeting with the Gainesville Community Development Department and the Public Works Departments should be scheduled during the planning phase of any proposed work project involving a parking areas (or pads) to determine any course of action to be taken prior to starting work.

Guidelines for Vehicle Parking

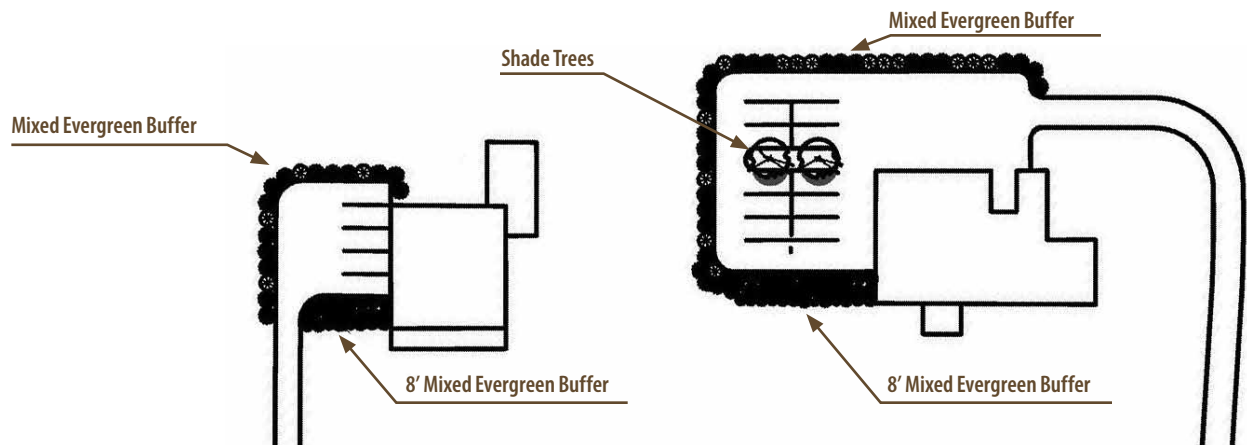
❌ NOT RECOMMENDED

1. Constructing new parking lots or areas in front of the primary building or beyond the façade of the principal building with the exclusion of porches
2. Interruption of boundary elements such as hedges, fences, and walks
3. Lack of consideration and incorporation of existing mature trees and historic paths or walkways in the design of new parking areas or lots

INAPPROPRIATE VEHICLE PARKING AREA LOCATED FOREWARD OF PRIMARY FACADE AND NOT SCREENED



EXAMPLES OF APPROPRIATE SIDE-YARD PARKING TREATMENTS



Vehicle Parking Maintenance

The specific maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Permeable Surfaces: Where possible, use permeable materials to reduce water runoff.

4.4 Design Guidelines for Additions and New Construction in Districts with Residential Architecture Used for Commercial Purposes

Additions to historic buildings and new construction within historic districts can have a significant impact on the integrity of individual resources and the character of a historic district as a whole. In an effort to preserve its irreplaceable historic resources, the City of Gainesville has developed design guidelines for additions and new construction in districts with residential architecture used for commercial purposes. The guidelines provide information on recommended treatments and approaches, as well as practices to be avoided, during the construction of additions to historic buildings and new construction within historic districts with residential architecture used for commercial purposes.

New construction and additions in districts with residential architecture used for commercial purposes covers (1) additions to existing buildings in historic districts with residential architecture used for commercial purposes, (2) new construction in historic districts with residential architecture used for commercial purposes, (3) new accessory buildings in historic districts with residential architecture used for commercial purposes, and (4) accessibility features in historic districts with residential architecture used for commercial purposes.



4.4.1 Additions to Existing Buildings in Historic Districts with Residential Architecture Used for Commercial Purposes

In order to retain their functionality, it is sometimes necessary to enlarge historic buildings. It is important that these changes do not radically alter or obscure the character-defining features of the building, especially in the areas of massing and scale, materials, features, and finishes. Additions to historic buildings should also be reversible, meaning that they could be removed in the future with minimal impact to the historic fabric. Owners of historic buildings should only consider the construction of an addition after they have determined that an alteration of the interior spaces within the building cannot meet their needs.

Individuals wishing to construct an addition to their building should consider the overall character of the site, the impact on neighboring buildings, and the district as a whole. Alterations that attempt to create a false sense of historic development are discouraged; however, with proper historical documentation, it is possible to restore a feature long since removed or destroyed.

4.4.1.1 Guidelines for Location, Massing, Scale, and Application of Additions to Historic Buildings

Although it is preferable to retain the original design and layout of a historic building, it is sometimes necessary to create additional space. When making additions to historic buildings, it is important to keep in mind the overall massing and scale of the original, in addition to its relationship with adjacent buildings. Additions should be designed in such a way that their size and location will not visually enlarge the building in comparison with its neighbors. Massing of additions should be in keeping with existing buildings to maintain the visual rhythm of the altered building in comparison with its neighbors.

✓ RECOMMENDED

1. Location of an addition at the rear of the building so that it cannot be seen from the primary façade and has as little impact as possible on a building's character-defining features

- An addition should generally be made to the rear of the building because a properly located rear addition can provide the desired increase in interior space without significantly changing the character of the structure.

APPROPRIATELY LOCATED AND SCALED ADDITION



2. Construction of an addition that has an equal or lesser number of stories above grade than the main building

- An addition should be secondary to the original building. It should not overpower the original building with its size, either in floor area or in height.

3. Construction of an addition in a manner that protects the character-defining features and materials of the original building

- New additions should be considered only after all other options, such as altering non-character-defining interior spaces, has been explored.
- New additions should be designed and constructed so that the character-defining features of the historic building are not drastically changed, obscured, damaged, or destroyed during the construction process.
- Additions should be attached to the original building in a manner that results in the least amount of loss of historic materials.

- Reversibility of the addition is an important consideration. An addition should be constructed in a manner in which it could be removed at a later date without severe damage to the architectural character of the historic structure.

✗ NOT RECOMMENDED

1. Construction of an addition to the front façade of the principal building

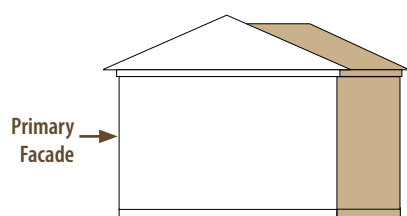
2. Construction of an addition to a historic building that extends above its roofline or that changes the original roof form

- Generally, the roof shape and pitch of the original building should be repeated in the addition.

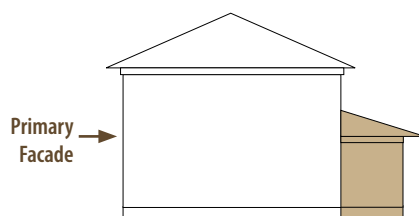
3. Construction of an addition that is wider than the original building

- Side additions or additions that are wider than the original building should be constructed with caution because many architectural styles rely on balance and symmetry.

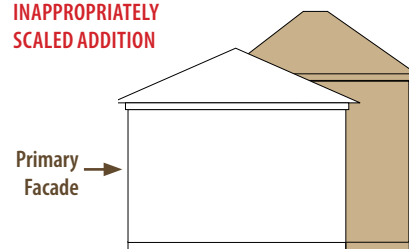
APPROPRIATELY SCALED ADDITION



APPROPRIATELY SCALED ADDITION



INAPPROPRIATELY SCALED ADDITION



4.4.1.2 Guidelines for Materials of Additions to Historic Buildings

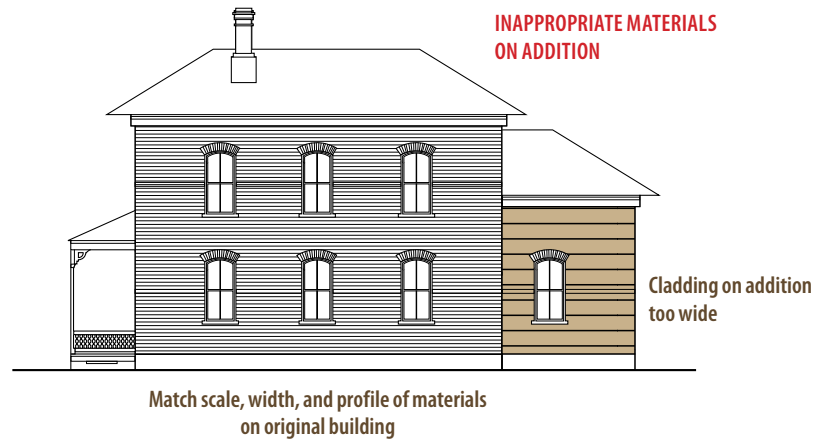
Additions should be compatible in design, but distinguishable from the original building. It is often advisable to use exterior materials to achieve this distinction. Natural historic building materials exude a warmth, patina, and texture that modern, synthetic materials struggle, and usually fail, to achieve. When creating additions to historic buildings, it is important that the exterior materials are similar to the original in scale, texture, and composition.

✓ RECOMMENDED

1. Construction of an addition that is clearly differentiated from the historic portion of the building so as not to give a false historic impression
2. Use of exterior materials that are similar to what was used on the historic portions of a building
 - The finish of an addition should be consistent with that of the original building; for example, siding should be the same width, and new brick should be painted if the historic brick is painted.
3. Using fiber cement or other siding that is similar to historic wooden siding in texture, appearance, and reveal dimension

✗ NOT RECOMMENDED

1. Construction of an addition that results in the unnecessary loss of historic materials



4.4.1.3 Guidelines for Windows and Doors on Additions to Historic Buildings

In order to create an addition that is compatible with a historic building, it is important to include window and door openings that are appropriately placed and in scale with the original design.

✓ RECOMMENDED

1. Construction of additions with fenestration (door and window openings) that are in proportion with window and door openings on the original building
 - An addition should reflect the established fenestration pattern of doors and windows on the original building.
2. Use of windows and doors that are compatible with those on the historic portion of the house in terms of materials, size, and design
3. Use of windows that have true divided lights (TDL) or simulated divided lights (SDL) that reflect the design of historic windows

ADDITION WITH COMPATIBLE FENESTRATION



✗ NOT RECOMMENDED

1. Construction of an addition with large, unbroken expanses of wall (without windows and doors) that are out of character with the original structure
2. Use of windows with flat grilles or muntins sandwiched between panes of glass

INAPPROPRIATELY SCALED ADDITION WITH INCOMPATIBLE FENESTRATION



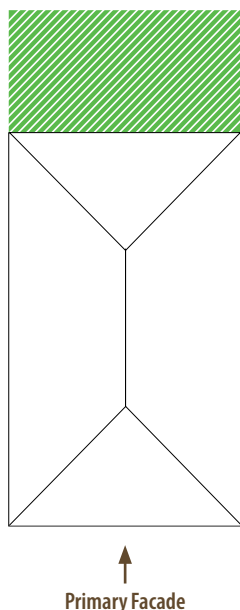
4.4.1.4 Guidelines for the Addition of Porches, Decks, and Exterior Stairs on a Historic Building

To ensure the continued functionality or livability of a building, it is sometimes necessary to construct an exterior addition such as a porch, deck, or stairway. It is also sometimes desirable to re-create a porch that existed historically. It is important that non-historic additions are not a visual distraction from the historic building, and that they remain compatible with the original design.

✓ RECOMMENDED

1. Reconstruction of a historic porch using historic photos or other documentation to discern the original design and configuration

APPROPRIATE AREAS FOR PORCHES, DECKS AND STAIRS



✗ NOT RECOMMENDED

1. Addition of a porch on the primary façade or readily visible secondary elevation where one did not exist historically
2. Addition of new decks, stairways, or porches to portions of a building where they would be visually obtrusive, such as the front and sides of the historic building

INAPPROPRIATE TREATMENT: NEW DECK AND STAIRS ON SECONDARY ELEVATION VISIBLE FROM PUBLIC RIGHT-OF-WAY



4.4.1.5 Guidelines for Architectural Details and Trim on Additions to Historic Buildings

Because architectural details and trim establish the character of buildings, it is important to apply them carefully on additions to historic buildings. Used inappropriately, they can make a historic building appear to be from a period that is different from its actual historic era. It is important to apply architectural details and trim in a way that is sensitive to the historic fabric of the building and subtly different to distinguish the old from the new.

✓ RECOMMENDED

1. Use of simple detailing on additions to historic buildings
2. Relation of details and trim on an addition to detailing found on the original building
 - The use of simplified versions of the historic trim located around windows, doors, and at eaves can make the addition more visually compatible with the historic building without creating a false sense of history.

✗ NOT RECOMMENDED

1. Exact mimicking of details found on the historic building
2. Use of materials that are not compatible with the scale or texture of trim on the historic building

Additions: Major vs. Minor Work Projects

Given the potential impact to the visual character of a district, the construction of an addition to an existing building within a residential local historic district is considered a **Major Work Project** and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to receiving a permit to construct a building addition.

4.4.2 New Construction in Historic Districts with Residential Architecture Used for Commercial Purposes

Over time, buildings in Gainesville's local historic districts may be lost to fire, weather, or demolition. It is important that infill development and other new construction on the resulting vacant lots are constructed in a manner that recognizes and reflects the historical integrity and character of the district as a whole.

Compatibility is the key to the successful introduction of new construction within Gainesville's local historic districts, and it can be achieved by following guidelines for design and placement that reflect the established environment of the individual district. The guidelines for new construction are not intended to require particular architectural features, dictate architectural style, or limit creativity; rather they are general in nature and intended to identify a set of design principles that will encourage compatible infill development. Such compatibility offers protection of the historical integrity of the district and personal investments made by others in the district.

Infill development and new construction should be recognizable as new, yet compatible with existing buildings within the district. Replication of existing buildings is neither a goal nor a desired result of the guidelines, as such a project would create a false sense of historic development. In other words, a new building should not be an imitation of the past, rather it should respond to the present time, the environment and use for which it is intended. Reconstruction of a historic property is appropriate, provided that physical documentation exists, and should only occur on the original site.

4.4.2.1 Guidelines for Placement and Orientation of New Construction

The placement and orientation (or direction in which the front façade faces) of infill development should reflect the building setbacks of existing structures, meaning that new construction should not sit farther away from or closer to the front lot line than adjacent structures. The setback from side lot lines for new buildings should also be consistent with existing structures in the district. A properly sited building will be aligned with adjacent buildings and others nearby in order to be consistent with existing practice in the district.

✓ RECOMMENDED

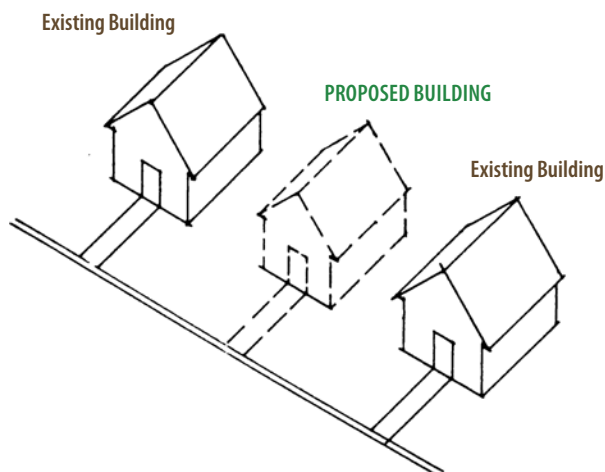
1. Construction of new buildings in the historic district that adhere to established patterns and practice

- New construction should not interrupt existing building patterns along the street and should respect existing mature landscape features and historically open spaces. Infill development should reflect the scale, massing, and height that characterize other buildings within the historic district.

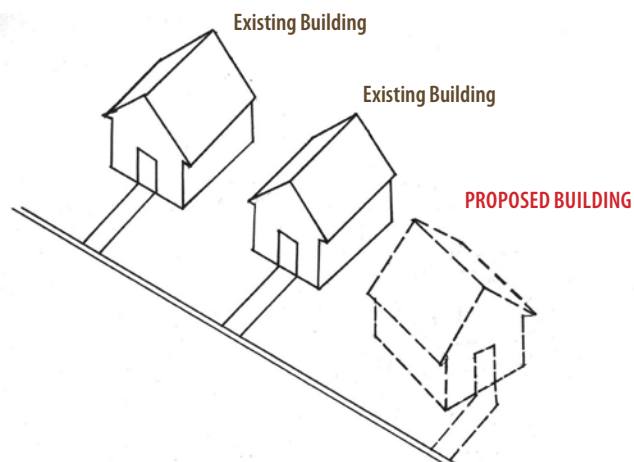
- Setbacks and yard dimensions of infill construction should conform to the established historic setback and side yard dimensions in the district.
- The new building's orientation on the lot should conform to the orientation of the adjacent historic buildings. Compatibility of orientation means that the primary façade (with the main entrance) of the new building would face the street straight-on in the same manner that the primary façades of the existing buildings on the same

side of the street face the primary street straight-on. If the existing buildings on the street face the street straight-on, it would be inappropriate for the primary façade of a new building to be angled or situated to face a secondary street or other lot line. New corner buildings should be designed so that the main entrance faces the primary street, yet the façade fronting the secondary street(s) should contain windows and decorative features to visually enhance the secondary street. Long lengths of blank walls should be avoided.

APPROPRIATE PLACEMENT AND ORIENTATION OF NEW CONSTRUCTION



INAPPROPRIATE PLACEMENT AND ORIENTATION OF NEW CONSTRUCTION



4.4.2.2 Guidelines for Rhythm of New Construction

The rhythm of spacing between new and existing structures should be similar to the existing buildings on the block face (buildings on the same side of the street). Lots should not be combined or subdivided in a manner that may allow for the construction of materially larger or smaller buildings than previously existed in the district. In addition to observing the existing rhythm of building placement, new buildings should be visually compatible with existing buildings in terms of the presence of porches and architectural projections, bays, dormers, chimneys, and cornices as existing structures in the district.

✓ RECOMMENDED

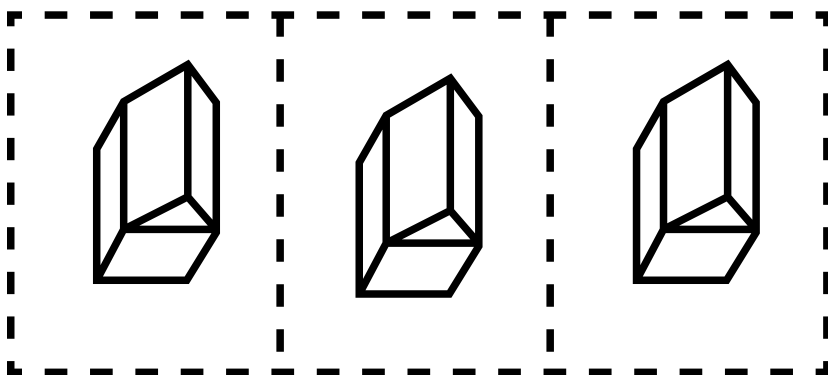
1. Construction of new buildings within the historic district that are compatible with the existing building on the block face in terms of rhythm and spacing

✗ NOT RECOMMENDED

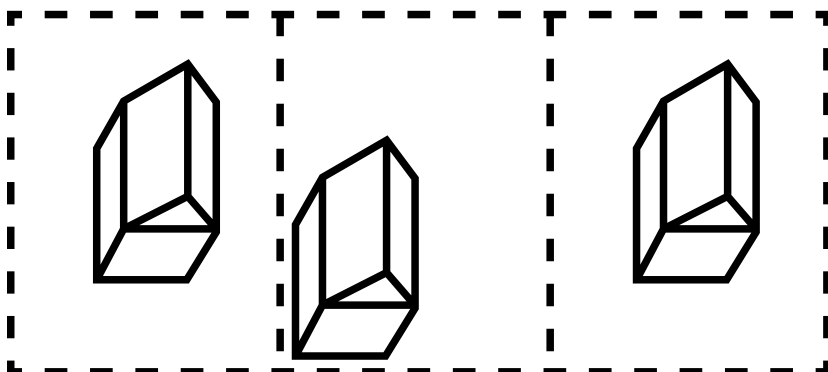
1. Construction of a new building that violates the established rhythm of buildings on the block face

2. Construction of a new building that does not observe the rhythm and presence of porches and architectural projections, bays, dormers, chimneys, and cornices as existing structures in the district

APPROPRIATE RHYTHM: MIDDLE PROPERTY IN KEEPING WITH RHYTHM OF SURROUNDING PROPERTIES



INAPPROPRIATE RHYTHM: MIDDLE PROPERTY NOT IN KEEPING WITH RHYTHM OF SURROUNDING PROPERTIES



4.4.2.3 Guidelines for Scale and Proportion of New Construction

The size of a new building to be constructed within the historic district should be consistent with adjacent existing buildings. New construction in a historic district should also be compatible with the scale of the other buildings in the district, meaning that the building itself, as well as its individual architectural features, should be roughly the same size as the surrounding historic buildings.

After a site has been selected for the new building, work can begin on the development of a design that is compatible with the existing mass and directional expression of the adjacent historic buildings in the district.

Directional expression, which is the overall relationship of height to width, is an important consideration as it affects the perceived massing (or overall form) of the building. Directional expression may be described as vertical, horizontal or square (non-directional). The directional expression of a residential building often relates to the era and style in which the building was built, making the preservation of the established pattern of directional expression an important character-defining feature in a traditionally residential historic district. A newly constructed building should be visually related in its directional character to adjacent buildings; thus, new buildings should be constructed to a height and width that is an average of the height and width of the historic buildings within the district.

✓ RECOMMENDED

1. Construction of new buildings within a traditionally residential historic district are compatible in scale and proportion with the existing historic buildings on the same block face

- Infill construction should be compatible with the height and width of the existing buildings in the historic district. In general, use forms or massings that relate to those of existing structures in the district. Massing of large-scale structures should be reduced so that they will not overpower the traditional scale of the district. Techniques that can be used to achieve compatibility of scale and proportion include varying the surface planes of the structure, breaking up the roofline with different elements to create smaller compositions, and stepping back portions of the building as height increases.
- If proposed new construction is greater in width than historic buildings in the district, the primary facades should be divided into bays to reflect the predominant width of existing buildings in the district.

2. Construction of new buildings that adhere to the established scale of historic buildings within the district, rather than the district's modern, non-contributing buildings

- Any new building should note historic building scale in the district and conform to that scale. In areas where there is a mixture of historic and non-historic buildings, the scale of new construction should relate to the scale of the historic buildings.
- In areas where there are multi-story newer buildings and smaller scaled historic structures, proposed large new construction should have lower scaled portions at the street-front level that relate to the smaller scaled buildings. This can be achieved by setting back upper stories from street-front facades.

3. Construction of new buildings within the historic district that adhere to the established directional character of the historic buildings within the district, especially with buildings on the same block face

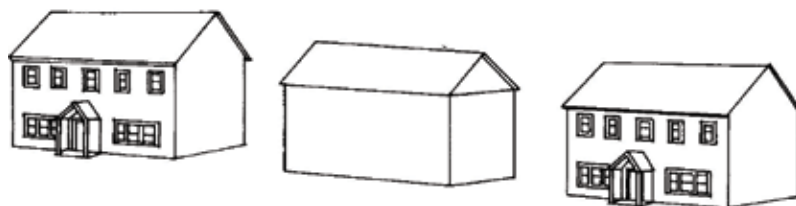
- A new building should be visually compatible in terms of directional character to the directional character of adjacent buildings. The directional expression may be vertical (emphasis on height versus width), horizontal (emphasis on width versus height), or non-directional (square-like proportions, meaning the building is as wide as it is tall).

✗ NOT RECOMMENDED

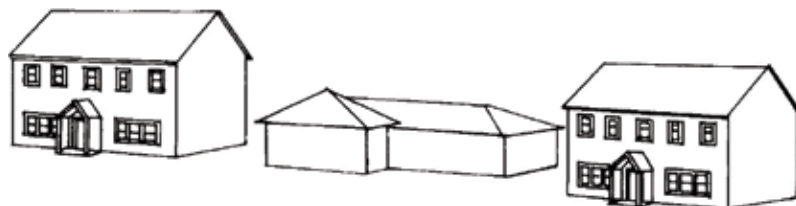
1. Construction of new buildings within traditionally residential historic districts that are incompatible in terms of scale and proportion with the existing historic buildings in the district

2. Construction of new buildings with façade elements (porches, architectural projections, bays, dormers, chimneys, and cornices) not same size that are not compatible with the façade elements on existing buildings in the district

COMPATIBLE HEIGHT, SCALE, AND MASSING



INCOMPATIBLE HEIGHT, SCALE, AND MASSING



INCONSISTENT DIRECTIONAL EXPRESSION



4.4.2.4 Guidelines for Façade Fenestration and Articulation of New Construction

The fenestration pattern and articulation of a façade have a profound effect on the appearance of a building. Fenestration pattern refers to the arrangement of window and door openings on a façade. Articulation refers to design features such as recessed areas or projections that add visual interest and break up the flat, monolithic appearance of a façade. A new building that is compatible in overall size and form may still be incompatible with the historic resources in a district if its fenestration pattern or articulation of its façade are markedly different. New buildings should feature a fenestration pattern and façade articulation that is visually compatible with the established precedents in the historic district, particularly with historic resources on the same block face.

✓ RECOMMENDED

1. Construction of new buildings in the historic district that are compatible with existing historic buildings in terms of fenestration pattern and façade articulation. The primary façade should not have blank walls or walls with only one window or door opening. The number of openings should be consistent with existing structures in the district.

- The primary façade should not have blank walls or walls with only one window or door opening. The number of openings should be consistent with existing buildings in the district.

✗ NOT RECOMMENDED

1. Construction of new buildings that do not convey the same sense of texture or visual interest as the existing historic buildings within the district due to a lack of compatible articulation.

APPROPRIATE FAÇADE FENESTRATION AND ARTICULATION



INAPPROPRIATE FAÇADE FENESTRATION AND ARTICULATION



4.4.2.5 Guidelines for Continuity of Design of New Construction

Infill development in Gainesville's local historic districts where residential buildings are being used for commercial purposes should exhibit continuity of design with the existing historic building stock of the district, meaning that it should appear compatible on a holistic basis. New construction that adheres to the historic district's established practices in terms of factors such as landscape, building placement, scale, massing, form, and materials will achieve continuity of design.

✓ RECOMMENDED

1. Development of designs for new construction that echo or complement the architectural and visual characteristic of the historic district.

- A new building's form and materials should be compatible with the predominate form and materials exhibited by existing historic buildings in placement, shape, size, texture, and finish.

✗ NOT RECOMMENDED

1. Infill construction that replicates the existing historic buildings in a district so closely that it creates a false sense of history or confusion about which buildings are historic and which buildings are infill.

2. Construction of a new building that is not compatible with existing historic buildings in terms of roof form, pitch, and overhang; porch configuration and location; or window and door size, shape, and location.

APPROPRIATE CONTINUITY OF DESIGN



INAPPROPRIATE CONTINUITY OF DESIGN



4.4.3 New Accessory Buildings

Over time, an owner or occupant may find it necessary to construct a new outbuilding or accessory building to provide additional storage or activity space. New accessory buildings that are in keeping with the traditional designs found in the district are encouraged.

4.4.3.1 Guidelines for Construction of New Accessory Buildings in Historic Districts with Residential Architecture Used for Commercial Purposes

✓ RECOMMENDED

1. Construction of accessory buildings that are simple and utilitarian in design in order to protect the overall visual character of the associated historic property as well as the larger district

- The design and materials used in the construction of the new accessory buildings should be compatible with the existing principal building and reflect the design, form, and materials of the existing building.

2. Placement of the new accessory building that reduces visual impact and observes historical precedent by siting the accessory building to the rear of the principal building

- New accessory buildings should be placed inconspicuously out of public view.

3. Screening accessory buildings that are readily visible from the public right-of-way with a mixture of evergreen and deciduous landscaping

4. Construction of new accessory buildings that defer to historical precedent in terms of placement, even if the associated principal building is non-historic

- A new accessory building for a non-historic property located within a traditionally residential historic district should be located to the rear of the main building or elsewhere on the property in a manner that is similar to the placement of historic outbuildings or accessory buildings.

5. Construction of new accessory buildings for non-historic buildings that reflect the design and materials of the non-historic principal building

✗ NOT RECOMMENDED

1. Placement of new accessory buildings forward of the principal building's front façade

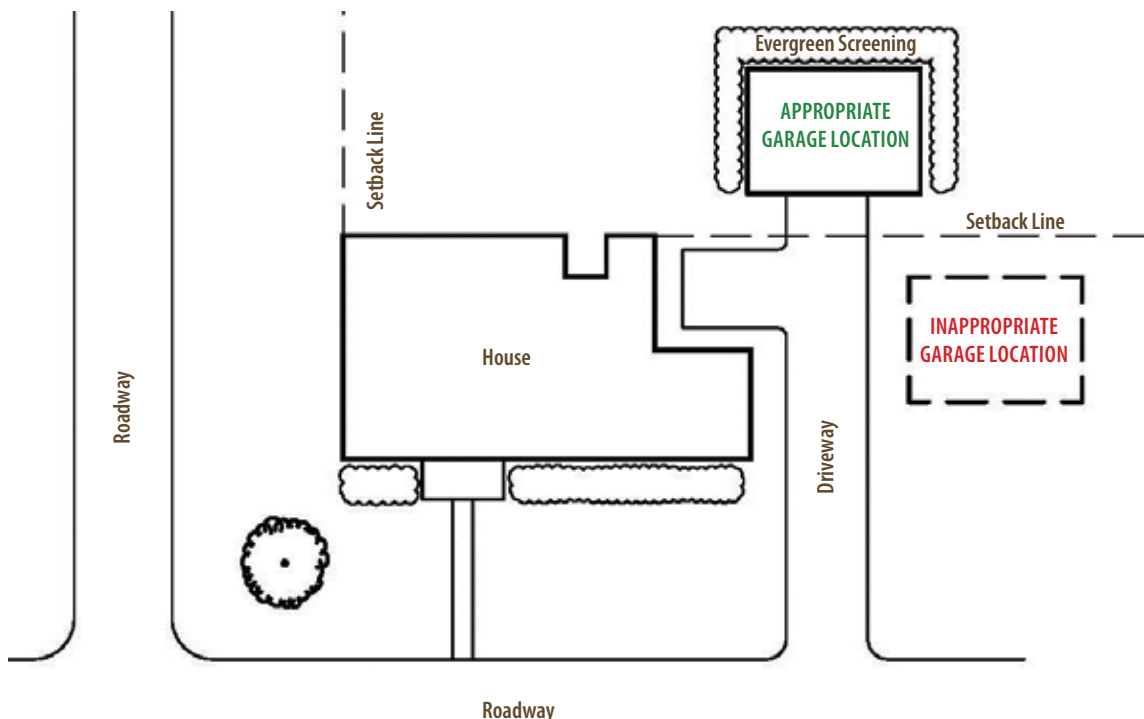
2. Construction of an accessory building that competes with the principal building in size or scale, or differs from the existing historic building to such a degree that it is detrimental to the character of the historic district

3. Attachment of the new accessory building to the principal building

4. Use of prefabricated accessory buildings within a residential local historic district

- Prefabricated structures are not recommended for historic or non-historic properties within the district, as they tend to take away from the overall character and integrity of the individual site and district.

APPROPRIATE AND INAPPROPRIATE SETBACK FOR ACCESSORY BUILDINGS



4.4.4 Accessibility Features in Historic Districts with Residential Architecture Used for Commercial Purposes

Modifications to historic buildings are often necessary to comply with accessibility, fire, and building code requirements. In local historic districts, a building may require renovation in order to accommodate and provide access for persons with disabilities or to provide for fire safety.

4.4.4.1 Guidelines for Accessibility or Safety Features in Historic Districts with Residential Architecture Used for Commercial Purposes

✓ RECOMMENDED

1. Locating an accessibility ramp on a rear elevation or on a secondary side elevation where it will not be readily visible from the public right-of-way

- New accessibility ramps should be constructed of wood.
- A new accessibility ramp's design and detailing should be compatible with the building to which it is being applied.

2. Locating a fire escape or exterior staircase on a rear elevation or on a secondary elevation where it will not be readily visible from the public right-of-way

APPROPRIATELY LOCATED FIRE ESCAPE ON REAR ELEVATION



✗ NOT RECOMMENDED

1. Construction of exterior upper-level entrance staircases on a primary façade or readily visible secondary elevation

- The rear elevation, or a non-readily visible secondary elevation, is the most appropriate location for exterior staircases.
- Exterior staircases should be of wood construction.

INAPPROPRIATELY LOCATED ACCESSIBILITY RAMP ON PRIMARY FACADE



4.5 Design Guidelines for Signage in Districts with Residential Architecture Used for Commercial Purposes

Given that some of the buildings located in Gainesville's local historic districts have been converted from residential to non-residential office space, appropriate signage for the non-residential businesses becomes an important factor in the preservation of the historical integrity of the district. Signs are one of the most prominent visual elements on a street, and as such, signs can detract significantly from even the most attractive building and clutter its surroundings. Excess signage in size or number constitutes visual pollution, which takes away from the appearance and character of the district as well as erodes property values in traditionally residential historic districts.

Signage in Gainesville is controlled by the City's Sign Regulations, as adopted in July of 2005 as part of *The Gainesville Unified Land Development Code* and as amended through March of 2013. The Gainesville Historic Preservation Ordinance and these design and construction guidelines do not replace the existing sign regulations; however, the

following guidelines are offered to help owners, occupants, and other individuals determine what is the most appropriate signage so as to protect the overall historic character of the district.

Generally speaking, a sign should be no larger than what is necessary to identify a business. In a traditionally residential historic neighborhood that has become predominantly non-residential in nature, signage should be legible and visible from just a few feet in distance. To achieve compatibility between historic resources and signage, it is recommended that the owner, occupant, or other individual choose appropriate details and a proper location for signage as well as place a premium on simplicity and directness of the message. Signage should be simple and draw upon the architectural elements of the principal building; thus, it is hoped that the design and use of materials for the signage will harmonize architecturally with the principal building and historic residential tradition.



Guidelines for Signage

✓ RECOMMENDED

1. Signs shall comply with the City of Gainesville's sign regulations, as adopted and amended as part of the Unified Land Development Code
2. Installation of a sign that makes a positive contribution to the general appearance of the historic district
3. Installation of affixed signs that are incidental in nature, simple in design, do not exceed five square feet in size, and do not obscure architectural features of the building
4. Installation of affixed signs that are reversible and do not cause undue damage to historic materials
5. All free-standing signs, particularly monument-style signs, should be of a design and include materials that are in keeping with the architectural design and exterior materials of the principal structure
6. Uniformity of size and lettering among properties in the district to create a pleasing visual consistency
 - Upper and lower case lettering should be used to facilitate readability.
7. Lighting of signs within the district should be indirect (i.e. external ground spots)
 - Internally-lit signage is inappropriate for districts with historically residential resources.
 - The lighting should be sufficient to allow for the identification of the sign but should not detract from the surrounding historic area.

✗ NOT RECOMMENDED

1. Internally-lit signage
2. Installation of overly-large signs
 - Large signs ensure attention but may be a traffic and safety hazard and/or may negatively impact adjoining properties and take away from the visual character of the district.

Signage: Major vs. Minor Work Projects

Replacing an existing sign or introducing new signage is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to performing the work project.

Before applying for a sign permit, contact the Gainesville Community Development Department's Planning Division staff to verify the nature of the proposed work project

APPROPRIATE SIGNAGE:
APPROPRIATELY SIZED LANDSCAPE SIGN REFLECTS DESIGN ELEMENTS OF HISTORIC BUILDING AND IS COMPATIBLE WITH SIGNAGE AFFIXED TO BUILDING



EXAMPLE OF APPROPRIATE SIGNAGE:
SIGN IS COMPATIBLE IN FORM, SIZE, AND MATERIALS WITH PRIMARY BUILDING



EXAMPLE OF INAPPROPRIATE SIGNAGE:
SIGNAGE IS CLUTTERED, INCOMPATIBLE, AND DETRACTS FROM PRIMARY BUILDINGS



5 Commercial Design Guidelines

The City of Gainesville has developed design guidelines for commercial districts to ensure that the unique sense of place and architectural character of each district is protected and preserved for the future. Gainesville's historic commercial resources are irreplaceable records of its past, and the community has made their preservation a priority. Commercial districts often face more significant development pressures than residential districts because business owners feel the need to update and alter their buildings to ensure that their customers perceive their business as current and relevant. This is an understandable instinct in a competitive environment, and these design guidelines are not intended to hamper growth and development within commercial districts. They are intended to provide property owners, occupants, architects, developers, and other individuals contemplating restoration, remodeling, or new construction with the information they need to undertake projects that are sensitive to existing historic resources and compatible with the historic built environment.

The Gainesville Commercial Design Guidelines are divided into five sections. Section 5.1 provides an introduction to commercial environments and architecture. Section 5.2 features design guidelines for rehabilitation in commercial historic districts. Section 5.3 features guidelines for site and landscape features in commercial historic districts. Section 5.4 features design guidelines for additions to historic resources and design guidelines for new construction within the commercial historic district, and Section 5.5 features guidelines for signage within commercial historic districts.

5.1 Introduction to Commercial Architecture and Environments

5.1.1 Understanding Commercial Architectural Form and Styles

Understanding the original form and design intent of a building is one of the most important aspects of preservation, as the goal of most preservation efforts is to protect the original, historic form, design, and materials of historic buildings. Architectural form refers to the overall shape of the building and the configuration of its interior spaces, while architectural style refers to the exterior ornamentation or decoration applied to a building. Buildings of the same form may therefore exhibit different architectural styles.

Commercial Architectural Form

Historic commercial architectural forms are traditionally categorized based on their height, overall size, and the articulation of their façade. Three of the most common commercial architectural forms are described below:

One-Part Commercial Block



A local example of a one-part commercial block at 851 Main Street, SW.

The one-part commercial block is one story high and can be either a freestanding building or part of a line of commercial buildings in a densely developed downtown area.

The one-part commercial block may be one storefront wide or be composed of multiple storefronts. If multiple storefronts are present, the interior spaces are typically divided as indicated by the division of the façade.

Two-Part Commercial Block



A local example of a one-part commercial block at 104 Washington Street.

The two-part commercial block features retail storefront space at the street level and one to four additional stories above the first story that were used for residential, office, or storage purposes. The two-part commercial block is the form that is most typically associated with American "Main Street" architecture. Two-part commercial blocks are typically part of a line of commercial buildings in a densely developed downtown area. Freestanding examples do exist, although they may be the result of demolition or loss of adjacent buildings. The two-part commercial block may be one storefront wide or be composed of multiple storefronts. If multiple storefronts are present, the interior spaces are typically divided as indicated by the division of the façade.

Business Block



A local example of a business block at 109 Green Street, NE.

The business block evolved as downtown areas became more densely developed. Businesses such as theaters, banks, and department stores needed larger buildings, so they constructed buildings that occupied most or all of the blocks on which they were located. The business block was frequently constructed at the end of a row of commercial buildings, and its larger size served to visually anchor the buildings along the streetscape. Business blocks typically continued the historic commercial precedent of retail space at street level, with the spaces above used for offices, additional retail space, or entertainment purposes.

Commercial Architectural Style

Commercial architectural style refers to the external ornamentation or decorative elements that are applied to a historic commercial building form. The stylistic influences exhibited on historic commercial buildings are typically representative of the prevailing or popular architectural styles of the era in which they were constructed. Several architectural styles, including Colonial Revival, Greek Revival, Romanesque Revival, Second Empire, Beaux Arts, Italianate, Art Deco, and Art Moderne, were commonly added to historic commercial buildings throughout the country. While Gainesville does have several landmark buildings that feature Romanesque Revival, Renaissance Revival, and Art Deco architectural styles, the overwhelming majority



Vernacular Storefronts

of its commercial building stock is classified as vernacular commercial.

Vernacular commercial storefront buildings were constructed throughout the United States between 1860 and 1920, and they are quite common in Gainesville. The term vernacular means that they were not constructed in a recognized academic architectural style such as Romanesque Revival or Art Deco. Although vernacular commercial buildings do not feature high-style architectural elaboration, they do exhibit simple ornamental detailing such as stone lintels and sills, recessed brick panels in vertical walls, and corbelled brick cornices. Although commercial storefront buildings vary in size,

materials, and ornamentation, they exhibit a remarkable uniformity of spatial and façade organization that makes them eminently recognizable as commercial architecture.

5.1.2 Understanding Historic Commercial Facades

Understanding the façade of a commercial storefront building starts with observing that it is composed of a lower façade at the street level and an upper façade that comprises the one to three additional stories above the lower façade. The lower façade features a storefront that reflected the traditional use of the building's first story for retail purposes. The upper façade reflects the traditional use of the building's additional stories for living or office space. The spatial divisions and typical character-defining features of a commercial façade are labeled on the drawing provided below.

5.1.3 Understanding the Commercial Built Environment

The historic commercial built environment is characterized by several observable physical attributes, including:

- general arrangement on a rectilinear grid created by streets,
- density of development,
- uniformity of setback,
- consistency of building heights along a block face,
- horizontal continuity of storefront elements, and
- a well-developed sidewalk network.

Maintaining the established pattern of these attributes is a fundamental part of preserving the character of historic commercial districts.

Arrangement on a Rectilinear Grid: Historic downtown commercial areas are typically laid out on a rectilinear grid formed by the squared intersections of streets. The buildings constructed along the streets maintain this gridiron pattern, thereby creating a regular, orderly streetscape in an otherwise dynamic environment.

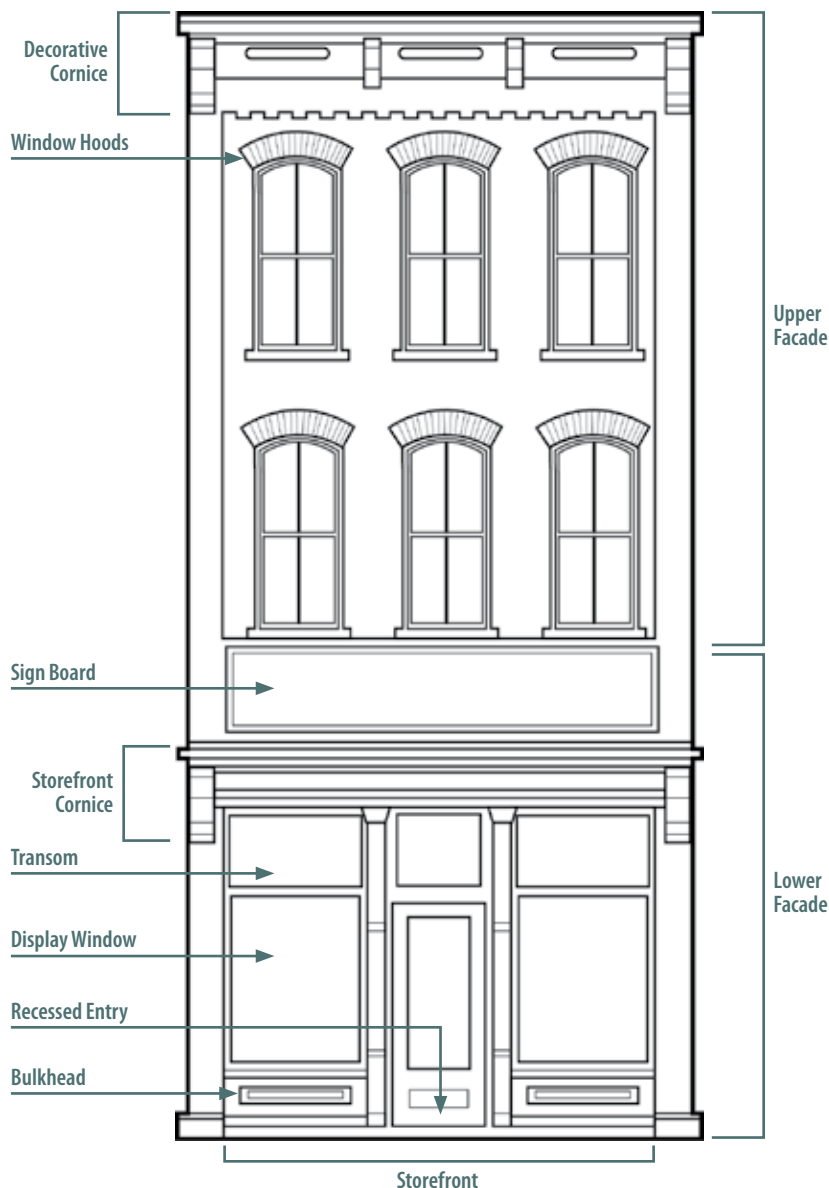
Density: Density refers to the concentration of buildings within a given area. Historic commercial districts are characterized by dense development. Commercial buildings generally occupy the entire width of their lot, and many share a common party wall. This arrangement creates an unbroken wall at the zero lot line or sidewalk margin. The proximity of commercial buildings constructed in the late nineteenth and early twentieth centuries was intended to make it easier for pedestrians to walk from one store or office to the next.

Setback: Setback refers to the placement of a building within the boundaries of its lot. Most historic commercial buildings have no setback from their front and side lot lines. More monumental buildings, such as churches, libraries, and important civic buildings were constructed with a rather deep setback. The resulting area of landscaped grounds served to highlight their importance to the community.

Building Height: Building height refers to the number of stories built above grade. Overall building height in commercial areas varies widely, but historic commercial buildings along a block typically exhibit consistency in building height. In some cases, buildings at the corner of commercial blocks serve as anchors for the block and are therefore slightly taller than the other buildings within the block.

Horizontal Continuity: One of the organizing principles that creates visual harmony in commercial districts is the horizontal continuity of buildings along the same block face. Many historic commercial storefront buildings have distinct horizontal features, such as storefront cornices, signboards, decorative beltcourses, upper façade windows, and building cornices, which generally align from building to building.

Sidewalk Network: Historic commercial environments were built with the pedestrian in mind. Sidewalks provide an efficient, safe, and comfortable method for pedestrians to move throughout the commercial environment. Most buildings are aligned along the sidewalk to facilitate pedestrian access. Storefront display windows and entryways are oriented toward the sidewalk to facilitate entry and keep the interest of pedestrians.



5.2 Design Guidelines for Rehabilitation of Commercial Architecture

The form, design, and materials of Gainesville's historic commercial architecture significantly contribute to the historic integrity and visual character of individual buildings as well as the district as a whole. Commercial architectural features include (1) storefronts, (2) roof and roof elements, (3) exterior walls, (4) foundations, (5) doors and entryways, (6) windows, (7) awnings, and (8) building lighting. The construction of new accessory buildings is discussed in **Section 5.4: Design Guidelines for New Construction and Additions in Commercial Historic Districts**.

The character-defining features of commercial architecture reveal the developmental history of an individual building as well as the historic district. The preservation of these features is strongly encouraged in order to maintain the overall architectural and environmental character of Gainesville's historic commercial resources.



5.2.1 Commercial Storefronts

Storefronts are one of the most important character-defining features of historic commercial architecture. They are also the most likely element of a commercial building to be altered as business owners endeavor to update the appearance of their building. Over time, owners have come to realize that many of their efforts to update their buildings by altering, removing, or obscuring their traditional façade elements have actually made their buildings appear more dated. The classic styling and quality construction of the original historic commercial storefront are now viewed as timeless, and many business owners are working to embrace the history of their building and use it for marketing purposes.

5.2.1.1 General Storefront Guidelines

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the historic storefront's location, form, design, and materials

- It is important to identify the elements of the façade that characterize the building as a historic commercial storefront and work to retain and preserve them whenever possible.
- Work to find a new purpose for the building that is close to its original use to minimize changes to the historic fabric of the building.

2. Repair, rather than replacement, of deteriorated storefront elements

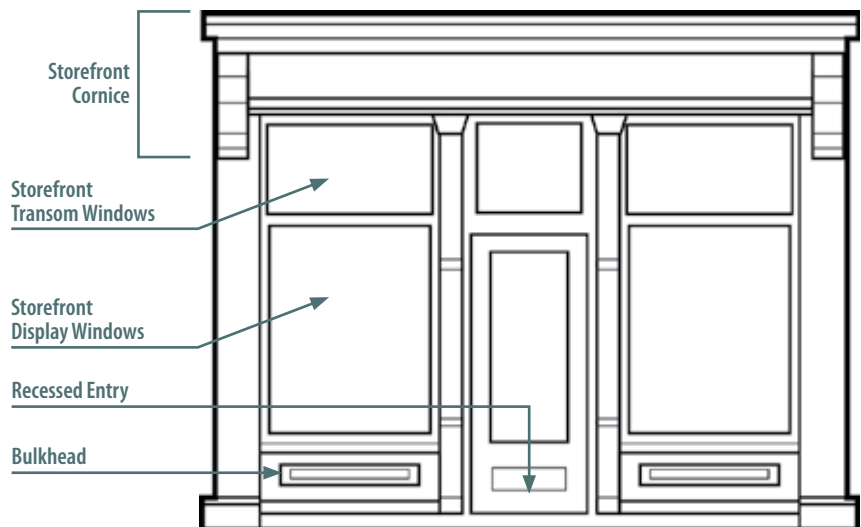
- Protect and maintain as much of the historic fabric of the storefront as possible by reinforcing or consolidating deteriorated materials or piecing-in replacement materials.

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

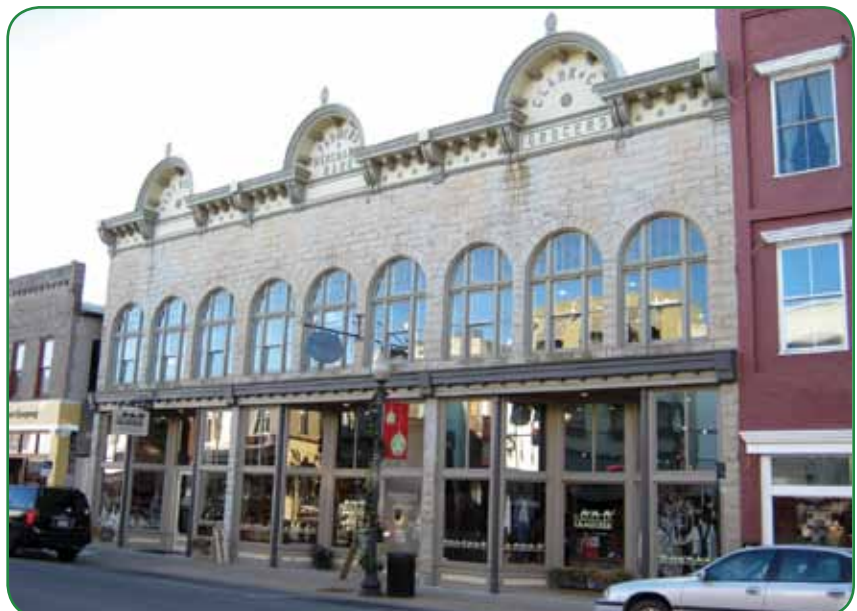
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.

4. Construction of a replacement storefront that replicates the historic storefront in form, design, and materials if the entire historic storefront is deteriorated or damaged beyond repair

- Building owners can use historic photographs or other documentation to replicate the original storefront design.
- If no historical documentation of the historic storefront is available, installation of a replacement storefront that features traditional storefront elements (display windows, recessed entryway, etc.) with simplified detailing is appropriate.



EXAMPLE OF A WELL-MAINTAINED COMMERCIAL STOREFRONT



❌ NOT RECOMMENDED

1. Movement of a storefront back from its original position at the property's zero lot line along the sidewalk

2. Removal of an entire historic storefront when only portions are deteriorated beyond repair

- Preserve the historic fabric of a storefront wherever possible by removing deteriorated sections and replacing them with new, compatible materials.

3. Removal of any applied elements or additions to the building that provide a sense of its development over time and may have achieved historic significance in their own right

- Applied elements or additions to the historic storefront that are more than 50 years old, constructed of quality materials, architecturally important, or significant in the retail history of the establishment should be retained.

4. Alteration of a building to make it appear older than it is

**EXAMPLE OF INAPPROPRIATE TREATMENT:
ENCLOSED AND ALTERED DISPLAY WINDOWS, TRANSOMS, AND ENTRYWAYS**



Storefront Maintenance

Information on Rehabilitation and Maintenance of historic storefronts can be found in *Preservation Brief 11: Rehabilitating Historic Storefronts*, <http://www.nps.gov/hps/tps/briefs/brief11.htm>

Storefronts: Major vs. Minor Work Projects

A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

5.2.1.2 Storefront Cornices

Storefront cornices are horizontal decorative elements that extend across the width of the commercial building and visually separate the storefront from the upper stories of the two-part commercial block. They are character-defining features of historic commercial buildings and should be preserved.

Guidelines for the Storefront Cornice

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the historic storefront cornice

2. Repair, rather than replacement, of deteriorated cornice elements

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.

4. Construction of a replacement storefront cornice that replicates the historic storefront cornice in form, design, and materials if the entire historic storefront cornice is deteriorated or damaged beyond repair

- Building owners can use historic photographs or other documentation to replicate the original storefront cornice design.

EXAMPLE OF APPROPRIATE TREATMENT:
WELL-MAINTAINED HISTORIC STOREFRONT CORNICE



EXAMPLE OF INAPPROPRIATE TREATMENT: REMOVAL OF HISTORIC STOREFRONT CORNICE



✗ NOT RECOMMENDED

1. Removal of an entire historic storefront cornice when only portions are deteriorated beyond repair

- Preserve the historic fabric of a storefront cornice wherever possible by removing deteriorated sections and replacing them with new, compatible materials.

5.2.1.3 Storefront Transom Windows

Transom windows are lit areas below the storefront cornice and above the storefront display windows that provided light and ventilation for the retail areas inside historic commercial buildings. Transom windows are character-defining features of historic commercial buildings and should be preserved.

Guidelines for Transom Windows

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, design, and materials of historic storefront transom windows
2. Repair, rather than replacement, of deteriorated transom elements
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
 - Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
4. Construction of a replacement transom that replicates the historic storefront transom in form, design, and materials if the entire historic storefront cornice is deteriorated or damaged beyond repair
 - Building owners can use historic photographs or other documentation to replicate the original transom in design.
5. Installation of replacement transom glass in a compatible format if the historic glass is missing or damaged
6. Removal of oversize signs, projecting roofs, or opaque coverings that have been applied to the transom area

EXAMPLE OF WELL-MAINTAINED TRANSOM WINDOWS



EXAMPLE OF INAPPROPRIATE TREATMENT: ENCLOSED TRANSOM WINDOWS



EXAMPLE OF INAPPROPRIATE TREATMENT:
ALTERED AND ENLARGED TRANSOMS



✗ NOT RECOMMENDED

1. Removal of a historic transom window
2. Covering or infilling a historic transom window with opaque materials
3. Alteration of the original size (increase or decrease) of a historic transom window

5.2.1.4 Storefront Display Windows

Storefront display windows are large areas of plate glass at the street level that provided an opportunity for pedestrians on the sidewalk to view the merchandise and activity taking place inside retail establishments. Storefront display windows are character-defining features of historic commercial buildings and should be preserved.

Guidelines for Storefront Display Windows

✓ RECOMMENDED

1. Retention, preservation, and maintenance of historic display windows wherever possible

- Retain the interest of pedestrians and retail patrons by keeping storefront display windows uncovered or unobscured.

2. Repair, rather than replacement, of deteriorated display window elements

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.

4. Installation of replacement display windows that replicate the historic display windows in form, design, and materials if the historic display windows are deteriorated or damaged beyond repair

- Building owners can use historic photographs or other documentation to replicate the original display windows in design.

5. Removal of exterior siding or interior treatments that obscured the historic display windows or reduced them in size

✗ NOT RECOMMENDED

1. Alteration of the original size (increase or decrease) of historic display window openings

2. Covering or infilling a historic transom window with opaque materials

3. Use of smoked, tinted, or reflective glass in storefront display windows, as it is important for pedestrians or retail patrons to see the merchandise displayed inside

4. Cluttering display windows with temporary signs, advertisements, or posters

5. Altering historic display windows to make them appear like they are the product of a different historical period

EXAMPLE OF WELL-MAINTAINED STOREFRONT DISPLAY WINDOWS



EXAMPLE OF INAPPROPRIATE TREATMENT: ENCLOSURE AND ALTERATION OF COMMERCIAL STOREFRONT DISPLAY WINDOWS



5.2.1.5 Storefront Entryways and Doors

Historic commercial storefronts typically featured recessed entryways that welcomed pedestrians into the retail establishment, provided additional display space, and provided shelter for pedestrians during inclement weather. Historic storefront doors were typically glazed to allow light into retail areas and provide a means for pedestrians to view commercial activities taking place inside the building. Historic doors often display artistry and design that is far superior to that found in modern examples. They are character-defining features of historic commercial buildings and should be preserved.

Guidelines for Storefront Entryways and Doors

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, design, and materials of historic storefront entryways and doors
2. Repair, rather than replacement, of deteriorated historic storefront entryway elements and doors
3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
 - Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
4. Installation of replacement entryway elements or a storefront door that replicates the historic entryway elements and door in form, design, and materials if the historic entryway elements and door are deteriorated or damaged beyond repair
 - Building owners can use historic photographs or other documentation to replicate the historic storefront entryway and door.

✗ NOT RECOMMENDED

1. Enclosure of a recessed historic storefront entryway
2. Relocation of an entryway to a non-historic location
3. Replacement of a historic storefront door with an incompatible modern door
4. Cluttering the glazing of historic doors with temporary signs, advertisements, or posters
5. Altering historic storefront entryways and doors to make them appear like they are the product of a different historical period

EXAMPLE OF INTACT RECESSED ENTRY AND HISTORIC COMMERCIAL DOOR



EXAMPLE OF INAPPROPRIATE TREATMENT: ALTERATION OF RECESSED ENTRY AND REMOVAL OF HISTORIC COMMERCIAL DOOR



5.2.1.6 Storefront Framing Members and Bulkheads

Storefront framing members and bulkheads provided the structural framework for the storefront window display areas. They were frequently elaborated with decorative detailing. Storefront framing members and bulkheads are important character-defining features of historic commercial buildings and should be preserved.

Guidelines for Storefront Framing Members and Bulkheads

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the original location, form, design, and materials of historic storefront framing members and bulkheads

- Although they are functional elements, historic storefront framing members and bulkheads should be preserved as decorative elements of the storefront as they were often elaborated to add visual interest to the streetscape.

2. Installation of replacement storefront framing members and bulkheads that are compatible with the original form, design, and materials of the historic storefront

- Using materials that would have been used in the original bulkhead (wood, metal, or masonry) is a more appropriate treatment than using materials that would not have been available when the building was constructed.

✗ NOT RECOMMENDED

1. Removal of historic storefront framing members and bulkheads

2. Installation of replacement storefront framing members or bulkheads that are incompatible with the historic storefront in form, design, or materials

EXAMPLE OF APPROPRIATE TREATMENT: WELL-MAINTAINED FRAMING MEMBERS AND BULKHEADS



EXAMPLE OF INAPPROPRIATE TREATMENT: ALTERATION TO FRAMING MEMBERS AND BULKHEADS



5.2.2 Roof and Roof Elements

The roof serves critical structural and protective functions for a building. In addition to enhancing the stability of a building's walls, the roof provides protection from the elements for the building and its contents. The roof is also one of the most important character-defining features of a historic building, as it contributes significantly to the building's overall visual character. Historic roofs vary greatly in their size, shape, pitch, construction, and cladding materials. No matter what form a historic roof takes, or what materials are present, the roof is a vulnerable portion of the building that will inevitably deteriorate. Frequent inspection and proactive intervention when deterioration is observed are critical for maintaining the historic character-defining features of a roof, as well as avoiding the significant repair costs associated with damage to other building elements.

Roofs on commercial buildings differ from those on residential buildings in that they are frequently flat, or feature a very slight pitch that helps them to shed water. Less common are gabled or barrel vaulted roofs that are obscured from view at the street level by a parapet. A roof is described as having a parapet when an external vertical wall extends above the cornice of the building. Parapet walls are often used to obscure the mechanical equipment and utilities on the roofs of commercial buildings, many of which are built to their zero lot lines and have no other space for housing such equipment.

Guidelines for the preservation, maintenance, rehabilitation, and replacement of historic roofs and roof elements are provided below. General guidelines for roofs are followed by guidelines for the following roof elements: (1) chimneys; (2) flashing, gutters, and downspouts; (3) dormers; and (4) cornices, eaves, and decorative roof elements.

5.2.2.1 General Guidelines for Roofs

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the historic roof form and materials

2. Roof form should not be altered, nor its pitch changed, even to create usable space at the attic level

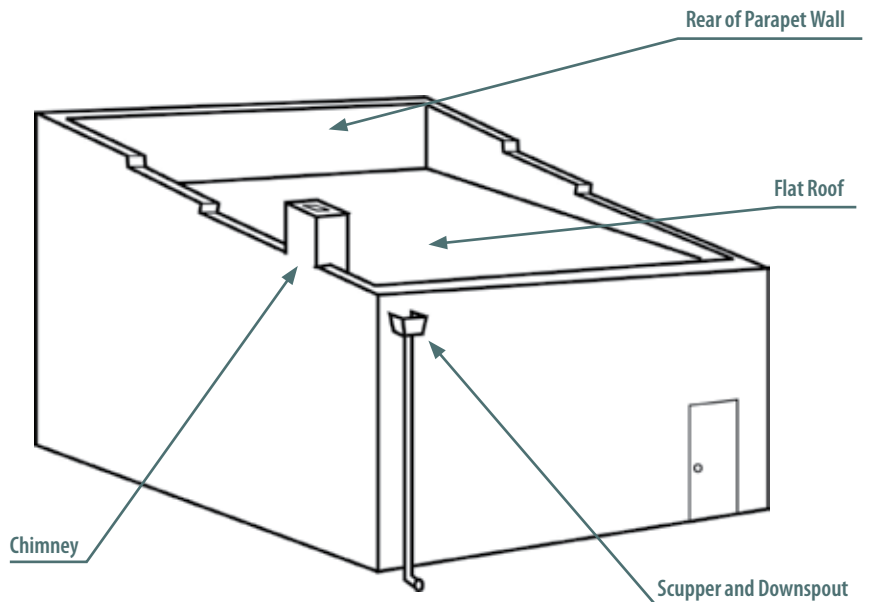
3. Repair, rather than replacement, of deteriorated roof elements

- Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material.

4. If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered

- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.

5. Construction of a replacement roof that replicates the historic roof in form, materials, and color if the entire historic roof is deteriorated or damaged beyond repair



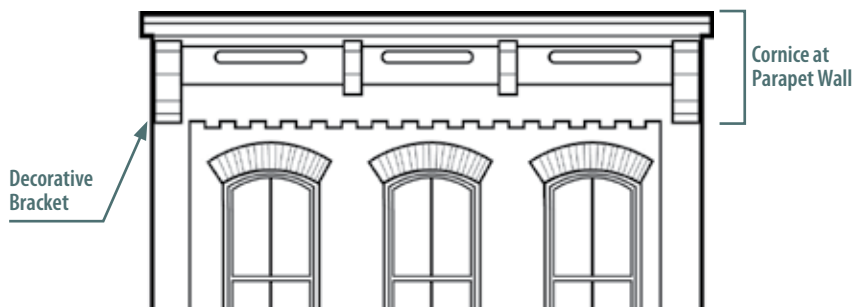
✗ NOT RECOMMENDED

1. Removal of entire historic roof elements when only portions are deteriorated beyond repair

- Preserve the historic fabric of a roof wherever possible by removing deteriorated sections and replacing them with new, compatible materials.

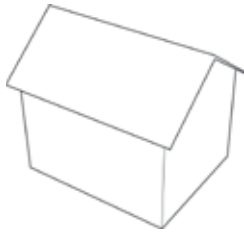
2. Removal and/or alteration of any roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

3. Installation of any new roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

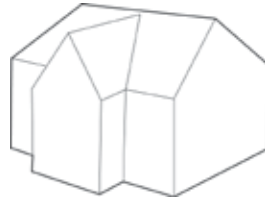


The parapet wall obscures the roof line and utilities from view

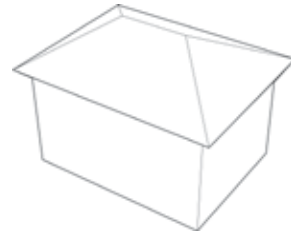
Roof Shape/Form



Gable



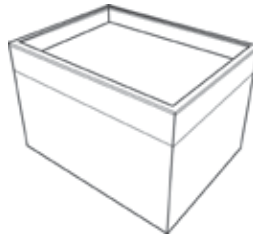
Cross-Gable



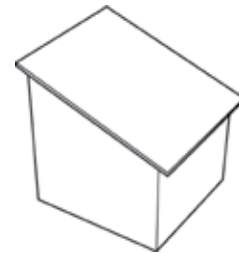
Hipped



Flat Roof

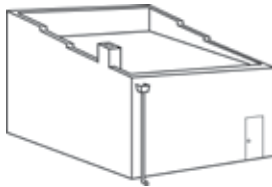


Parapet



Shed

INAPPROPRIATE ALTERATION OF ROOF SHAPE



Flat Roof



Mansard Roof

Roof and Roof Elements: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for roof and roof elements is provided in the Work Project Table. A **Certificate of**

Appropriateness must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Roof Maintenance

In order to prolong the useful life of the roof and to avoid damage to the building's interior from water infiltration, regular inspection and general maintenance of the roof and its components are highly recommended.

The specific roof maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on roof maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Inspect your roof: At a minimum, roofs and support systems should be inspected once a year, usually in spring, for damage. Ideally, roofs should be inspected twice a year, during both spring and fall.

Allow for proper attic ventilation: Do not let heat and moisture build up in the attic. This can cause or accelerate deterioration.

Remove growths and debris: Clean organic growths with diluted bleach water and spray debris off roofs as necessary. Never power wash a roof; it can push excessive water under shingles and destroy coatings.

Cut back overhanging trees: Trim tree branches to decrease the amount of moisture-retaining leaves.

Reapply protective coatings as necessary: Some shingles have coatings to protect from fire or weather. If present, these typically must be re-applied about every five years to maintain their effectiveness.

Monitor for leaks, damp areas, or stains: Watch for leaks or signs of moisture penetration on the interior and exterior of the house. Determine under what conditions the moisture appears.

5.2.2.2 Chimneys

Historic chimneys were generally constructed of brick or other masonry. They serve the practical function of allowing smoke to exhaust from fireplaces or furnaces. Although they are significantly less common in commercial than residential historic districts, early commercial buildings commonly have chimneys that are worth preservation as a record of their time.

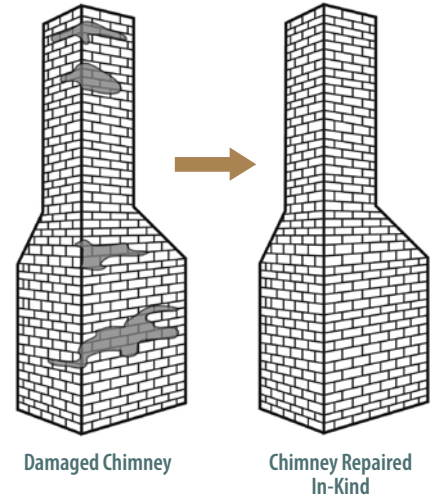
Guidelines for Chimneys

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic chimneys
2. Repair, rather than replacement, of deteriorated chimney materials
3. Repair of a damaged chimney with materials (bricks or other masonry units and mortar) that are compatible in size, strength, texture, and color with the existing historic materials
4. Replacement of original historic materials should be limited to those too deteriorated for preservation and replaced **in-kind**, meaning replacement with the exact same historic material
 - If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
 - Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
5. Construction of a replacement chimney that replicates the historic chimney in location, form, materials, and color if the entire historic chimney is deteriorated or damaged beyond repair

✗ NOT RECOMMENDED

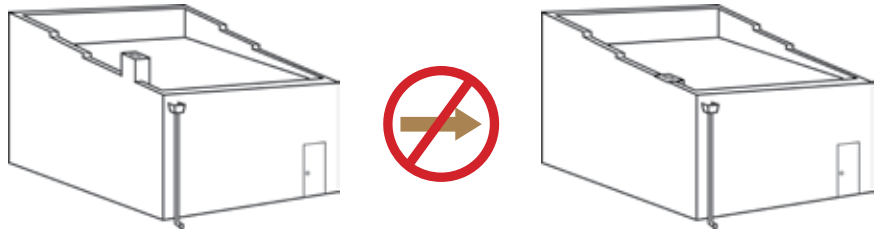
1. Removal of an entire historic chimney when only portions are deteriorated beyond repair
 - Preserve the historic fabric of a chimney wherever possible by removing deteriorated sections and replacing them with new, compatible materials.
2. Removal and/or alteration of any chimney that is visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
3. Installation of a new chimney that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission



EXAMPLE OF WELL-MAINTAINED CHIMNEYS IN COMMERCIAL DISTRICT



EXAMPLE OF INAPPROPRIATE TREATMENT: REMOVAL OF CHIMNEY



Chimneys Maintenance

The specific chimney maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on chimney maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Check and maintain flashings: Ensuring that flashings are water-tight is key to preventing moisture from penetrating the chimney at the roofline.

Inspect for mortar and masonry deterioration: Regularly inspect for cracked, loose, or damaged masonry and mortar that may compromise the structural stability of the chimney. Repair as necessary.

Clean the chimney: Both the chimney structure and the flue should be well maintained. Soot buildup can damage mortar over time, as can moss and organic growth on the exterior of the chimney.

5.2.2.3 Dormers

Dormers are projections that provide ventilation, light, and additional space for attic areas. They are more common features of residential than commercial architecture, but are frequently present on colonial revival commercial buildings. Dormers can take many different forms depending on the shape of their roof, whether or not they have walls, and whether or not they have windows or a louvered ventilation opening. They are often important character-defining features of historic buildings, and as such, they should be preserved.

Guidelines for Dormers

✓ RECOMMENDED

1. Retention, maintenance, and preservation of the location, form, and materials of historic dormers

2. Repair, rather than replacement, of damaged or deteriorated portions of historic dormers

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.

4. Addition of replacement dormers that replicate the historic dormers in location, form, and materials if the entire historic dormer is deteriorated or damaged beyond repair

✗ NOT RECOMMENDED

1. Removal of an entire dormer when only portions are deteriorated beyond repair

2. Removal and/or alteration of any dormer visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

3. Installation of any new dormer that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

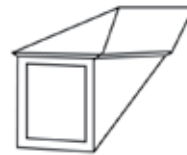
Examples of Dormer Types



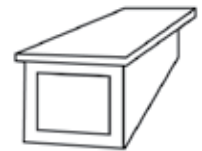
Arched Top Dormer



Gabled Dormer



Hipped Dormer



Shed Dormer

WELL-MAINTAINED DORMERS ON MID-CENTURY COMMERCIAL BUILDING



Dormers Maintenance

As dormers are difficult to reach and often serve unused space, maintenance needs are frequently overlooked. Flashing around dormers is particularly vulnerable to deterioration and should be inspected frequently. Windows and louvered openings also deteriorate more rapidly than their less-exposed counterparts on main building walls. Frequent inspection and painting (where applicable) is recommended.

5.2.2.4 Flashing, Gutters, and Downspouts

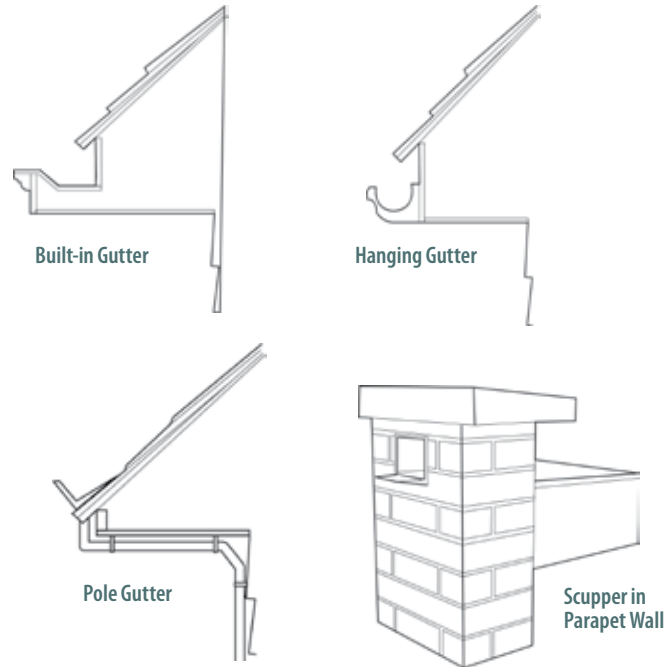
Flashing, gutters, and downspouts are all components of a roof system that are primarily functional—acting as important water diversion elements. Visible portions of these elements can also be important character-defining features on historic buildings.

Flashing is typically located at valleys, ridges, and eaves of roofs, or at any point from which a structure projects through the roof surface, such as a chimney or roof vent. Historic flashing materials include copper, tin- or terne-plated metals, and galvanized sheet metal. Though not highly visible, flashing plays an important role in moisture protection and diversion on historic roofing.

Gutters and downspouts work together as a system to carry water away from a building. The faulty disposal of rainwater is a leading cause of deterioration in historic buildings, so gutters and downspouts serve a vital role. Historic gutter and downspout materials include copper, tin- or terne-plated metals, and galvanized steel, while aluminum is a more contemporary material. In addition to a variety of historic materials, a wide range of gutter and downspout systems were frequently utilized on historic buildings, including those that were built into the building's walls and roof system, as well as those that were attached to the exterior of the building or roof system. It is important to know what type of gutter and downspout system is utilized on your historic building, as certain kinds of gutter and downspout systems are more vulnerable to deterioration. Moreover, the deterioration of certain types of gutter and downspout systems often has implications for other aspects of the building structure. For instance, built-in gutters should be maintained, as leaking from deterioration will cause the rotting of cornice and framing members.

Most late-nineteenth and early-twentieth century historic commercial buildings have flat or slightly pitched roofs that direct water into scuppers. Scuppers are perforations in the parapet wall that direct the water into a downspout.

Examples of Gutter Types



Guidelines for Flashing, Gutters, and Downspouts

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic flashing, gutters, and downspouts

2. Repair, rather than replacement, of damaged or deteriorated flashing, gutters, and downspouts

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.

4. Installation of replacement flashing, gutters, or downspouts that replicate the historic elements in form, materials, color, and ability to redirect water away from the building if the entire element is deteriorated or damaged beyond repair

Flashing, Gutters, and Downspouts Maintenance

The specific flashing, gutters, and downspouts maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on flashing, gutter, and downspout maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Clean gutters regularly: Clean gutters and downspouts regularly to ensure that water flows through unimpeded. Install leaf guards at downspouts if necessary.

Check joints and connections: Ensure that all joints and connections are tight and properly aligned. Maintain fasteners that secure the gutters and utilize splash blocks at the termination of all downspouts.

Repair damaged flashing: Most flashing can be patched to cover holes or other damage, but all patches are just temporary measures and should be inspected regularly. Copper flashings can be repaired with a soldered patch, but aluminum should be patched with a cold patch. The typical patching process involves cleaning the metal, cutting a patch that overlaps the damage by at least 3 inches on each side, coating the patch with flashing cement and securing to the flashing. If necessary, paint to match existing flashing.

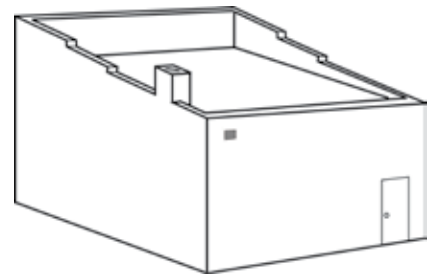
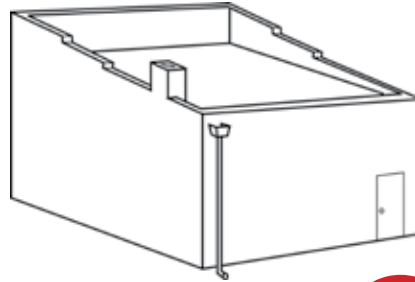
Patch gutters and downspouts: Metal gutters and downspouts can be patched with a new piece of metal soldered to the existing metal. Likewise, any gaps in joints can be resoldered. Wooden gutters should be patched with epoxy consolidants, which are then primed and painted to match existing finished surfaces.

Guidelines for Flashing, Gutters, and Downspouts

✗ NOT RECOMMENDED

1. Removal of all historic flashing or the entire historic gutter and downspout system when only portions are deteriorated beyond repair
2. Alteration of a gutter and downspout system that is a character-defining feature of a historic building
3. Application of a new, non-compatible gutter and downspout system to a historic building with an existing water disposal system
4. Removal and/or alteration of any roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
5. Installation of any new roof element visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

INAPPROPRIATE REMOVAL OR ABSENCE OF DOWNSPOUT



INAPPROPRIATE GUTTER MAINTENANCE



5.2.2.5 Cornices, Eaves, and Decorative Roof Elements

Most late-nineteenth and early-twentieth century historic commercial buildings feature a cornice at the top of their upper façade. The level of elaboration of historic cornices varies widely depending on the architectural style of the historic building. Cornices are important character-defining features of historic roofs and should be preserved.

Some elements of historic roofs serve no practical function and are purely decorative in nature. Decorative roof elements, such as cresting and finials, were commonly used at roof ridges and peaks. Many of these elements are especially difficult to reach and are greatly exposed to weather. As important character-defining features of historic roofs, effort should be made to preserve decorative roof elements.

Guidelines for Cornices, Eaves and Decorative Roof Elements

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic cornices, eaves, and decorative roof elements

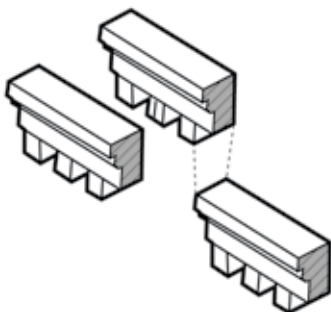
2. Repair, rather than replacement, of damaged or deteriorated portions of historic cornices, eaves, and decorative roof elements

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

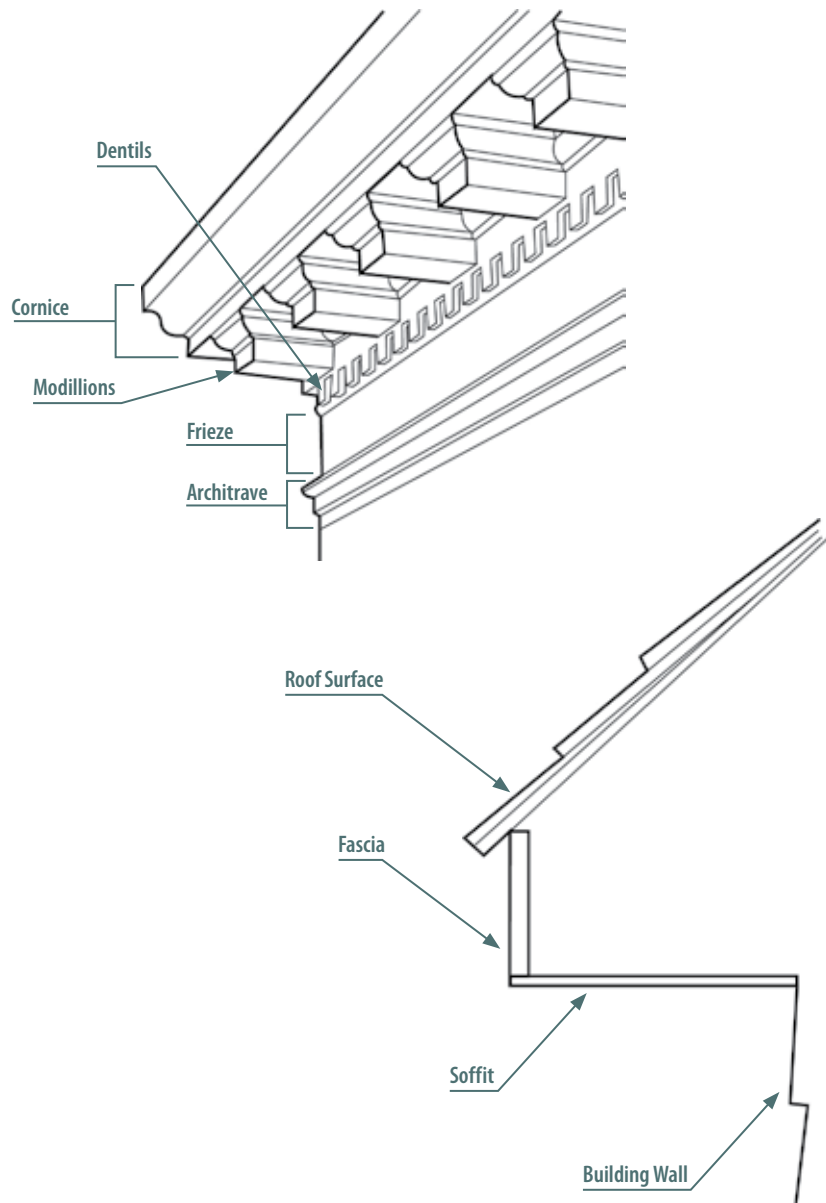
- Missing portions of historic cornices or decorative roof elements should be replaced with new portions that duplicate the historic appearance of the cornice or decorative element as determined by existing fragments or other historic documentation.
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.

4. Construction of replacement cornices or decorative roof element that replicate the appearance of the historic cornices and decorative roof elements in location, form, and materials if the entire historic cornice is deteriorated or damaged beyond repair

REPLACE ONLY DAMAGED SECTION



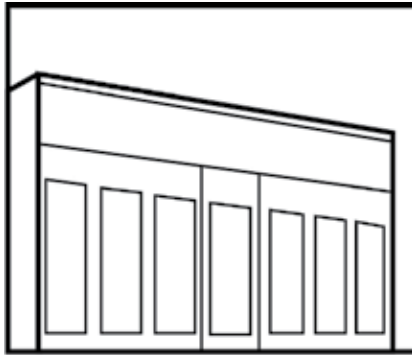
Examples of Cornices, Eaves and Decorative Roof Elements



Guidelines for Cornices, Eaves and Decorative Roof Elements

❌ NOT RECOMMENDED

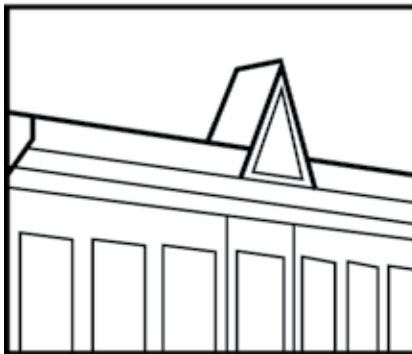
1. Removal of an entire cornice or decorative roof element when only portions are deteriorated beyond repair
2. Removal and/or alteration of any cornice or decorative roof element that is visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
3. Installation of any new cornice or decorative roof element that will be visible from the public right-of-way without prior approval from the Gainesville Community Development Department and Historic Preservation Commission



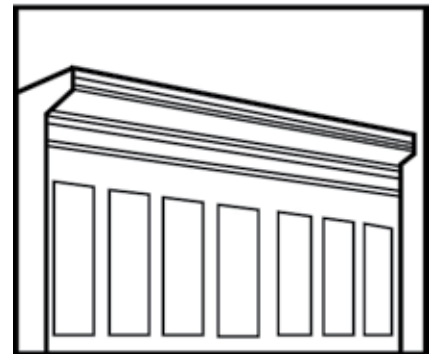
Missing cornice on
Commercial building



Reconstruction of cornice
using historic documentation



Simplified reconstruction of commercial
cornice if historic documentation is incomplete



Construction of simplified
commercial cornice if historic documentation
is absent

Cornices, Eaves, and Decorative Roof Elements Maintenance

The maintenance information for cornices, eaves, and decorative roof elements provided below was drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintaining and repairing historic cornices, eaves, and decorative roof elements is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Regularly inspect your cornices, eaves, and decorative roof elements: Regular inspection and maintenance is key to ensuring that cornices, eaves, and decorative roof elements last for many years. Cornices and eaves should be monitored to see if water is penetrating or deteriorating the exterior

surfaces. In addition, property owners should inspect brackets and other trim pieces to ensure that nails and other connections are secure.

Eliminate Pests: Cornices often feature cornice returns, which are sometimes “boxed in” or enclosed to keep birds from roosting. This unsightly treatment should be avoided. Instead, applying a mesh with pointed prongs to the surface of the cornice return is recommended.

Maintain painted surfaces: Paint is the key to deterring moisture penetration, organic growth, and pest infiltration. Flaking, peeling, or deteriorated paint should be removed, and surfaces should be recoated

to minimize the area of surfaces exposed to inclement damages.

Allow for proper ventilation: Do not let heat and moisture build up, as it can cause or accelerate deterioration. If vents were not provided on your historic building, installation of narrow slits with insect screening attached or circular vent discs are recommended.

Ensure proper drainage: Proper roof maintenance and drainage should be provided, as improper roof maintenance contributes to the majority of cornice and eave deteriorations.

5.2.3 Exterior Wall Cladding

Exterior walls are of primary importance to a building, as they provide protection to the structural components of a building while also acting as a key character-defining feature. Historic buildings exhibit a variety of different types of wall construction and wall cladding. Some walls are load-bearing masonry, meaning that the masonry units serve as both the structural components as well as the exterior surface of the wall. Other walls feature an underlying support system, often constructed of wood or metal, which is sheathed with a variety of cladding materials. The most common exterior wall cladding materials for commercial historic buildings in Gainesville is brick. The distinct appearance of historic wall-cladding materials is an important character-defining feature of historic commercial buildings. Historic wall-cladding materials should therefore be preserved and maintained.

Guidelines for Exterior Wall Cladding

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of exterior wall cladding

- The gentlest methods for cleaning and repairing historic wall cladding should be used.

2. Repair, rather than replacement, of damaged or deteriorated portions of exterior wall cladding

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- In-kind replacement means that the proposed exterior siding should match as closely as possible with respect to size, shape, pattern, and texture.
- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered, provided it is compatible with the original, historic material in size, shape, pattern, and texture.
- Application for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual detail of the historic fabric, as well as to evaluate its long-term performance.

4. Application of replacement exterior wall cladding that replicates the appearance of the historic wall cladding in location, form, and materials if the entirety of the historic wall cladding is deteriorated or damaged beyond repair

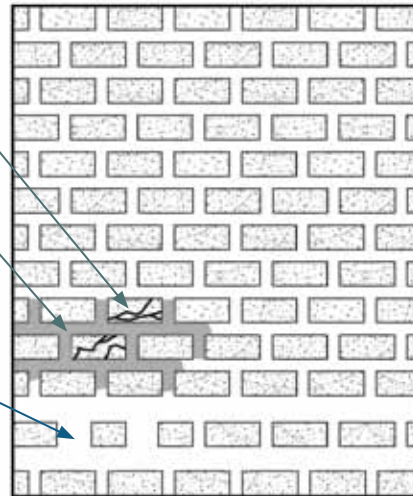
- These materials should match the appearance of the original clapboard siding as closely as possible with respect to size, shape, pattern, and texture.
- New wall cladding materials should not be installed in a manner that covers trim at the windows or gables.

Repointing Considerations

Repointing with stronger, modern mortar can cause bricks to crack

Match color and texture to existing mortar

Joint width is incompatible with existing pattern above



Existing historic masonry pattern

Exterior Wall Cladding Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for exterior wall cladding is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Exterior Wall Maintenance

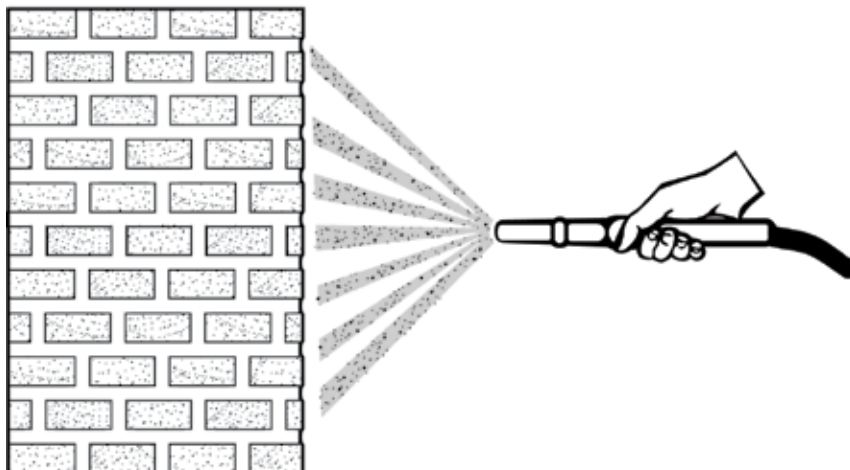
The gentlest methods for cleaning and repairing historic wall cladding should be used. Sandblasting or use of high water pressure to clean cladding materials should be avoided because such methods cause permanent damage. A low-pressure water wash is an example of an appropriate cleaning method.

The specific maintenance information below for wood, masonry, and stucco exterior wall claddings is drawn, in part, from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair of a variety of exterior wall claddings is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

❌ NOT RECOMMENDED

1. Sandblasting or use of high water pressure to clean siding materials
2. Painting previously unpainted historic masonry
 - Painting historic masonry hastens its deterioration as the paint membrane inhibits its ability to shed moisture.
3. Adding stucco or a similar material to historic masonry
4. Removal of the entirety of historic wall cladding when only portions are deteriorated beyond repair
5. Replacing or covering the historic siding with a different, non-compatible material
6. Removal and/or alteration of any exterior wall cladding without prior approval from the Gainesville Community Development Department and Historic Preservation Commission
7. Installation of any new exterior wall cladding without prior approval from the Gainesville Community Development Department and Historic Preservation Commission

SANDBLASTING OF HISTORIC MASONRY IS NOT APPROPRIATE



EXAMPLE OF INAPPROPRIATE TREATMENT: REPOINTED WITH INCOMPATIBLE MORTAR



EXAMPLE OF INAPPROPRIATE TREATMENT: ORIGINAL WALL CLADDING OBSCURED WITH INAPPROPRIATE MATERIALS



Wood Maintenance Recommendations

Inspect regularly: Inspect wood siding regularly for signs of moisture infiltration, rot, or pests. The stability of wood can be tested by using a thin ice pick to penetrate the surface of the wood. Excessive paint peeling may indicate a moisture problem; its presence indicates that the existence of roof or wall leaks should be investigated.

Clean when necessary: Dirt buildup and organic growths can necessitate the cleaning of timber goods. Wooden elements should only be cleaned in warm weather and at low pressures. Never power wash wood siding, because it can force large amounts of water into the wood.

Keep painted or stained surfaces intact:

Paints and stains help repel moisture and protect wood from deterioration associated with exposure to the sun. Keeping painted or stained surfaces intact will reduce the amount of wood exposed to these deteriorating forces. Wood siding that is being prepared for painting should be hand-sanded whenever possible to avoid damage from power tools. Primers, paints, and stains should only be applied to clean, dry surfaces. A properly painted surface should last five to ten years, though spot treatments or touch-ups may be necessary annually on the west and south elevations, as these have the greatest exposure to the sun.

Treat with preservatives where appropriate: Much like paint, chemical preservatives can help deter rot, insect infestation, and organic growths. Treating areas that are not historically painted but still susceptible to decay can help minimize deterioration. Careful selection of a preservative treatment is recommended, as it should be compatible with the species of wood on your building. The preservative treatment should not change the appearance of the historic wood by making it darker or shiny.

Masonry Maintenance Recommendations

Inspect your masonry: Masonry should be examined every 12 to 60 months for possible deterioration, including cracks, spalling, and loose or damaged materials. Mortar that has deteriorated more than ¼" will likely need to be replaced.

Remove organic growths and vegetation: Plant matter traps damaging moisture, which can cause the materials to break down. To remove growth, scrape it from the building with a non-metallic spatula. Then apply a solution of four parts water to one part bleach to kill spores. Rinse with water and repeat as necessary, but leave a few days between treatments.

Clean masonry as needed: Cleaning masonry will help retard deterioration since the building up of dirt and growths can destroy brick, stone, and masonry over time. Cleaning also helps prepare a masonry surface to undergo repair efforts. There are three methods of cleaning masonry: water, chemical, and abrasive. Water is the gentlest method and can typically be performed by the homeowner. Trained professionals should handle chemical cleaning; chemi-

cal cleaning should include the testing of potential cleaning chemicals on less visible areas of the building prior to application of the cleaning chemical to the entire building. Abrasive methods are never recommended since they remove the hard-fired outer surface of the brick and expose the softer inner brick, thereby increasing the potential for moisture incursion and deterioration.

Monitor for masonry cracks: Masonry may develop cracks over time for a variety of reasons. There are two types of cracks, dormant and active. Dormant cracks are not continuing to worsen and can likely be safely repaired. Active cracks are still reacting to dynamic forces and may need professional attention to determine the severity of the underlying problem. Although professional inspection is recommended when reviewing cracks, property owners can monitor cracks to determine if they are dormant or active. This monitoring effort involves observing the cracks to determine whether they are changing over time. While professional evaluation is recommended, there are some general rules of thumb for assessing the severity of cracks in historic masonry. Mortar

between masonry units (bricks or stones) is intended to be the sacrificial material in a wall, so cracks appearing in the mortar are less serious than those affecting both the mortar and the masonry units. Cracks that pass through only mortar, stepping along the mortar joint lines, are usually a sign of settling and can typically be repaired safely. Cracks that pass through both masonry and mortar may be indicative of more serious structural problems and should be promptly evaluated by a qualified professional to determine the cause.

Repair deteriorated bricks and mortar: Deteriorated mortar joints should be tuck-pointed by first removing loose mortar with hand tools to a minimum depth of one-half inch and filling the joint with new mortar that matches the original in color, texture, strength, and composition. Test patches should be applied to insure a proper match. Deteriorated bricks should be removed and replaced with "new" bricks that match the original in color, texture, size as closely as possible. A clean area of the original wall surface should be used as a reference when attempting to match brick color and texture.

Stucco Maintenance Recommendations

Inspect your stucco: Moisture-related deterioration of the bond between stucco and its substrate often causes spalling, a condition in which the stucco flakes off the substrate in layers. Cracks in the stucco surface often indicate movement of the substrate. If these problems are observed, an investigation to determine the underlying

problem is recommended. Many problems with stucco surfaces will progress unless the underlying problem is addressed.

Clean stucco as needed: Stucco surfaces can have a rough texture that is easily soiled by airborne pollutants and back-splash from rainwater hitting clay near

the foundation. Stucco surfaces should be cleaned with a low-pressure wash, especially if painting is planned.

Repair stucco where appropriate: Repair or patch stucco when necessary. Be sure to match the color and texture of the original stucco material.

5.2.4 Foundations

The foundation of a building provides its underlying support system and anchors its structural components to the ground. Most historical commercial foundations took the form of continuous masonry walls. In addition to providing structural support for the building, the slight elevation above grade provided by the foundation enhanced ventilation under the building and prevented moisture incursion from rain and groundwater.

Guidelines for Foundations

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic foundations

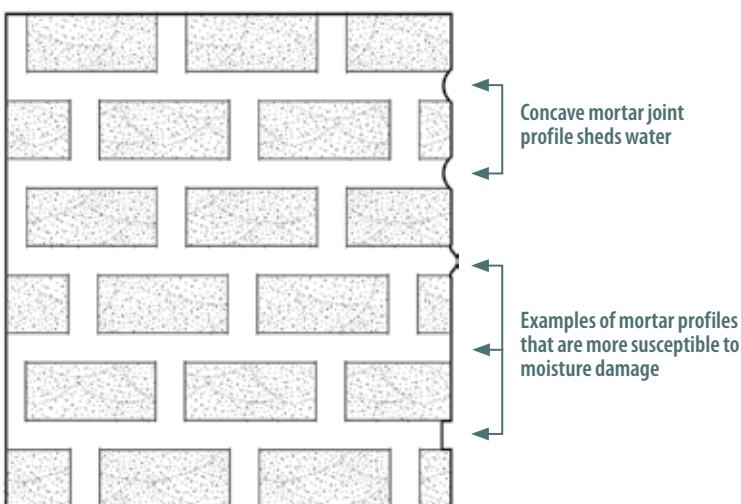
2. Repair, rather than replacement, of damaged or deteriorated portions of historic foundations

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material identical to the historic fabric is encouraged, replacement with an alternate or more contemporary material may be acceptable, provided it matches the original, historic material in size, shape, color, and texture.
- Application of a substitute material will be reviewed on a case-by-case basis to determine if the new material(s) convey the same character and visual detail of the historic fabric, as well as to evaluate its long-term performance.

4. Construction of replacement foundation or foundation elements that replicate the historic foundation or foundation elements in location, form, and materials if the entire historic foundation or foundation element is deteriorated or damaged beyond repair

USE MORTAR JOINT PROFILES THAT SHED WATER WHEN REPOINTING MASONRY PIERS



✗ NOT RECOMMENDED

1. Removal of entire historic foundation or foundation elements when only portions are deteriorated beyond repair

Foundations: Major vs. Minor Work Projects

Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for foundations is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Foundation Maintenance

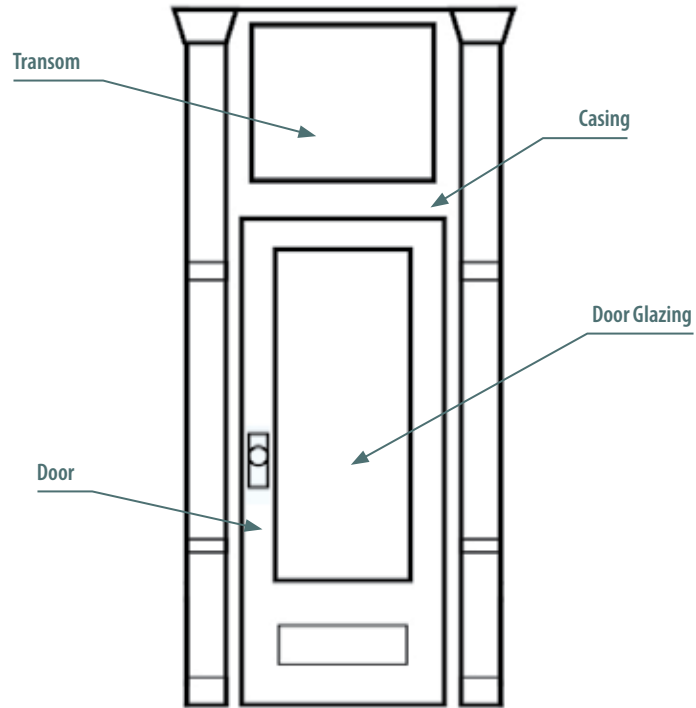
Foundations are generally subject to the same forces of deterioration as exterior walls. Please consult the Exterior Wall Maintenance section for specific maintenance information.

Inspect foundations for moisture incursion: Foundations should be kept dry to prevent deterioration over time.

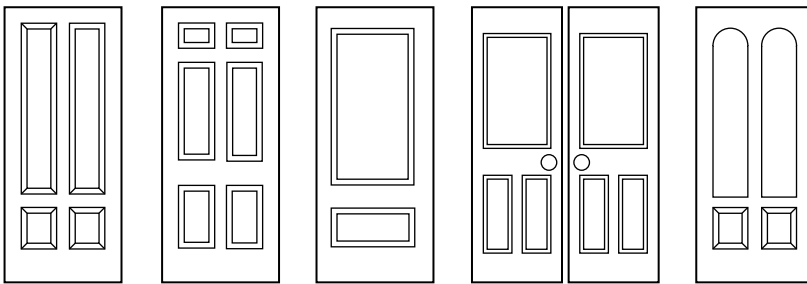
Clean masonry as needed: The gentlest methods for cleaning and repairing historic foundations should be used. Sandblasting or use of high water pressure to clean foundation materials should be avoided because such methods cause permanent damage to the materials. A low-pressure water wash is one example of an appropriate cleaning method.

5.2.5 Doors and Entryways

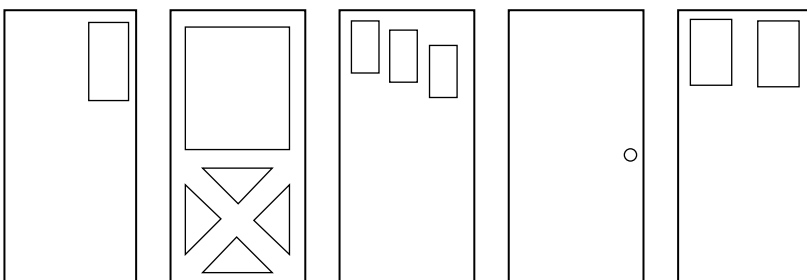
At a basic functional level, doors provide access into buildings, but they are also frequently a focal point of the building's design. As architectural styles evolved over time, doors and entryways often received elaborate decorative treatments, because they were the building element most frequently viewed by visitors to a building. Most historic commercial doors were constructed of wood with panes of glass to provide visibility into the building. Commercial doors evolved over time, and many historic doors from the mid-twentieth century are almost exclusively composed of glass supported by a metal frame. No matter what their construction, historic doors and entryways are important character-defining features of historic commercial buildings and should be preserved whenever possible.



Examples of Historic Doors



Examples of Contemporary Doors



Doorways and Entrances: Major vs. Minor Work Projects

Alterations or changes to an exterior door and/or its associated features (e.g. transoms, sidelights, glazing patterns, or paneling) is considered a **Major Work Project**, and a **Certificate of Appropriateness** is required prior to performing such alterations or changes. Information about a replacement door's profile, configuration of glazing or paneling, and finish should be provided in an application for a Certificate of Appropriateness.

Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for doors is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department's Planning Division staff to verify the nature of the proposed alteration.

Guidelines for Doors and Entryways

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic doors

- Retain original period glass in transoms, sidelights, and glass panels if it is still present.

2. Repair, rather than replacement, of damaged or deteriorated portions of historic doors

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic door in materials, design, and configuration.

4. Installation of a replacement door that replicates the historic door in location, form, materials, and configuration if the entire historic door is deteriorated or damaged beyond repair

5. Restoration of historic entrances based on historical, pictorial, or other physical documentation, and that is compatible with the historic character of the building

✗ NOT RECOMMENDED

1. Installation of a storm or screen door on a building that does not currently have or has never had a storm or screen door without careful consideration of the damage that installation could cause to the historic door

- If installing a storm or screen door without damaging the original door and door surround is not possible, a storm or screen door should not be installed.
- Wood is a highly effective natural insulator, so repairing or replacing the insulation and weather stripping associated with the historic door and door surround will typically be sufficient for enhancing energy efficiency.

- If deemed appropriate, the addition of storm or screen doors should not obscure the primary door or require the removal of existing features of the main door.

- Storm doors added to entrances on a primary façade or a readily visible secondary elevation should be of plain, full-view design (i.e. solid glass panes with no dividing bars, grillwork, etc.) to allow an unobstructed view of the original entrance.

2. Changing in the original entry configuration

- A commercial door should not be replaced with a residential door configuration.

3. Introduction of new door openings into principal elevations, or enlarging or reducing original door openings

4. Installation of replacement doors or entryway elements that create a false historic appearance

EXAMPLE OF WELL-MAINTAINED HISTORIC DOORS



EXAMPLE OF INAPPROPRIATE TREATMENT: INCOMPATIBLE REPLACEMENT DOORS



Door Maintenance

The specific door maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Keep hardware operational: Hinges, handles, and knobs should be kept tight and oiled to ensure proper functioning.

Clean dirt and paint buildup: Dirt, paint, and debris should be cleared from door since it can retain moisture and can hinder the smooth operation of doors.

Replace deteriorated components individually: If deterioration is localized, individual components or pieces can likely be replaced.

This will keep the door functioning while deterring deterioration from spreading to the rest of the door.

Maintain painted surfaces: Paints and stains protect historic wooden doors from rot, insect infiltration, and sun damage. Doors should be maintained so that any coatings are impervious. If paint has significantly deteriorated and doors need to be refinished, it is recommended that both the interior and exterior be refinished since only refinishing one side can cause the door to warp.

Weather-stripping and caulking: To prevent moisture and air infiltration, doors should be properly weather-stripped and caulked. Weather-stripping should be installed where the door joins the meeting rail, and caulking should be installed between the door-frame and wall surfaces.

5.2.6 Windows

Windows serve the practical purpose of providing light and ventilation for a building, but like doors, they are also treated as one of the focal points of a building's design. The number and arrangement of panes (or lights) in a glass window is called its glazing pattern. The arrangement of window openings on a building is called its fenestration pattern. These two factors, combined with the shape of the windows, contribute significantly to the overall appearance of the building. Windows are therefore important character-defining features of historic commercial buildings and should be preserved.

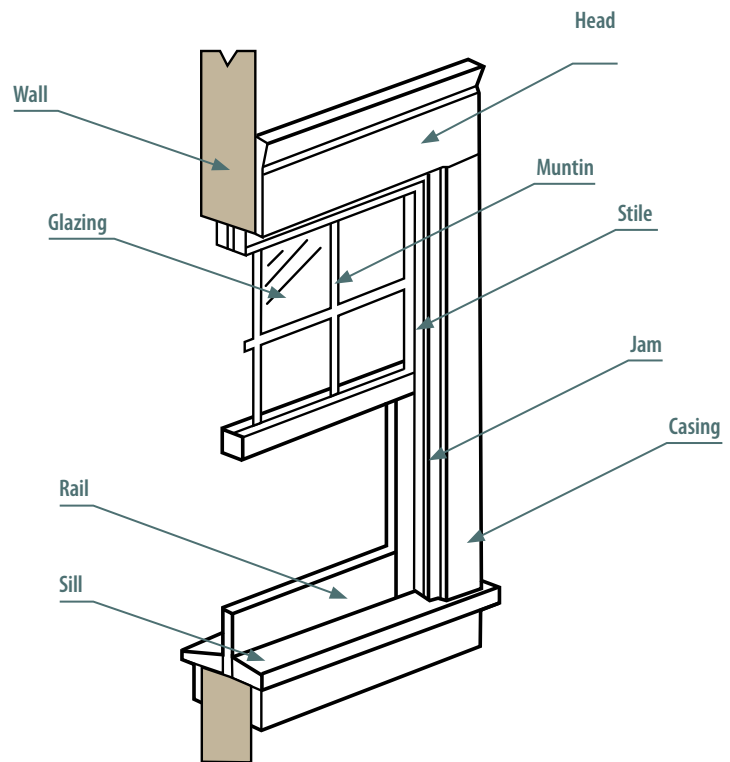
Windows: Major vs. Minor Work Projects

Replacing windows is considered a **Major Work Project**, and a **Certificate of Appropriateness** is required from the Gainesville Historic Preservation Commission prior to performing the replacement.

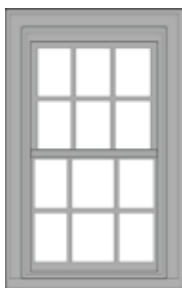
Additional information on what constitutes a **Major Work Project** versus a **Minor Work Project** for windows is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before starting the work project, contact the Gainesville Community Development Department to verify the nature of the proposed alteration.

Parts of a Window



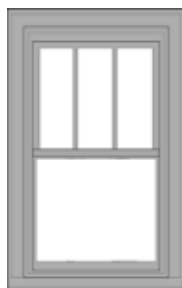
Glazing Patterns



Six-Over-Six



Two-Over-Two

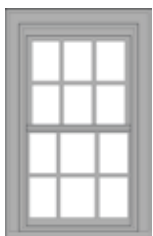


Three-Over-One



One-Over-One

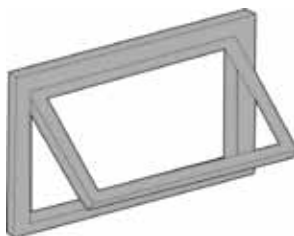
Types of Windows



Double-hung Sash Window



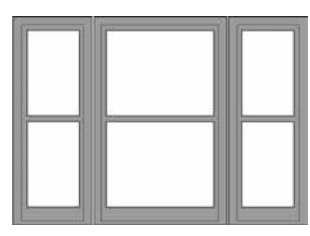
Casement Window



Awning Sash Window



Bay Window



Tripartite Window

Guidelines for Windows

✓ RECOMMENDED

1. Retention, preservation, and maintenance of the location, form, and materials of historic windows

- Original stained glass, leaded glass, and other decorative glass lights should be preserved and maintained rather than removed.
- The sash configuration of historic windows should not be altered.
- Historic window elements, such as shutters, should be retained, maintained, and preserved.

2. Repair, rather than replacement, of damaged or deteriorated portions of historic windows

- Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration is not appropriate because these conditions do not indicate that the windows are beyond repair.
- Historic window elements, such as shutters, should be repaired rather than replaced.

3. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced **in-kind**, meaning replacement with the exact same historic material

- If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
- Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
- Historic window elements, such as shutters, should only be replaced in-kind, with respect to materials and design, including the size and type.

4. Replacement windows that match the original, historic windows in location, form, and materials if the entire historic window is deteriorated or damaged beyond repair

- If replacement is absolutely necessary, efforts should be taken to match the original windows in terms of the type and pattern, including the number, shape, size, materials, and glazing pattern.

EXAMPLE OF WELL-MAINTAINED HISTORIC WINDOWS



Window Maintenance

Windows are often a primary target of rehabilitation projects. As such, a careful survey of the windows and their condition should be conducted to determine the necessity of replacement. In recent years, concern and misinformation about the energy efficiency and sustainability of historic windows has led to the widespread loss of historic windows, which has resulted in considerable loss of historic integrity in affected buildings. A thorough discussion of sustainability, energy efficiency, and cost savings associated with a variety of historic window treatments is provided in the National Trust for Historic Preservation's (NTHP) Preservation Green Lab Report, *Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement* (see Appendix D).

The specific window maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on window maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix B for a list of available Preservation Briefs).

Regularly inspect your windows: Regular inspection and maintenance is the key to ensuring that windows last for many years. Windows should be monitored to see if water is penetrating the window or deteriorating the exterior surfaces. In addition, property owners should inspect for air infiltration, broken or loose frames,

sashes, and glass, and non-functioning elements such as cords or locks.

Clean dirt and paint buildup: Keeping movable surfaces free of dirt, debris, and paint buildup will allow for their smooth operation and prevent sashes from becoming stuck in their frame.

Replace glazing putty when necessary: Glazing putty will naturally break down over time by drying out and cracking. Replacing putty when necessary will maintain the weather tight seal between the glass and wooden frame.

Do not force open windows: Forcing open stuck windows can damage sashes and frames. Instead, use a putty knife by gently sliding it along the entire length of the window's perimeter between the frame and sash to break the paint seal.

Maintain painted window surfaces: Paint is the key to deterring moisture penetration, organic growth, and pest infiltration. Flaking, peeling, or deteriorated paint should be removed, and surfaces should be recoated to minimize the area of surfaces exposed to inclement damages.

Caulking, weather-stripping, and flashing: Caulking, weather-stripping, and flashings around windows should be maintained to improve thermal efficiency as well as to prevent moisture, air, and dust infiltration.

Guidelines for Windows

❌ NOT RECOMMENDED

1. Enclosing, reducing, expanding, or concealing original or historic window openings

2. Replacing original windows with new thermal sash windows

- Storm windows are an effective energy conservation treatment for historic buildings.
- Storm windows should conform to the shape of the windows; curved or pointed window units should not be boxed-in to accommodate rectangular storm windows.
- Storm windows should contain a continuous sheet of framed glass with no breaks.
- Wooden storm windows are generally most appropriate, though aluminum storm windows can be an acceptable alternative if they are visually unobtrusive, do not damage existing frames, and are removable.

3. Replacement windows or window elements that create a false historic appearance

- The use of windows that attempt to suggest earlier building types or the introduction of new decorative features like shutters without historic precedent is not appropriate, as it offers a false sense of historic development.
- Shutters should not be introduced without proper documentation as to the historical and architectural appropriateness.

4. Creating new window openings to the primary façade or readily-visible secondary elevations, such as a side elevation facing a public right-of-way

- When introducing a new window without documentation of the historic form, use the simplest form possible.
- Elaborate stained glass or other decorative glass should not be added to the primary façade or highly visible secondary elevation where there is not historical documentation or evidence of such materials.

**INAPPROPRIATE REPLACEMENT WINDOWS:
INCOMPATIBLE SIZE, MATERIALS, AND INCONSISTENT GLAZING PATTERN**



INAPPROPRIATE WINDOW ENCLOSURE



5.2.7 Awnings and Canopies

Awnings and Canopies were traditionally applied to commercial historic buildings for two reasons. When installed over storefront facades, awnings and canopies minimized interior heat gain and shielded the merchandise in the display windows from the sun. Awnings and Canopies also provided pedestrians on the sidewalk some protection from the elements.

Guidelines for Awnings and Canopies

✓ RECOMMENDED

1. Installation of awnings that are compatible with the historic commercial buildings to which they are affixed

- Awnings should be constructed of fabric supported by a metal internal structural framework.
- Awnings should be deep enough to be functional in terms of providing protection for storefronts and pedestrians from the elements.
- Awning colors should be neutral or compatible with the overall color palate of the building to which they are being affixed. Solid color awnings or awnings with simple stripe patterns are appropriate.
- The shape of an awning should be dictated by the shape of the window opening to which it will be applied. Shed type awnings are appropriate for rectangular window openings. Either shed type awnings or awnings with segmental arch top frames can be used for windows with segmentally arched window headers. Half-dome shaped awnings should only be applied to windows with true Roman arched window heads. Use of modern shapes that would not have existed historically is inappropriate.

2. Retention, preservation, and maintenance of historic metal canopies

3. Installation of new canopies that are compatible with the historic building to which they are affixed

- New canopies should not obscure important character-defining features such as transom windows or decorative glass.

✗ NOT RECOMMENDED

1. Internal illumination of awnings

2. Installation of awnings on a historic storefront in a manner that obscures storefront framing members

- The awning should only be as wide as the window to which it has been applied. It should not run the entire width of the historic storefront and obscure storefront framing members.

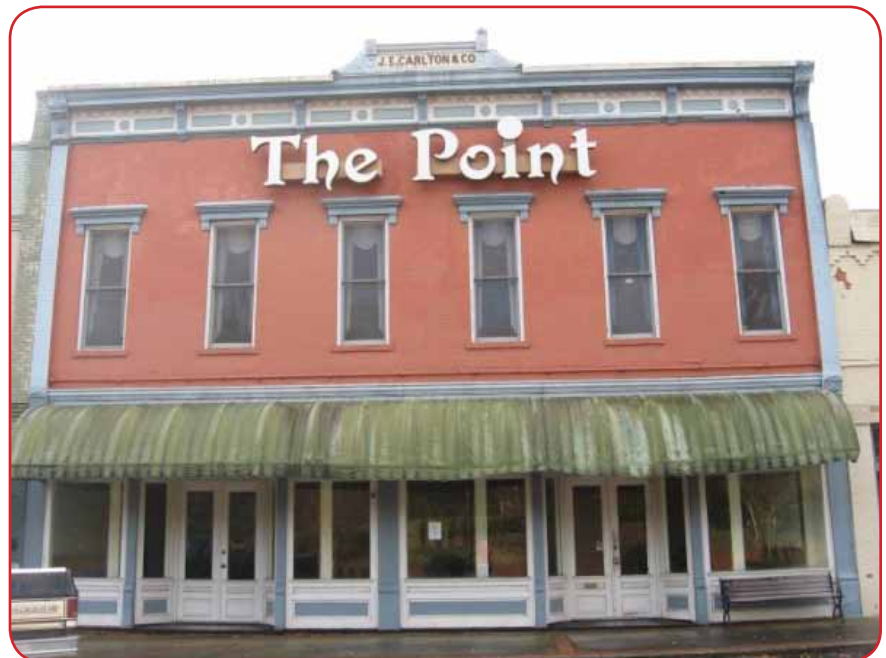
EXAMPLE OF APPROPRIATE TREATMENT:

AWNINGS ARE WELL-MAINTAINED AND COMPATIBLE IN DESIGN, SCALE, AND MATERIALS



EXAMPLE OF INAPPROPRIATE TREATMENT:

POORLY MAINTAINED AWNING SPANS ENTIRE BUILDING WIDTH



5.2.8 Building Lighting

Lighting on historic commercial buildings was traditionally understated. It was used to highlight details of the storefront and signs rather than to bathe the entire building façade in light. The subdued nature of historic building lighting was accomplished by using incandescent light bulbs that provided light similar in color to daylight and using fixtures that shielded the bulb with simple shades. Replacement lighting fixtures should be compatible with the design of the historic building and should be affixed in a manner that does not damage the historic fabric or obscure any architectural element.

Guidelines for Building Lighting

✓ RECOMMENDED

1. Installation of building lights that are compatible with the historic commercial building in design and scale
2. Installation of building lights in a manner that highlights signs and important storefront features (entrances and architectural details) rather than bathing the entire façade in light

✗ NOT RECOMMENDED

1. Application of replacement lights that are incompatible with the historic commercial building
2. Use of lights that are not subdued, but create glare or an overabundance of light that would not have been present historically

EXAMPLE OF INAPPROPRIATE BUILDING LIGHTING: INCOMPATIBLE STYLE AND SCALE



EXAMPLE OF APPROPRIATE BUILDING LIGHTING: COMPATIBLE STYLE AND SCALE



Building Lighting: Major vs. Minor Work Projects

Information on what constitutes a Major Work Project versus a Minor Work Project for building lighting is provided in the Work Project Table. A Certificate of Appropriateness must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

Before commencing work, please contact the Gainesville Community Development Department to verify the nature of the proposed work project.

Building Lighting Maintenance

The specific building lighting maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on lighting fixture maintenance and repair is provided in the Preservation Briefs prepared by the National Park Service (see Appendix D for a list of available Preservation Briefs).

Inspect your lighting fixtures: All lighting fixtures should be checked for exposed or damaged wires. Where fixtures are attached to a structural unit, make sure the joints are properly sealed to prevent moisture and air infiltration. Any utility lines running into a building should have a drip loop to prevent water being carried along the cable and into the building by surface tension.

5.3 Design Guidelines for Commercial Site and Landscape Features

Commercial landscapes are highly varied and often change more rapidly than the landscapes of residential districts. Change in commercial environments is precipitated by factors such as population growth, infrastructure improvements, or businesses seeking to achieve or retain a competitive advantage. The prevailing landscape characteristics of historic commercial environments such as the order created by the arrangement of buildings on a generally rectilinear grid and the density of development that enhances walkability demonstrates the inherent

design intelligence of these historic environments. In cities throughout the United States, new commercial developments are seeking to leverage the characteristics of historic commercial landscapes that in some cases had fallen out of fashion. Gainesville's historic commercial landscapes are valuable community assets that should be preserved and enhanced. The commercial site and landscape features discussed in Section 5.3 include (1) sidewalks, (2) vehicle parking, and (3) open areas behind existing buildings.



5.3.1 Sidewalks

Pedestrians are the lifeblood of a vibrant commercial area, and the sidewalk network provides an efficient, safe, and comfortable way for them to move through the environment. While the sidewalk is technically part of the public right-of-way, many business owners whose properties abut the sidewalk utilize portions of the sidewalk for business purposes. Others desire to improve the appearance of the sidewalk area in front of their individual building. These are understandable impulses in a competitive commercial environment, and business owners considering utilization of some portion of the sidewalk for outdoor seating or other applications should consult Gainesville's Code of Ordinances (<http://library.municode.com/index.aspx?clientId=10820>) to ensure the appropriateness of their actions. It is helpful to think of the sidewalk as a pedestrian corridor where one wall is created by the unbroken line of commercial buildings abutting the sidewalk, a second "perceived wall" is created by sidewalk fixtures such as benches, planting boxes, and street trees, and the "perceived corridor ceiling" is created by storefront awnings and the canopies of street trees. While the sidewalk may be enhanced or used for commercial purposes such as outdoor café seating, it is important that the sidewalk's functionality as a means of transportation is not limited.

Guidelines for Sidewalks

✓ RECOMMENDED

1. Adherence to any part of Gainesville's Code of Ordinances that applies to sidewalks

2. Maintenance of an unobstructed, clean sidewalk in front of each commercial building

- Gainesville's Code of Ordinances provides very specific instructions on business use of sidewalks for outdoor café seating and other activities to ensure that the sidewalk remains viable as a pedestrian corridor.

3. Retention, preservation, and maintenance of any historic mosaic or terrazzo paving elements in historic commercial entryways

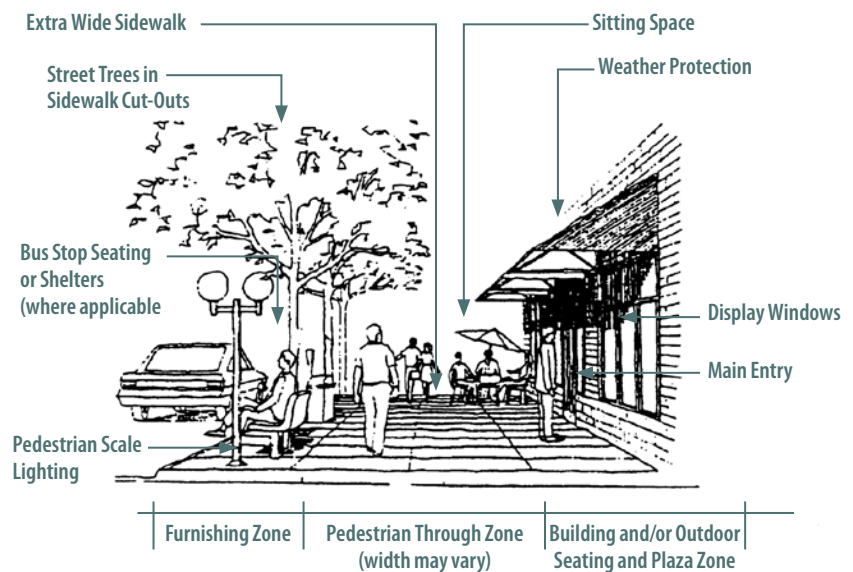
✗ NOT RECOMMENDED

1. Painting of the sidewalk area in front of an individual business

- Painting of the sidewalk gives a false proprietary impression and creates visual inconsistencies in the historic district.

2. Obstruction of the sidewalk with merchandise displays, temporary signage (sandwich boards, etc.), planters, or tables such that pedestrian movement is hampered

PREFERRED SIDEWALK LAYOUT



STOREFRONT WINDOW DISPLAYS KEEP THE INTEREST OF PEDESTRIANS ON THE SIDEWALK



5.3.2 Vehicle Parking

The goal for vehicle parking in commercial historic districts is to strike a balance between providing enough parking areas to support commercial activity while minimizing their visual impact on the commercial built environment. Parking lot improvements must comply with current design standards as required by the City of Gainesville's Unified Land Development Code (a.k.a. zoning and land development regulations).

Guidelines for Vehicle Parking

✓ RECOMMENDED

1. Adherence to all city ordinances and regulations associated with vehicle parking
2. Minimizing the visual impact of parking areas through the use of vegetative screening
 - In cases where a building is missing from a commercial block face, and the area is to be used for parking, installation of a planting strip along the sidewalk (in line with the block face) will visually screen the parking area from pedestrian and vehicular traffic.
 - Parking areas located on corner lots should be screened from public view with planting strips installed along the sidewalk.
 - The vegetative screening should include a mixture of evergreen shrubbery and trees.
3. Provision of appropriate lighting in parking areas

✗ NOT RECOMMENDED

1. Not providing visual screening of parking areas in commercial historic districts
2. Lack of consideration and incorporation of existing mature trees and historic paths or walkways in the design of new parking areas or lots

Vehicle Parking Maintenance

The specific maintenance information below is from *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Additional information on maintenance and repair is provided in the Preservation Briefs prepared

by the National Park Service (see Appendix D for a list of available Preservation Briefs).

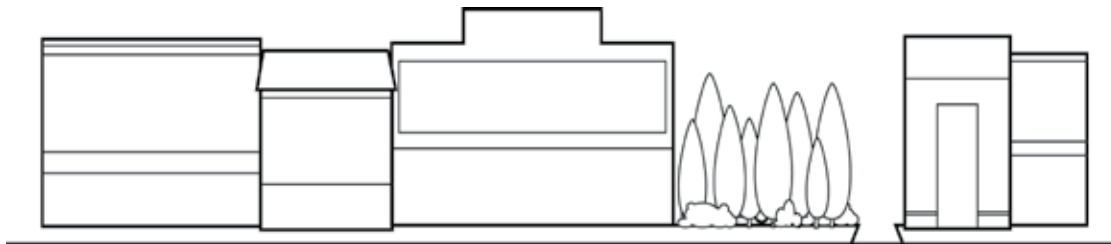
Permeable Surfaces: Where possible, use permeable materials to reduce water runoff.

Vehicle Parking: Major vs. Minor Work Projects

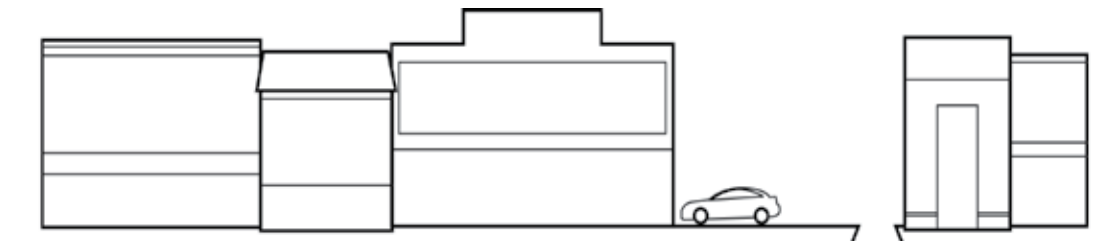
Information on what constitutes a **Major Work Project** versus a **Minor Work Project** for vehicle parking is provided in the Work Project Table. A **Certificate of Appropriateness** must be obtained prior to starting a work project that is not considered ordinary maintenance and repair.

A consultation meeting with the Gainesville Community Development Department and the Public Works Departments should be scheduled during the planning phase of any proposed work project involving a parking lot to determine any course of action to be taken prior to starting work.

EXAMPLE OF APPROPRIATE TREATMENT: VEGETATION SCREENING PARKING AREA



EXAMPLE OF INAPPROPRIATE TREATMENT: NO VEGETATIVE SCREENING



5.3.3 Open Areas behind Existing Buildings

The areas behind commercial buildings are frequently utilitarian spaces where deliveries are received and waste is discarded. Frequently, these open spaces to the rear of commercial buildings also provide opportunities for a secondary entrance to a commercial building. They may also serve as an auxiliary space for commercial operations, particularly if the open space adjoins an alleyway or other secondary street. In many instances, the open spaces behind commercial structures are visible from the public right-of-way. When the open areas behind buildings are visible from the public right-of-way or serve as a second point of entrance for customers, the historic character of the area should be protected.

Guidelines for Open Areas Behind Buildings

RECOMMENDED

1. Retention, maintenance, and preservation of readily-visible or publicly-utilized rear elevations
 - The same standards and guidelines applied to primary facades should be applied to readily visible or publicly-utilized rear elevations.
2. Repair, rather than replacement, of historic or character-defining features that are visible from or located on readily-visible or publicly-utilized rear elevations
3. Using features and building elements on readily-visible or publicly-utilized rear elevations that are appropriate and compatible to existing historic building elements in design, size, scale, and materials

NOT RECOMMENDED

1. Constructing new, incompatible features and building elements on readily-visible or publicly-utilized rear elevations that are incompatible with existing historic building elements in design, size, scale, and materials

5.4 Design Guidelines for Additions and New Construction in Commercial Historic Districts

New additions to historic buildings and new construction within historic districts can have a significant impact on the integrity of individual resources and the character of a historic district as a whole. In an effort to preserve its irreplaceable historic resources, the City of Gainesville has developed design guidelines for additions and new construction in commercial historic districts. The guidelines provide information on recommended treatments and approaches, as well as practices to be

avoided, during the construction of additions to historic buildings and new construction within commercial historic districts.

New construction and additions in commercial historic districts covers (1) additions to existing buildings in commercial historic districts, (2) new construction in commercial historic districts, (3) new accessory buildings in commercial historic districts, and (4) accessibility features in commercial historic districts.



5.4.1 Additions to Existing Buildings in Commercial Historic Districts

In order to retain their functionality, it is sometimes necessary to enlarge historic buildings. It is important that these changes do not radically alter or obscure the character-defining features of the building, especially in the areas of massing and scale, materials, features, and finishes. Additions to historic buildings should also be reversible, meaning that they could be removed in the future with minimal impact to the historic fabric. Owners of historic buildings should only consider the construction of an addition after they have determined that an alteration of the interior spaces within the building cannot meet their needs.

Individuals wishing to construct an addition to their building should consider the overall character of the site, the impact on neighboring structures, and the district as a whole. Alterations that attempt to create a false sense of historic development are discouraged; however, with proper historical documentation, it is possible to restore a feature long since removed or destroyed.

5.4.1.1 Location, Massing, Scale, and Application of Additions to Historic Commercial Buildings

Although it is preferable to retain the original design and layout of a historic building, it is sometimes necessary to create additional space. When making additions to historic buildings, it is important to keep in mind the overall massing and scale of the original, in addition to its relationship with adjacent buildings. Additions should be designed in such a way that their size and location will not visually enlarge the building in comparison with its neighbors. Massing of additions should be in keeping with existing buildings to maintain the visual rhythm of the altered building in comparison with its neighbors.

Guidelines for Location, Massing, Scale, and Application of Additions to Historic Commercial Buildings

✓ RECOMMENDED

1. Location of an addition at the rear of the building so that it cannot be seen from the primary façade and has as little impact as possible on a building's character-defining features

- An addition should generally be made to the rear of the building because a properly located rear addition can provide the desired increase in interior space without significantly changing the character of the structure.

2. Construction of an addition that has an equal or lesser number of stories above grade than the main building

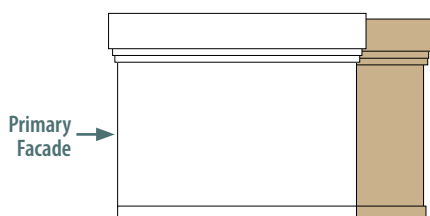
- An addition should be secondary to the original building. It should not overpower the original building with its size, either in floor area or in height.

3. Construction of an addition in a manner that protects the character-defining features and materials of the original building

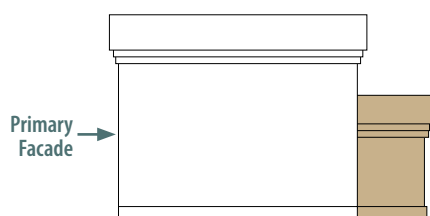
- New additions should be considered only after all other options, such as altering non-character-defining interior spaces, has been explored.
- New additions should be designed and constructed so that the character-defining features of the historic building are not drastically changed, obscured, damaged, or destroyed during the construction process.
- Additions should be attached to the original building in a manner that results in the least amount of loss of historic materials.

- Reversibility of the addition is an important consideration. An addition should be constructed in a manner in which it could be removed at a later date without severe damage to the architectural character of the historic structure.

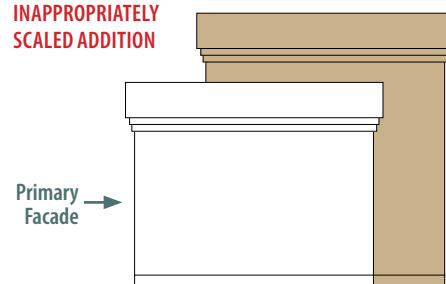
APPROPRIATELY SCALED ADDITION



APPROPRIATELY SCALED ADDITION



INAPPROPRIATELY SCALED ADDITION



✗ NOT RECOMMENDED

- 1.** Construction of an addition to the front façade of the principal building
- 2.** Construction of an addition to a historic building that extends above its roofline or that changes the original roof form
 - Generally, the roof shape and pitch of the original building should be repeated in the addition.
- 3.** Construction of an addition that is wider than the original building
 - Side additions or additions that are wider than the original building should be constructed with caution because many architectural styles rely on balance and symmetry.

EXAMPLE OF INAPPROPRIATE TREATMENT:
ROOFTOP ADDITION VISIBLE FROM PUBLIC RIGHT-OF-WAY



5.4.1.2 Materials Used in Additions to Historic Commercial Buildings

Additions should be compatible in design, but distinguishable from, the original building. It is often advisable to use exterior materials to achieve this distinction. Natural historic building materials exude a warmth, patina, and texture that modern, synthetic materials struggle, and usually fail, to achieve. When creating additions to historic buildings, it is important that the exterior materials are similar to the original in scale, texture, and composition.

Guidelines for Materials Used in Additions to Historic Commercial Buildings

✓ RECOMMENDED

1. Construction of an addition that is clearly differentiated from the historic portion of the building so as not to give a false historic impression

2. Use of exterior materials that are similar to what was used on the historic portions of a building

- The finish of an addition should be consistent with that of the original building. The addition to a brick building should feature bricks that match the original bricks as closely as possible.
- The brick used on an addition should be painted if the historic brick on the original building is painted.

3. Using fiber cement or other siding that is similar to historic wooden siding in texture, appearance, and reveal dimension

✗ NOT RECOMMENDED

1. Construction of an addition that results in the unnecessary loss of historic materials

**EXAMPLE OF INAPPROPRIATE TREATMENT:
ADDITION WITH INCOMPATIBLE MATERIALS**



5.4.1.3 Windows and Doors on Additions to Historic Commercial Buildings

In order to create an addition that is compatible with a historic building, it is important to include window and door openings that are appropriately placed and in scale with the original design.

Guidelines for Windows and Doors on Additions to Historic Commercial Buildings

✓ RECOMMENDED

1. Construction of additions with fenestration (door and window openings) that are in proportion with window and door openings on the original building

- An addition should reflect the established fenestration pattern of doors and windows on the original building.

2. Use of windows and doors that are compatible with those on the historic commercial building in terms of materials, size, and design

EXAMPLE OF APPROPRIATE FENESTRATION ON COMMERCIAL ADDITION



✗ NOT RECOMMENDED

1. Construction of an addition with large, unbroken expanses of wall (without windows and doors) that are out of character with the original structure

2. Use of windows with flat grilles or muntins sandwiched between panes of glass

ADDITION WITH INCOMPATIBLE FENESTRATION



5.4.1.4 Guidelines for the Addition of Porches, Decks, and Exterior Stairs to a Historic Commercial Building

To ensure the continued functionality or commercial viability of a building, it is sometimes necessary to construct an exterior addition such as a porch, deck, or exterior stairway. It is important that non-historic additions not be a visual distraction from the historic building, and that they remain compatible with the original design of the historic commercial building.

✓ RECOMMENDED

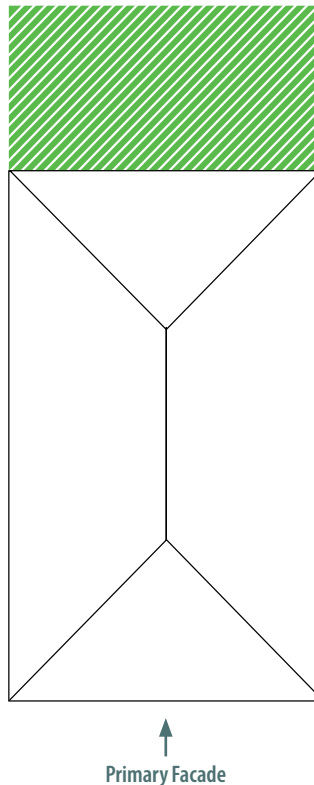
1. Location of new porches, decks, or stairways in inconspicuous locations

- New porches, decks, or stairways should be built on the rear elevation of a building, or on a secondary side elevation that is not readily visible from the public right-of-way.

2. Construction of new rooftop decks on historic commercial buildings in an inconspicuous location of the roof where they are visually screened by the façade parapet wall

- Any new amenity added to the rooftop (deck for outdoor restaurant seating, platform for a rooftop garden, etc.) should not be visible from the pedestrian right-of-way, particularly the sidewalk on the opposite side of the street onto which the building faces.
- Any new rooftop amenity should meet all of the requirements of *Gainesville's Code of Ordinances* and other applicable regulations.
- Construction of any new rooftop amenity should not damage the historic commercial building. Rooftop additions should not hamper a building's ability to shed water, and care should be taken to determine whether the historic building is structurally capable of supporting a rooftop addition.
- Shade creating elements such as umbrellas or canopies must not be visible from the sidewalk on the opposite side of the street.
- Umbrella and/or canopy design must be approved by the Gainesville Historic Preservation Commission. Umbrellas and/or canopies should be a solid, neutral color with no pattern or advertisements. All umbrellas or canopies on an individual rooftop deck should be the same color.

APPROPRIATE AREAS FOR NEW PORCHES, DECKS, AND STAIRS



Primary Facade

✗ NOT RECOMMENDED

1. Addition of any porch, deck, or exterior staircase on the primary façade or readily visible secondary elevation where one did not exist historically

- The construction of a deck - whether cantilevered or supported by posts - that extends over a sidewalk from the second story of a commercial façade (front of building) is not appropriate.

2. Addition of new decks, stairways, or porches to portions of a building where they would be visually obtrusive, such as the front facade and readily visible side elevations of a historic building

EXAMPLE OF INAPPROPRIATE TREATMENT: NEW DECKING AND STAIRS ON SECONDARY ELEVATION VISIBLE FROM PUBLIC RIGHT-OF-WAY



5.4.1.5 Architectural Details and Trim on Additions to Historic Commercial Buildings

Because architectural details and trim establish the character of buildings, it is important to apply them carefully to additions to historic buildings. Used inappropriately, they can give a false sense of history by making the addition appear older than it is or making it difficult to distinguish between the historic and modern portions of the building. It is important to apply architectural details and trim in a way that is sensitive to the historic fabric of the building and subtly different to distinguish the historic from the later addition.

Guidelines for Architectural Details and Trim on Additions to Historic Commercial Buildings

✓ RECOMMENDED

1. Use of simple detailing on additions to commercial historic buildings
2. Relation of details and trim on an addition to detailing found on the original building
 - The use of simplified versions of the historic trim, such as the detailing at a cornice, can make the addition more visually compatible with the historic building without creating a false sense of history.

✗ NOT RECOMMENDED

1. Exact mimicking of details found on the historic building
2. Use of materials that are not compatible with the scale or texture of trim on the historic building

Additions: Major vs. Minor Work Projects

Given the potential impact to the visual character of a district, the construction of an addition to an existing building within a residential local historic district is considered a **Major Work Project**

and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to receiving a permit to construct a building addition.

5.4.1.6 Accessibility and Safety Features in Commercial Historic Districts

Modifications to historic buildings are often necessary to comply with accessibility, fire, and building code requirements. In local historic districts, a building may require renovation in order to accommodate and provide access for persons with disabilities.

The City of Gainesville has created a Fire District for its downtown commercial and industrial areas to prevent the ignition of fires and limit the ability of fires to spread throughout the area. [Article 9-20-2 of Gainesville's Unified Land Development Code](#) covers fire prevention and establishes a Fire District within which buildings must conform to additional building codes designed to prevent the ignition and spread of fires. Any new construction within the established Fire District must conform to the fire prevention measures adopted by the City of Gainesville.

Guidelines for Accessibility and Safety Features in Commercial Historic Districts

✓ RECOMMENDED

1. Locating an accessibility ramp on a rear elevation or on a secondary side elevation where it will not be readily visible from the public right-of-way

- New accessibility ramps should be constructed of wood.
- A new accessibility ramp's design and detailing should be compatible with the building to which it is being applied.

2. Locating a fire escape or exterior staircase on a rear elevation or on a secondary side elevation where it will not be readily visible from the public right-of-way

3. Adherence to the fire prevention measures adopted by the City of Gainesville for new construction within the fire district

✗ NOT RECOMMENDED

1. Construction of exterior upper-level entrance staircases on a primary or readily visible secondary elevation

- The rear elevation, or a non-readily visible secondary side elevation, is the most appropriate location for exterior staircases.
- Exterior staircases should be of wood construction.

COMPATIBLE AND APPROPRIATELY LOCATED FIRE ESCAPE ON REAR ELEVATION



COMPATIBLE AND APPROPRIATELY LOCATED FIRE ESCAPE ON REAR ELEVATION



5.4.2 New Construction in Commercial Historic Districts

Over time, buildings in Gainesville's commercial historic districts may be lost to fire, weather, or demolition. It is important that infill development and other new construction on the resulting vacant lots be constructed in a manner that recognizes and reflects the historical integrity and character of the district as a whole.

Compatibility is the key to the successful introduction of new construction within Gainesville's commercial historic districts, and it can be achieved by following guidelines for design and placement that reflect the established environment of the individual district. The guidelines for new construction are not intended to require particular architectural features, dictate architectural style, or limit creativity; rather they are general in nature and intended to identify a set of design principles that will encourage compatible infill development. Such compatibility offers protection of the historical integrity of the district and personal investments made by others in the district.

Infill development and new construction should be recognizable as new, yet it should also be compatible with the existing building stock of the commercial district. Replication of existing buildings is neither a goal nor a desired result of the guidelines, as such a project would create a false sense of historic development. In other words, a new building should not be an imitation of the past, rather it should respond to the present time, the environment and use for which it is intended. Reconstruction of a historic property is appropriate in a limited number of situations, provided that significant physical documentation of the original historic commercial building exists. Reconstruction of a historic commercial building should only occur on the original site.

5.4.2.1 Placement and Orientation of New Construction

The placement and orientation (or direction in which the front façade faces) of infill development should reflect the precedent within the commercial historic district. In most cases, this means that new construction should be aligned at the zero lot line like the adjacent buildings on the block face.

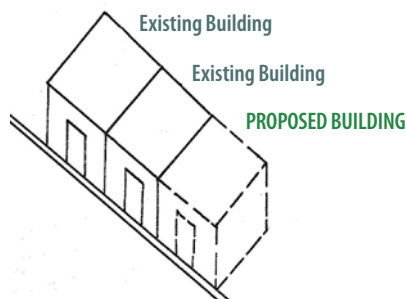
Guidelines for Placement and Orientation of New Construction

✓ RECOMMENDED

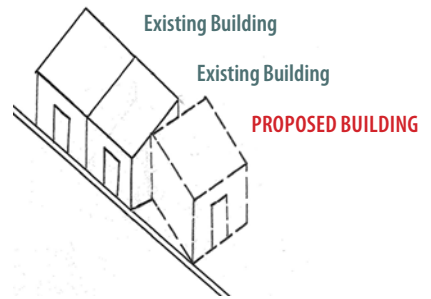
1. Construction of new buildings in the historic district that adhere to established patterns and practice

- New construction should not interrupt existing building patterns along the street and should respect existing mature landscape features and historically open spaces. Infill development should reflect the scale, massing, and height that characterize other buildings within the historic district.
- The setback of infill construction should conform to the established historic setback of adjacent buildings, particularly in terms of the building's relationship to its front and side lot lines.
- The new building's orientation on the lot should conform to the orientation of the adjacent historic buildings. Compatibility of orientation means that the primary façade (with the main entrance) of the new building would face the street straight-on in the same manner that the primary façades of the existing buildings on the same side of the street face the primary street straight-on. If the existing buildings on the street face the street straight-on, it would be inappropriate for the primary façade of a new building to be angled or situated to face a secondary street or other lot line. New corner buildings should be designed so that the main entrance faces the primary street, yet the façade fronting the secondary street(s) should contain windows and decorative features to visually enhance the secondary street. Long lengths of blank walls should be avoided.

APPROPRIATE PLACEMENT AND ORIENTATION OF NEW CONSTRUCTION



INAPPROPRIATE PLACEMENT AND ORIENTATION OF NEW CONSTRUCTION



EXAMPLE OF AN INAPPROPRIATE SETBACK



5.4.2.2 Rhythm of New Construction

The rhythm of spacing between new and existing buildings should be similar to the existing buildings on the block face (buildings on the same side of the street). In commercial historic districts, this will often mean that there should be no space between adjacent buildings, as many are constructed to their zero lot lines. Lots should not be combined or subdivided in a manner that may allow for the construction of materially larger or smaller buildings than previously existed in the district.

Guidelines for Rhythm of New Construction

✓ RECOMMENDED

1. Construction of new buildings within the historic district that are compatible with the existing building on the block face in terms of rhythm and spacing

✗ NOT RECOMMENDED

1. Construction of a new building that violates the established rhythm of buildings on the block face

NEW CONSTRUCTION SHOULD ADHERE TO THE ESTABLISHED RHYTHM OF GAINESVILLE STREETScape



5.4.2.3 Scale and Proportion of New Construction

The size of a new building to be constructed within the historic district should be consistent with adjacent existing buildings. New construction in a historic district should also be compatible with the scale of the other buildings in the district, meaning that the building itself, as well as its individual architectural features, should be roughly the same size as the surrounding historic buildings.

After a site has been selected for the new building, work can begin on the development of a design that is compatible with the existing mass and directional expression of the adjacent historic buildings in the district.

Directional expression, which is the overall relationship of height to width, is an important consideration as it affects the perceived massing (or overall form) of the building. Directional expression may be described as vertical, horizontal or square (non-directional). A newly constructed building should be visually related in its directional character to adjacent buildings; thus, new buildings should be constructed to a height and width that is an average of the height and width of the historic buildings within the district. In many cases, the width of a replacement building in a commercial historic district will be determined by the width of its lot, although this would not be the case for standalone buildings.

Guidelines for Scale and Proportion of New Construction

✓ RECOMMENDED

1. Construction of new buildings within a commercial historic district that are compatible in scale and proportion with the existing historic buildings on the same block face

- Infill construction should be compatible with the height and width of the existing buildings in the historic district. In general, use forms or massings that relate to those of existing structures in the district. Massing of large-scale structures should be reduced so that they will not overpower the traditional scale of the district. Techniques that can be used to achieve compatibility of scale and proportion include varying the surface planes of the building, breaking up the roofline with different elements to create smaller compositions, and stepping back portions of the building (away from the façade) as height increases.
- If proposed new construction is greater in width than historic buildings in the district, the primary façades should be divided into bays to reflect the predominant width of existing buildings in the district.

2. Construction of new buildings that adhere to the established scale of historic buildings within the district, rather than the district's modern, non-contributing buildings

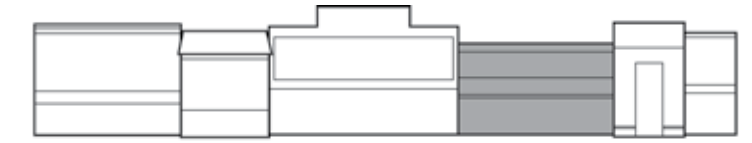
- Any new building should note historic building scale in the district and conform to that scale. In areas where there is a mixture of historic and non-historic buildings, the scale of new construction should relate to the scale of the historic buildings.
- In areas where there are multi-story newer buildings and smaller scaled historic buildings, proposed large new construction should have lower scaled portions at the street-front level that relate to the smaller scaled buildings. This can be achieved by setting back upper stories from street-front façades.

✗ NOT RECOMMENDED

1. Construction of new buildings within commercial historic districts that are incompatible in terms of scale and proportion with the existing historic buildings in the district

2. Construction of new buildings with façade elements that are not compatible with the façade elements on existing buildings in the district

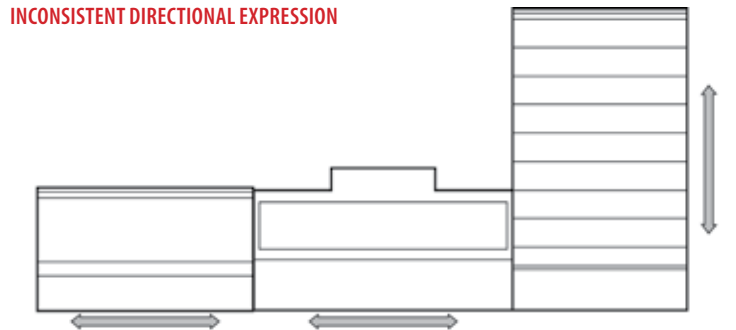
COMPATIBLE HEIGHT, SCALE, AND MASSING



INCOMPATIBLE HEIGHT, SCALE, AND MASSING



INCONSISTENT DIRECTIONAL EXPRESSION



5.4.2.4 Façade Fenestration and Articulation in New Construction

The fenestration pattern and articulation of a façade have a profound effect on the appearance of a building. Fenestration pattern refers to the arrangement of window and door openings on a façade. Articulation refers to design features such as recessed areas or projections that add visual interest and break up the flat, monolithic appearance of a façade. A new building that is compatible in overall size and form may still be incompatible with the historic resources in a district if its fenestration pattern or articulation of its façade are markedly different. New buildings should feature a fenestration pattern and façade articulation that is visually compatible with the established precedents in the commercial historic district, particularly with historic resources on the same block face.

Guidelines for Façade Fenestration and Articulation in New Construction

✓ RECOMMENDED

1. Construction of new buildings in the historic district that are compatible with existing historic buildings in terms of fenestration pattern and façade articulation

- The primary façade should not have blank walls or walls with only one window or door opening. The number of openings should be consistent with existing buildings in the district.
- The main entrance of a new building should be located in approximately the same position as entrances on historic buildings.

✗ NOT RECOMMENDED

1. Construction of new buildings that do not convey the same sense of texture or visual interest as the existing historic buildings within the district due to a lack of compatible articulation

APPROPRIATE FACADE FENESTRATION AND ARTICULATION



Existing Building

PROPOSED WITH
COMPATIBLE FENESTRATION

INAPPROPRIATE FACADE FENESTRATION AND ARTICULATION



Existing Building

PROPOSED WITH
INCOMPATIBLE FENESTRATION

5.4.2.5 Continuity of Design in New Construction

Infill development in Gainesville's local commercial historic districts should exhibit continuity of design with the existing historic building stock of the district, meaning that it should appear compatible on a holistic basis. New construction that adheres to the historic district's established practices in terms of factors such as building placement, scale, massing, form, and materials will achieve continuity of design.

Guidelines for Continuity of Design of New Construction

✓ RECOMMENDED

1. Development of designs for new construction that echo or compliment the architectural and visual characteristic of the historic district

- A new building's materials, form, roof, etc... should be compatible with the predominant materials used on existing historic structures in placement, size, texture, and finish.

✗ NOT RECOMMENDED

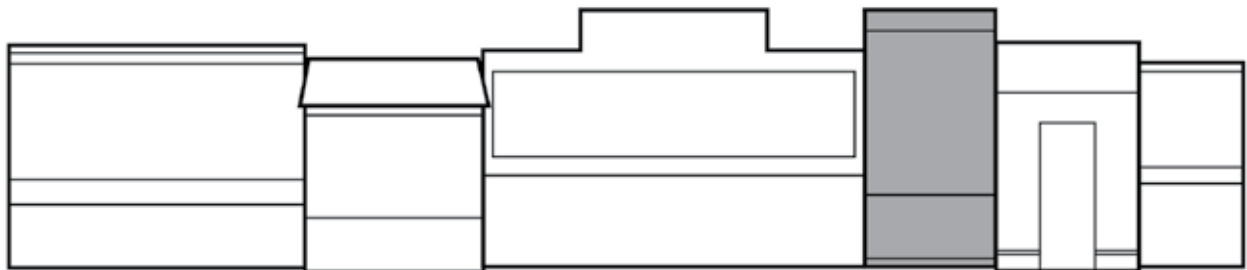
1. Infill construction that replicates the existing historic buildings in a district so closely that it creates a false sense of history or confusion about which buildings are historic and which buildings are infill

2. Construction of a new building that is not compatible with existing historic buildings in terms of roof form, pitch, and overhang or window and door size, shape, and location

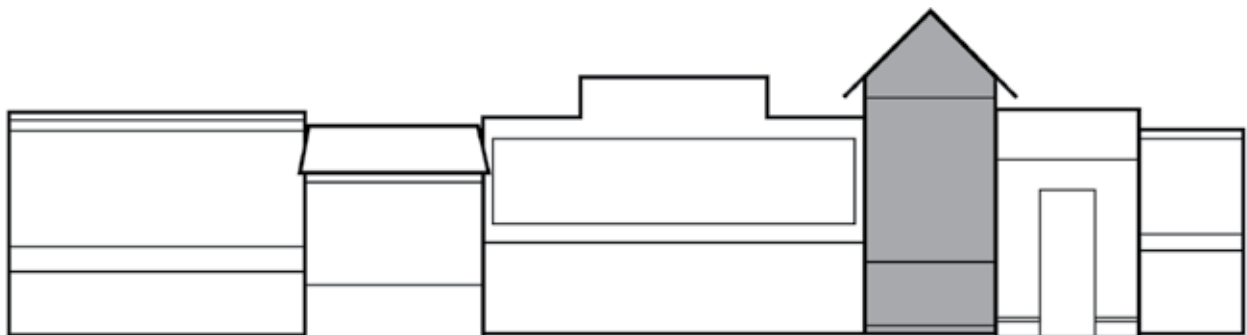
New Construction: Major vs. Minor Work Projects

Given the potential impact to the visual character of a district, new construction within a commercial local historic district is considered a **Major Work Project** and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to obtaining a land disturbance or building permit.

APPROPRIATE CONTINUITY OF DESIGN



INAPPROPRIATE CONTINUITY OF DESIGN



5.4.2.6 New Accessory Buildings in Commercial Historic Districts

Over time, an owner or occupant may find it necessary to construct a new outbuilding or accessory building to provide additional storage or activity space. New accessory buildings should be compatible with their associated commercial historic building and the surrounding buildings in the district.

Guidelines for Construction of New Accessory Buildings in Commercial Historic Districts

✓ RECOMMENDED

1. Construction of accessory buildings that are simple and utilitarian in design in order to protect the overall visual character of the associated historic property as well as the larger district

- The design and materials used in the construction of the new accessory buildings should be compatible with the existing principal building and reflect the design, form, and materials of the existing building.

2. Placement of the new accessory building that reduces visual impact and observes historical precedent by siting the accessory building to the rear of the principal building

- New accessory buildings should be placed inconspicuously out of public view.

3. Screening accessory buildings that are readily visible from the public right-of-way with a mixture of evergreen and deciduous landscaping

4. Construction of new accessory buildings that defer to historical precedent in terms of placement, even if the associated principal building is non-historic

- A new accessory building for a non-historic property located within a commercial historic district should be located to the rear of the principal building or elsewhere on the property in a manner that is similar to the placement of historic outbuildings or accessory buildings.

5. Construction of new accessory buildings for non-historic buildings that reflect the design and materials of the non-historic principal building

✗ NOT RECOMMENDED

1. Placement of new accessory buildings forward of the principal building's front façade

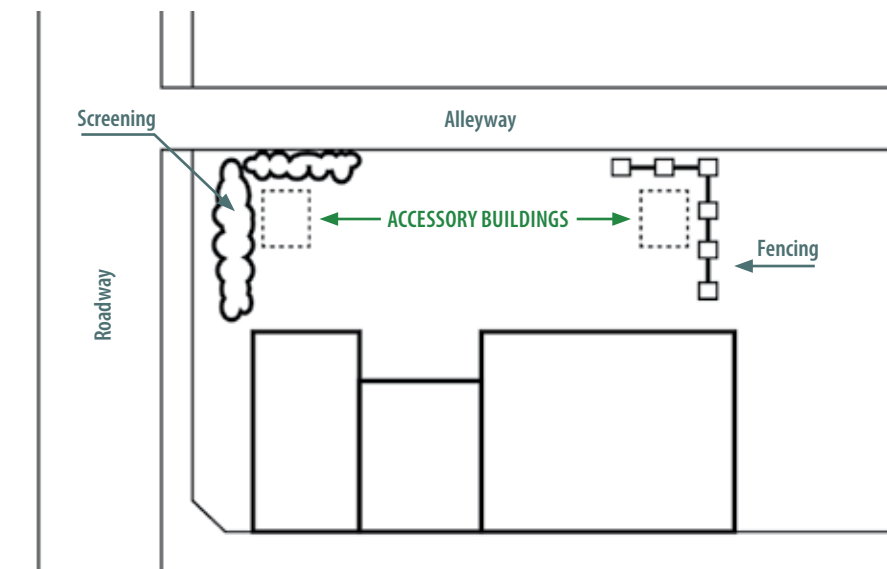
2. A new accessory building's form and materials should be compatible with the predominate form and materials exhibited by existing historic buildings in placement, shape, size, texture, and finish

3. Attachment of the new accessory building to the principal building

4. Use of prefabricated accessory buildings within a commercial local historic district

- Prefabricated buildings are not recommended for historic or non-historic properties within the district, as they tend to take away from the overall character and integrity of the individual site and district.

APPROPRIATE ACCESSORY BUILDING AREAS WITH SCREENING



5.4.2.7 New Parking Areas and Parking Facilities in Commercial Historic Districts

As Gainesville experiences growth over time, it may be necessary to construct new parking lots or parking facilities in commercial historic districts. The physical and visual impact of new parking areas and new parking facilities within commercial historic districts should be mitigated as much as possible. It is inappropriate to sacrifice historic resources to construct new parking lots or new parking facilities.

Parking facilities or decks should adhere to all of the guidelines for new construction in a commercial historic district in terms of building placement, massing, scale, and façade articulation. If possible, the street level façade of a new parking facility should provide retail storefront space to help it blend into the existing commercial environment.

Guidelines for New Parking Areas and Parking Facilities in Commercial Historic Districts

✓ RECOMMENDED

1. Seeking approval from the Gainesville Historic Preservation Commission when installation of a new parking area in a commercial historic district is being considered

2. Adherence to the specific codes and regulations that pertain to parking in Gainesville's Code of Ordinances

3. Locating parking lots in inconspicuous areas and screening them from public view

4. Use of pervious surfaces in parking lot construction

5. Construction of parking lots that feature a concrete curb and gutter or other appropriate alternative for drainage

6. Installation of vegetation that visually screens parking lots from public view

- Minimum visibility of pavement within parking lots is strongly encouraged.
- Evergreen landscape buffers and hedges should be located around the perimeter of parking lots with shade trees interspersed throughout the interior of the parking lot.
- The required vegetative screening should contain a **mixture** of evergreen vegetation to reduce the potential for widespread loss due to a pathogen (disease, bacteria).
- A listing of trees, shrubs and other vegetation appropriate for Georgia (based on climate and soils types) titled *Landscape Plants for Georgia* has been created by the University of Georgia College of Agricultural and Environmental Sciences. The following shrubs – which are listed in *Landscape Plants for Georgia* as being good screening or hedge shrubs – are examples of vegetative plantings that may be appropriate for screening parking areas from public view: Needle Point Holly, Sasanqua Camellia, and Waxmyrtle (native to Georgia). Note that this is not an all-inclusive list but are examples of appropriate evergreen shrubs.

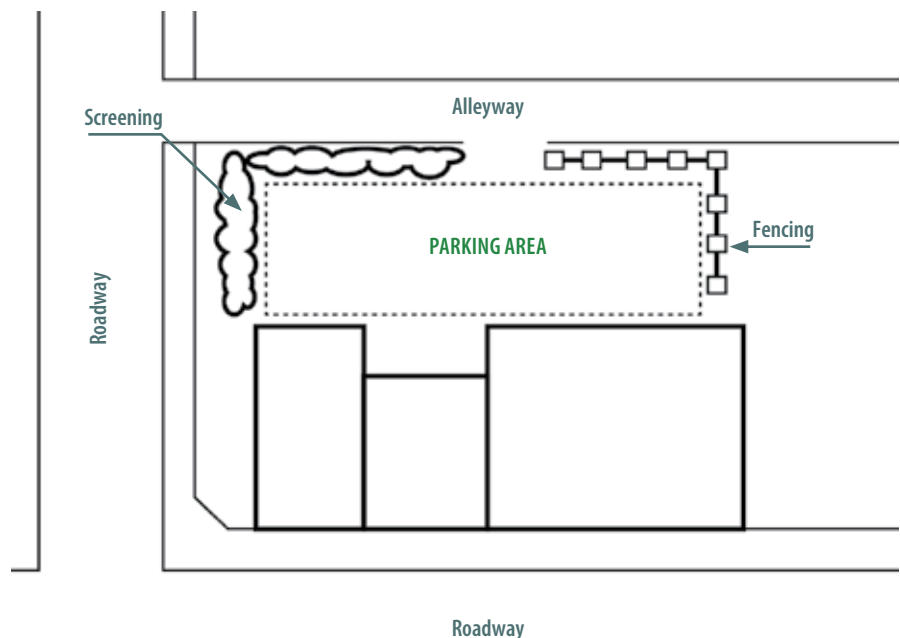
7. Provision of appropriate lighting in parking areas

- Parking area lighting should be compatible with existing lighting in the district and should be sufficient to make both drivers and pedestrians feel secure.

8. Construction of a new parking facility or deck that adheres to the design guidelines for new construction in the commercial historic district in terms of placement, massing, scale, façade articulation, and materials

- New parking facilities should feature retail storefront space at the street level to help them blend in with the surrounding built environment.

APPROPRIATE PARKING AREA LOCATION WITH SCREENING

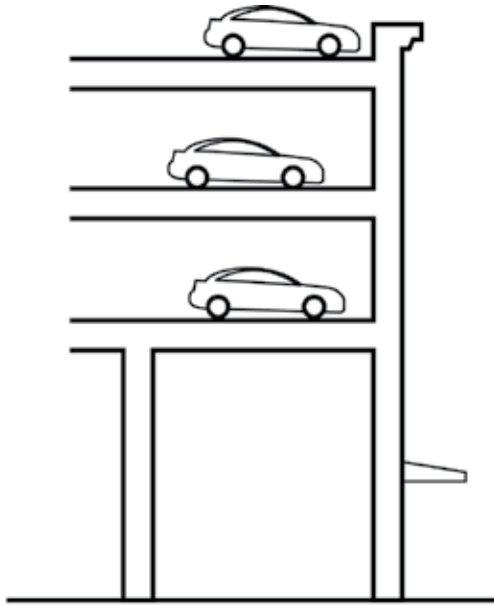


Guidelines for New Parking Areas and Parking Facilities in Commercial Historic Districts

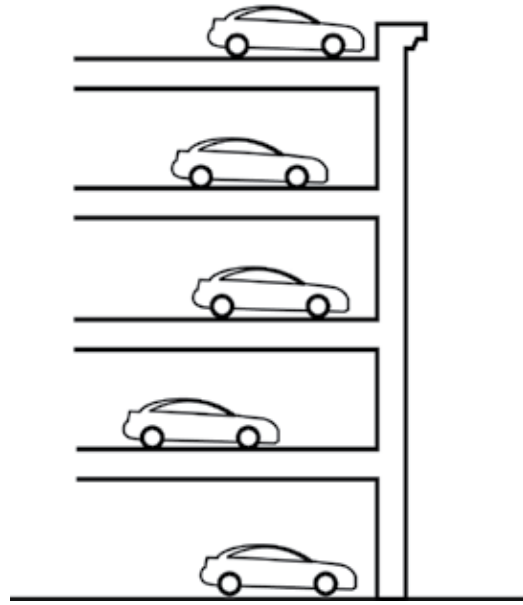
❌ NOT RECOMMENDED

1. Demolition of a historic building to make way for a new parking area
2. Construction of new parking lots or areas that are not screened by vegetation

APPROPRIATE PARKING DECK WITH STREET LEVEL RETAIL SPACE



INAPPROPRIATE PARKING DECK WITH NO STREET LEVEL RETAIL SPACE



5.5 Design Guidelines for Signage in Commercial Historic Districts

Signs are one of the most impactful visual elements in commercial areas. The selection of appropriate signage for a commercial historic district is critical for preserving the historical and architectural integrity of the district. Signs are one of the most prominent visual elements on a street, and as such, they can detract significantly from even the most attractive building and clutter its surroundings. Excess signage in size or number constitutes visual pollution, which takes away from the appearance and character of the district as well as erodes property values in commercial historic districts.

Signage in Gainesville is controlled by the City's Sign Regulations, as adopted in July of 2005 as part of the *Gainesville Unified Land Development Code* and as amended through March of 2013. The Gainesville Historic Preservation Ordinance and these design guidelines do not replace the existing sign regulations; however, the following guidelines

are offered to help owners, occupants, and other individuals determine what is the most appropriate signage so as to protect the overall historic character of commercial historic districts.

Generally speaking, a sign should be no larger than what is necessary to identify a business. In a commercial historic district, signage should be legible and visible from the sidewalk and the adjacent roadway. To achieve compatibility between historic resources and signage, it is recommended that the owner, occupant, or other individual choose appropriate details and a proper location for signage as well as place a premium on simplicity and directness of the message. Signage should be simple and draw upon the architectural elements of the principal building; thus, it is hoped that the design and use of materials for the signage will harmonize architecturally with the principal building and historic residential tradition.



Guidelines for Signage

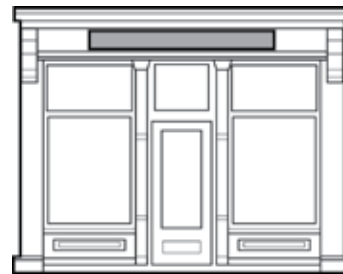
✓ RECOMMENDED

1. Signs shall comply with the City of Gainesville's sign regulations, as adopted and amended as part of the Unified Land Development Code
2. Installation of a sign that makes a positive contribution to the general appearance of the historic district
3. Installation of affixed signs that do not obscure architectural features of the building
4. Installation of signs that are compatible in form, size, and materials with the building to which they are affixed
5. Installation of affixed signs that are reversible and do not cause undue damage to historic materials
6. All signs should be of a design and include materials that are in keeping with the architectural design and exterior materials of the principal structure
 - All projecting or hanging signs should be of wood construction.
7. Uniformity of size and lettering among properties in the district to create a pleasing visual consistency
 - Upper and lower case lettering should be used to facilitate readability.
8. Lighting of signs within the district should be indirect
 - Internally-lit signage is inappropriate for signage in historic districts.
 - The lighting should be sufficient to allow for the identification of the sign but should not detract from the surrounding historic area.

EXAMPLE OF APPROPRIATE COMMERCIAL SIGNAGE



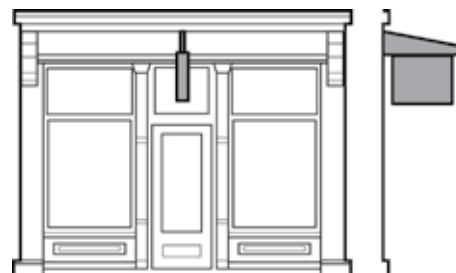
EXAMPLES OF APPROPRIATE SIGNAGE LOCATION AND TYPE



Signboard



Window Signs



Projecting Signs

✗ NOT RECOMMENDED

1. Internally-lit signage
2. Installation of overly-large signs
 - Large signs ensure attention but may be a traffic and safety hazard and/or may negatively impact adjoining properties and take away from the visual character of the district.

Signage: Major vs. Minor Work Projects

Replacing an existing sign or introducing new signage is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained from the Gainesville Historic Preservation Commission prior to performing the work project.

Before applying for a sign permit, contact the Gainesville Community Development Department to verify the nature of the proposed work project.

EXAMPLE OF WELL-MAINTAINED HISTORIC PAINTED SIGN



6 Guidelines for Demolition and Relocation

The building, site, and landscape features of properties located in Gainesville's residential and commercial local historic districts possess historical, architectural, cultural, and aesthetic significance that are recognized and valued. Local designation and design review provide protection for the visual characteristics that contribute to the overall integrity of the local districts while adding to Gainesville's charm. The historic significance, visual character, and integrity of local historic districts are directly threatened by neglect, demolition, and relocation. As such, neglect, demolition, and relocation should be avoided where possible.

Neglect in Local Historic Districts

Neglect of historic and non-historic structures within a local historic district is hazardous and is harmful not only to an individual property but to a district as a whole; therefore, neglect should be avoided.

Neglect includes the deterioration of the building's structural system, exterior architectural features, and broken windows, doors, or other openings, which can allow entry of vermin and weather elements. To avoid neglect, property owners should provide ordinary maintenance and repair.

Property owners are legally responsible for keeping their buildings in good repair; [Section 9-8-8-8](#) of the *Gainesville Unified Land Development Code* (Appendix A) addresses actions that may be taken by the Gainesville Historic Preservation Commission and City Council in the event neglect occurs.

Notably, if the Historic Preservation Commission determines a property owner has failed to provide ordinary maintenance or repair (including but not limited to damaged windows, doors, siding, foundation or roof structure) the Historic Preservation Commission shall notify the property owner and set forth the steps which need to be taken to remedy the situation. The property owner will have 180 days in which to resolve the situation.

If the condition is not remedied within 180 days, the owner shall be subject to the enforcement provisions as specified in [Chapter 9-24-2](#) of the *Unified Land Development Code* (Appendix A), or upon authorization and at the discretion of the Governing Body, the Historic Preservation Commission may perform such maintenance or repair as is necessary to prevent deterioration by neglect, whereupon the property owner shall be liable for the cost of such maintenance or repair.

Demonstrating Undue Hardship

Where, by reason of unusual circumstances, the strict application of any provision of the Gainesville Historic Preservation Ordinance would result in the exceptional

practical difficulty or undue hardship upon any owner of a specific property, the Historic Preservation Commission has the power to vary strict adherence to the provisions, or to interpret the meaning of the provisions, so as to relieve such difficulty or hardship, provided that such variances or interpretations do not compromise the architectural or historical integrity of the property. In granting variances, the Historic Preservation Commission may impose reasonable and additional stipulations and conditions, as they deem necessary.

An undue hardship should not be a situation of the property owner's own making. An undue hardship may be granted only to the extent necessary to alleviate any unnecessary hardship and not as a convenience to the applicant or owner, nor as a way to gain an advantage or interest over similarly designated properties.

The process, procedural requirements, and criteria for considering an application for an Undue Hardship variance are specified in [Chapter 9-23-4](#) of the *Gainesville Unified Land Development Code* (Appendix A).

Considerations for Demolishing Buildings in Local Historic Districts

A structure should not be considered for demolition unless it meets one or more of the following criteria:

1. The building poses a threat to the public safety and welfare.
2. An economic hardship has been demonstrated, proven, and accepted by the Gainesville Historic Preservation Commission or City Council on appeal.
3. Structural instability or deterioration has been demonstrated through a structural engineer or architect's report. Such report must detail the following: the physical condition of the building and site, reasons for why rehabilitation is not feasible, cost estimates for rehabilitation versus demolition, and future action to take place on the subject property.

Guidelines for Demolition

1. All buildings located within a local historic district should be maintained in a good and safe condition.
2. Historic buildings and character-contributing, non-historic buildings should not be demolished; rather they should be preserved and maintained.
3. Buildings should be demolished only after all other possible alternatives have been exhausted.
4. Buildings should be thoroughly photographed and documented prior to demolition.

Demolition is a Major Work Project

The Gainesville Historic Preservation Ordinance considers demolition to be a "material change in appearance." Therefore, demolition of a structure within a local historic district is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained prior to receiving a building permit to demolish a structure.

Requirements for Demolition in a Local Historic District

[Chapter 9-23-3](#) of the *Gainesville Unified Land Development Code* outlines requirements for demolition (Appendix A).

Notably, the Gainesville Historic Preservation Commission cannot approve an application for a Certificate of Appropriateness for demolition without prior review of pre- and post-demolition plans, as is outlined in the *Gainesville Unified Land Development Code*.

In addition, a building scheduled for demolition must be carefully photographed and documented prior to obtaining a Certificate of Appropriateness.

What is Relocation?

Relocation is characterized by one of the following actions:

1. A building is removed from a historic district or historic property.
2. A building is moved into a historic district or onto a historic property.
3. A building is moved to a different location within a historic district or historic property.

Considerations for Relocating Buildings in a Local Historic District

The following questions should be considered by the Gainesville Historic Preservation Commission with regard to the relocation of buildings in local historic districts:

1. Has the owner demonstrated the necessity of the proposed move?
2. Is the proposed relocation the only practical method of saving the building from demolition?
3. Has the owner considered alternative uses of the property?
4. Is the building historic or non-historic?
5. Is the building on its original site or has it been moved previously?
6. Does the building contribute to the character of the historic district?
7. Is the structure visible from a public street or roadway?
8. Will the proposed relocation have a negative or positive effect on other sites or structures within the affected historic district(s)?
9. Will the proposed building likely withstand relocation?
10. Will the proposed relocation have a detrimental effect on the structural soundness of the building?
11. Will the building be relocated to another site within the historic district?
12. Will the proposed relocation provide new surroundings that are compatible with the historic and architectural character of the building?
13. What are the plans for the original site?
14. Do post-relocation plans comply with all design criteria for new construction?

Guidelines for Relocating Buildings in a Local Historic District

1. All buildings located within a local historic district should be maintained in a good and safe condition.
2. A building should not be relocated or moved out of a local historic district, particularly if the building retains its architectural and historical integrity.
3. A building should not be relocated from one site to another within a local historic district, unless threatened by demolition or the loss of integrity with regard to its current site or setting.
4. A building should not be relocated until all other alternatives have been examined.
5. If relocation proves necessary, the building to be moved should be compatible in style, height, scale, materials, and setback to adjacent buildings in the new proposed location.
6. The site and setting of the new proposed location should be similar to the historic site/setting from which the historic building was moved.
7. The building's structural condition should be thoroughly assessed in order to minimize potential damage during relocation.
8. A contractor with experience moving buildings should be retained for the relocation.
9. The building should be secured from vandalism and potential weather damage prior to and at the conclusion of its relocation.

Relocation is a Major Work Project

The Gainesville Historic Preservation Ordinance considers relocation to be a "material change in appearance." Therefore, relocation of a structure within a local historic district is considered a **Major Work Project**, and a **Certificate of Appropriateness** must be obtained prior to receiving a building permit to relocate a structure.

Requirements for Relocating Buildings in a Local Historic District

Chapter 9-23-3 of the *Gainesville Unified Land Development Code* outlines requirements for the relocation of buildings in local historic districts (Appendix A).

Notably, the Gainesville Historic Preservation Commission cannot approve an application for a Certificate of Appropriateness for relocation without prior review of pre- and post-relocation plans, as is outlined in the *Gainesville Unified Land Development Code*.

In addition, a building scheduled for relocation must be carefully photographed and documented prior to obtaining a Certificate of Appropriateness.

Glossary

A

Accessory Building: A secondary building typically located to the rear of the principal building that exists in conjunction with a principal building or use. An accessory building or outbuilding is incidental to the principal building and would not exist independent of the principal building (e.g. shed or detached garage).

Adaptive Use: Recycling an old building for a use other than that for which it was originally constructed. Adaptive use can involve a sensitive rehabilitation that retains much of a building's original character, or it can involve extensive remodeling.



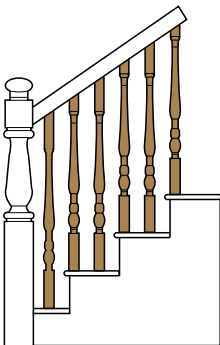
Addition: A new part such as a wing, ell, or porch added to an existing building or structure; or any walled and roofed expansion to the perimeter or footprint of an existing structure.

Alteration: A visible change to the exterior of a structure; or work which impacts any exterior architectural feature. Alteration includes construction, reconstruction, introduction or removal of any building or building element.

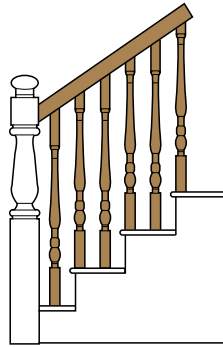
Architrave: The lowermost division of a classical entablature, resting directly on the column capitals and supporting the frieze. *See Entablature.*

Asymmetrical: Not symmetrical, as in a building façade that is not identical on either side of an imaginary line drawn down its center.

B

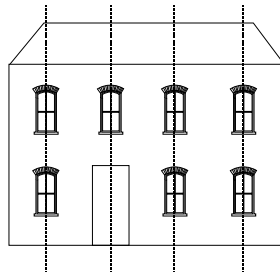


Baluster: Any number of closely spaced supports for a railing.



Balustrade: A railing with supporting balusters.

Bargeboard: A sometimes richly ornamented board placed on the incline or gable to conceal the ends of rafters.

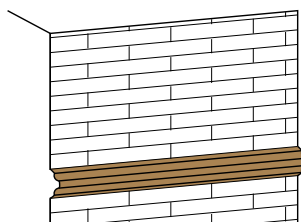


Dotted lines represent spatial divisions



Bay Window

Bay: A major spatial division, usually one of a series, marked or partitioned off by the principal vertical supports of a structure. Also used in reference to a window or series of windows projecting outward from the main wall of a building and forming a bay or alcove in a room within.

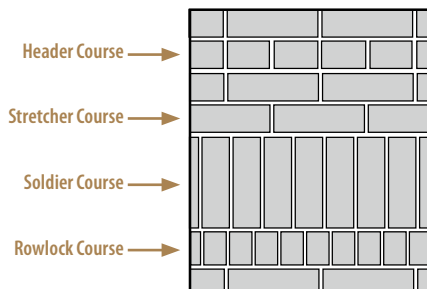


Belt Course: A horizontal course of brick or stone flush with or projecting beyond the face of a building.

Beyond Repair: When such a large portion of an element is damaged that repair becomes infeasible, generally but not specifically, more than fifty percent (50%).

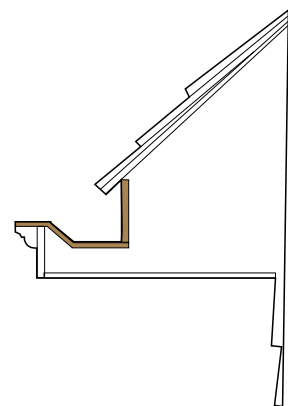


Bracket: A support projecting horizontally from a wall to bear the weight of a cantilever or to strengthen an angle.



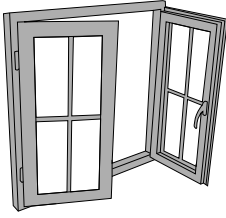
Brick Coursing: Continuous, usually horizontal ranges of brick in a wall or roof.

Building Footprint: The outline of a building's ground plan from a top view.



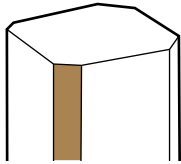
Built-in Gutter: A gutter built into the slope of a roof, above the cornice.

C



Casement Window: A window opening on hinges generally attached to the upright side of its frame; often used in combination with fixed lights.

Certificate of Appropriateness: A document that is evidence of approval by the Gainesville Historic Preservation Commission for a person to make a material change in the appearance of a designated historic property or property located within a designated historic district. A Certificate of Appropriateness indicates that the work project is appropriate, as it will not devalue the historic character of a building or environment.



Chamfered: A beveled surface, usually formed or cut at a 45 degree angle to the adjacent or principal faces.

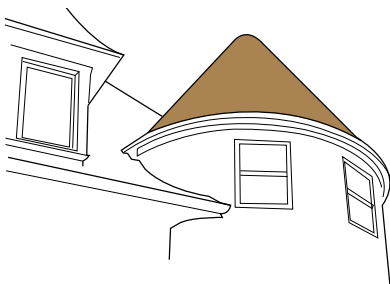
Character-defining: An element whose design and material is associated with the age and style of a building and helps define its architectural style; parts of a structure that make it distinctive.



Chevron: A V-shaped pattern used as ornamentation.

Clapboard: A wood exterior siding material that is applied horizontally and overlapped with the lower edge thicker than the upper edge.

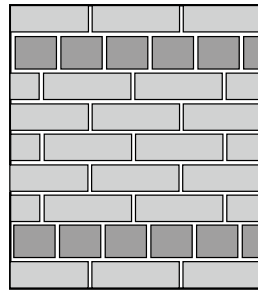
Column: A vertical, cylindrical or square supporting member.



Conical Roof: Roof shape resembling a cone with a circular or elliptical base which comes to a point and is often steeply pitched.

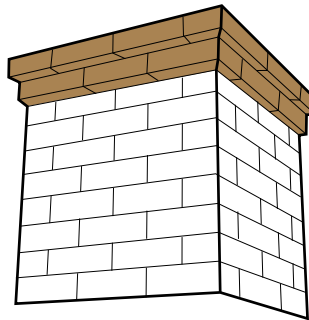
Headers →

Stretchers →



Common Bond: A brickwork bond having a course of headers between every five or six courses of stretchers.

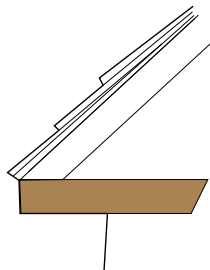
Coping: The capping member of a wall that covers and protects the wall from the effects of weather.



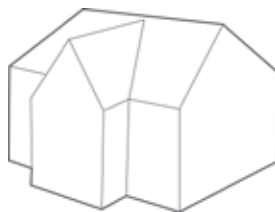
Corbel/Corbeling: A corbel is a brick or stone projecting from within a wall, usually to support a weight. Corbeling is an overlapping arrangement of bricks or stones in which each course steps upward and outward from the vertical face of a wall.

Corner Building or Corner Lot: Any building fronting, or any lot bounded by, two streets at their intersection.

Cornice: The uppermost portion of a classical entablature or any decorative projection at the crown of a building that serves to throw rainwater away from building walls. See Entablature.



Cornice Return: The continuation of a cornice around the gable end of a house.

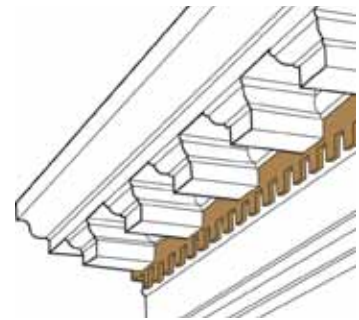


Cross-Gable Roof: Roof composed of two or more gables positioned at right angles.



Cupola: A structure on a dome or roof, serving to provide a view or admit light or air.

D



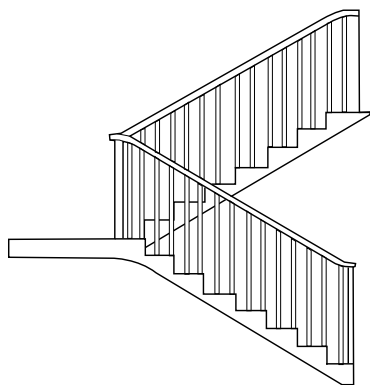
Dentil: Any of a series of closely spaced, small, rectangular blocks forming a molding or protecting beneath the cornice.

Design Guidelines: Standards (not laws) that are an extension of the Secretary of the Interior's Standards for Rehabilitation used for evaluating proposed changes to locally designated historic landmarks or buildings, structures, site features, and other exterior elements of properties located within a locally designated historic district.

Designation: A decision by the Gainesville City Council to designate an individual landmark or district as "historic" and thereafter prohibit all exterior material changes in appearance prior to the issuance of a Certificate of Appropriateness.

Directional Expression: The overall relationship of height to width; may be vertical, horizontal or square (non-directional) in proportions.

Documentation: Evidence of missing elements or configurations of buildings, such as architectural plans, historic photographs or sketches, or "ghosts" of missing elements.



Dog-leg Staircase: A half-return stair consisting of two straight flights immediately side by side and connected by an intervening landing.

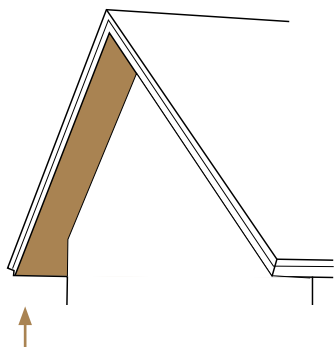
Dormer: A small window with its own roof projecting from a sloping roof.

Dormer: A small window with its own roof projecting from a sloping roof.

Double-hung Sash: A type of window with windowpanes on both the upper and lower sashes, which move up and down – one in front of the other – in vertical grooves.

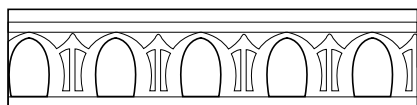
Downspout: A pipe for directing rainwater from the roof to the ground

E



Eave: The edge of the roof that extends past the walls

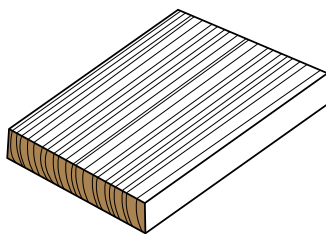
Efflorescence: A white, powdery deposit that forms on an exposed masonry or concrete surface, caused by the leaching and crystallization of soluble salts from within the surface.



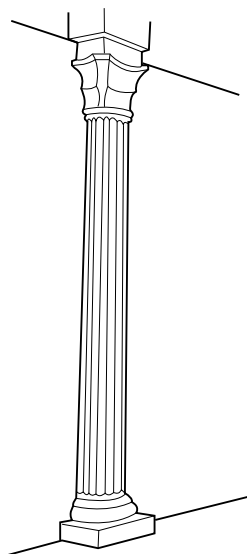
Egg and Dart: An ornamental motif that consists of a closely set, alternating series of oval and pointed forms.

Eight-over-eight: See *Glazing Pattern*.

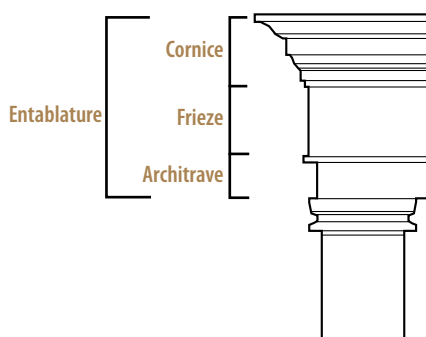
Elevation: Any of the external faces of a building or structure.



End Grain: Wood grain resulting from a cut across the grain.



Engaged Columns: A column built so as to be truly or seemingly bonded to the wall before which it stands.



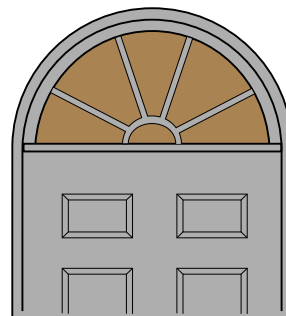
Entablature: The horizontal section that rests on the columns, usually composed of a cornice, frieze, and architrave.

Exterior Architectural Features: The architectural style and general design of the exterior of a structure, including but not limited to the kind or texture of the building material; and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

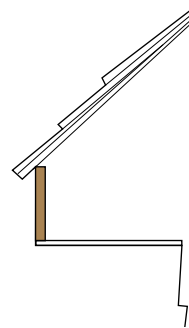
Exterior Environmental Features: All those aspects of the landscape or the development of a site which affect the historical character of the property, including but not limited to walls; fences; signs or other appurtenant elements thereof including any improvement, grading or alteration of the land.

F

Façade: The front elevation or “face” of a building or any of its sides facing a public way or space, particularly one distinguished by its architectural treatment.

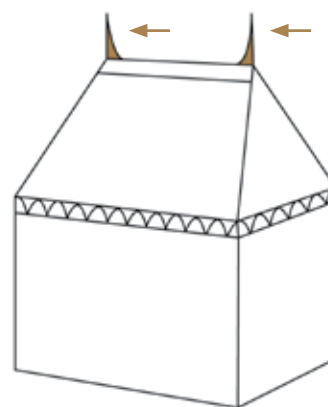


Fanlight: A semi-circular or semi-elliptical window over a doorway or another window.



Fascia: Any broad, flat, horizontal surface, as the outer edge of a cornice or roof.

Fenestration: The arrangement of openings (i.e. window and door) in a building.



Finial: A carved or molded ornament crowning the top of a roof, turret, gable, pinnacle, spire or other roof point.

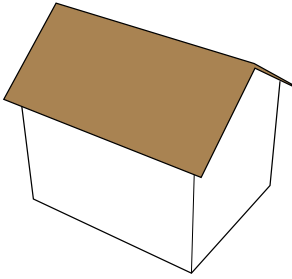
Flashing: Thin pieces of metal used for water-proofing roof joints.

Foundation: The lowest exposed portion of a building wall which supports the structure.

Four-over-four: See *Glazing Pattern*.

Frieze: The horizontal portion of an entablature that is below the cornice, often decorated in low relief. See *Entablature*.

G



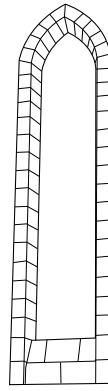
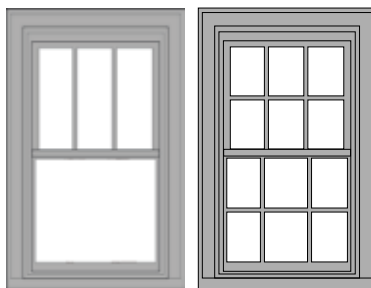
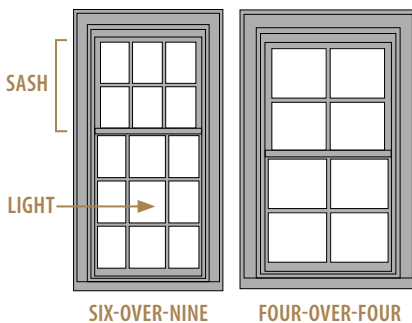
Gable Roof: A roof sloping downward in two parts from a central ridge, so as to form a gable at each end.



Gambrel Roof: A roof with two sloping planes of different pitch on either side of the ridge; the lower portion is the steeper one.

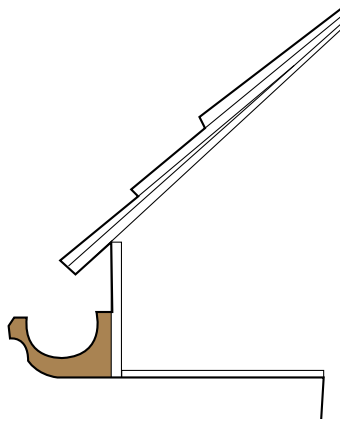
Gentlest Means Possible: The least abrasive, intrusive, damaging means of cleaning and preserving historic material.

Glazing Pattern: The pattern or arrangement of window lights (or panes) in any given window, which is often described using the number of panes in each window sash. Examples below



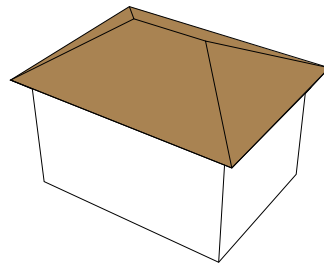
Gothic Arch: A pointed arch.

H



Hanging Gutter: A gutter fastened to the ends of rafters or to a fascia at the eaves of a roof.

Header: A brick or other masonry unit laid horizontally in a wall with the shorter end exposed. See Brick Coursing.



Hipped Roof: A roof with slopes on all four sides meeting at a ridge or at a single point.

Historic District: A geographically definable area that contains structures, sites, works of art, or a combination thereof; which is designated as "historic" pursuant to criteria established in Section 8-1-62 of the Gainesville Historic Preservation Ordinance (included as Appendix B).

Historic Fabric: Materials original to a building or structure.

Historic Landmark: An individual structure, site or work of art, including the adjacent area necessary for the proper appreciation or use thereof, which is designated as "historic" pursuant to criteria established in Section 8-1-62 of the Gainesville Historic Preservation Ordinance (included as Appendix B).

Historic Structure: A structure (see definition for Structure) that is at least fifty (50) years of age and is deemed worthy of preservation for one or more of the following reasons:

1. It is an outstanding example of a structure representative of an era;
2. It is one of the few remaining examples of a past architectural style;
3. It is a site or structure associated with an event or person of historic or cultural significance; or
4. It is a site of natural or aesthetic value that is continuing to contribute to the historical or cultural development and heritage.

I

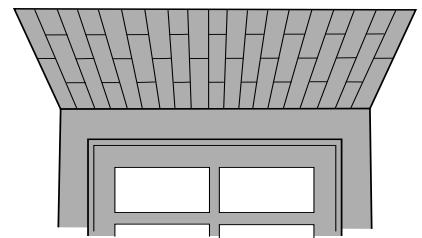
Infill: New construction on a vacant lot located between properties with structures.

In-kind: Using the exact same material when replacing a damaged element.

Integrity: The state of being unimpaired – both a building and its setting. Authenticity of a property's historic identity, evidenced by the survival of physical characteristics (i.e. location, setting, design, materials and workmanship) that existed during the property's historic period.

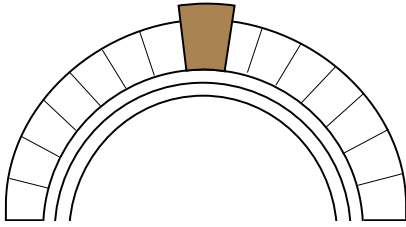
Iron Jacking: A condition where iron (or steel) rusts and oxidizes, causing the metal elements to expand. The expansion, in turn, causes masonry or other surrounding materials to crack and become displaced.

J



Jack (Flat) Arch: An arch having a horizontal appearance.

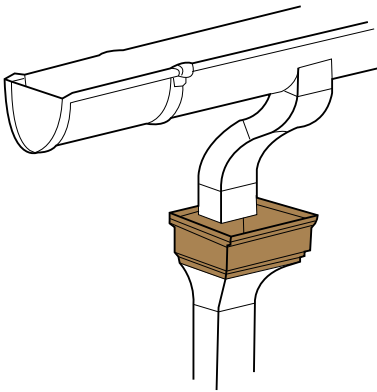
K



Keystone: The wedge-shaped unit at the crown of an arch, serving to lock the other units in place.

L

Lancet Window: A pointed window.



Leader Head: The boxlike head of a downspout connected to a scupper or gutter.

Light: The glass or pane of a window.

Lintel: A beam supporting the weight above a door or window opening. See *Parts of a Window*.

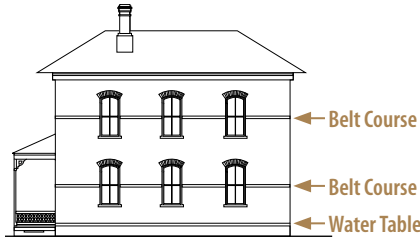
Local Historic District: A district created and controlled by the City of Gainesville which serves to ensure that the overall character of an area is preserved.

Louver: A series of overlapping boards mounted in a frame, angled and spaced so as to allow circulation of air but keep out rain or light. Often found in roof gables to provide ventilation of attic spaces. Fixed or adjustable louvers are often found in both exterior and interior shutters.

M

Major Work Project: A work project that involves a change in the appearance of a structure or site, including materials, and is more substantial in nature than routine maintenance or minor work projects.

Masonry: Brick, block or stone which is secured with mortar.



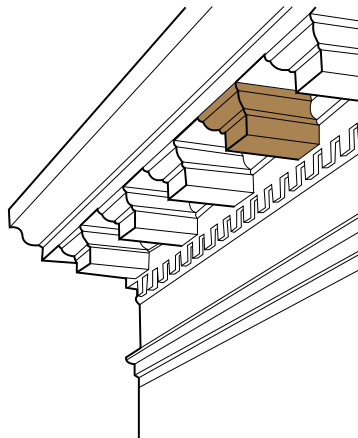
Masonry Coursing: a continuous, usually horizontal range of bricks, tiles, or shingles, as in a wall or roof

Massing: Used to define the overall volume or form of a building.

Material Change in Appearance: A change in the exterior architectural elements or environmental features of a structure, site or work of art within a historic district; and may include:

1. Reconstruction or alteration of the size, shape, or façade of a structure or element – including the relocation of windows or doors, or the removal or alteration of any architectural features, details or elements.
2. Demolition or relocation of a structure.
3. Excavation for construction purposes.
4. A change in the location of signage or parking lots visible from public view.
5. Construction, alteration, restoration or removal of any building or other structure – including outbuildings, walls, fences, steps and pavements – except exterior paint alterations.

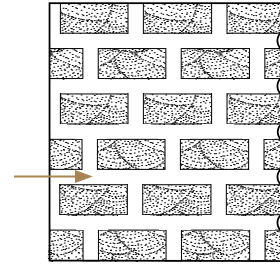
Minor Work Project: A work project that involves a change that goes beyond ordinary maintenance but does not constitute a significant or character-altering change in the appearance of a structure or site.



Modillion: An ornamental bracket, usually in the form of a scroll, used in series beneath the cornice of a building.

Molding: Horizontal bands having either rectangular or curved profiles, or both, and used for transition or decorative relief.

Mortar: A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.



Mortar Joint: Mortar filled spaces between masonry units.

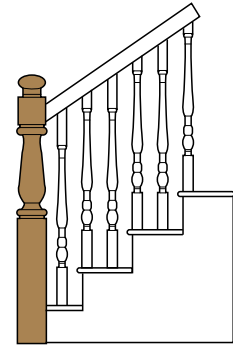
Mullion: A vertical member between the lights of a window. See *Parts of a Window*.

Muntin: A grooved member for holding the edges of windowpanes within a sash. See *Parts of a Window*.

N

National Register for Historic Places: The nation's official list of buildings, sites and districts which are important in our history and/or culture; created by Congress in 1966 and administered by the States.

Neglect: The destruction of a building through abandonment or lack of maintenance.



Newel Post: A post supporting one end of a handrail at the top or bottom of a flight of stairs.

Nine-over-nine: See *Glazing Pattern*.

O

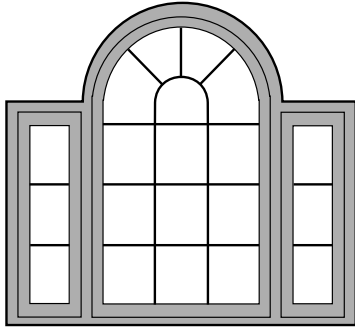
One-over-one: See *Glazing Pattern*.

Ordinary/Routine Maintenance: Any action performed in order to preserve historic materials and other elements – including minor replacement of materials in-kind provided that no change in the design or general appearance is made to a structure or site.

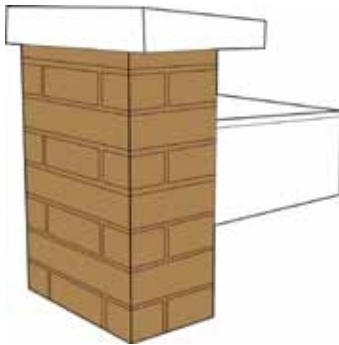
Orientation: The direction a building faces (typically includes the primary entrance).

Outbuilding: See Accessory Building.

P

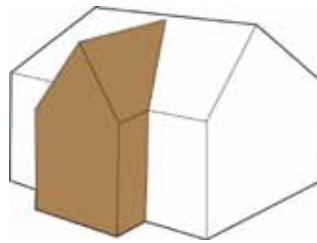
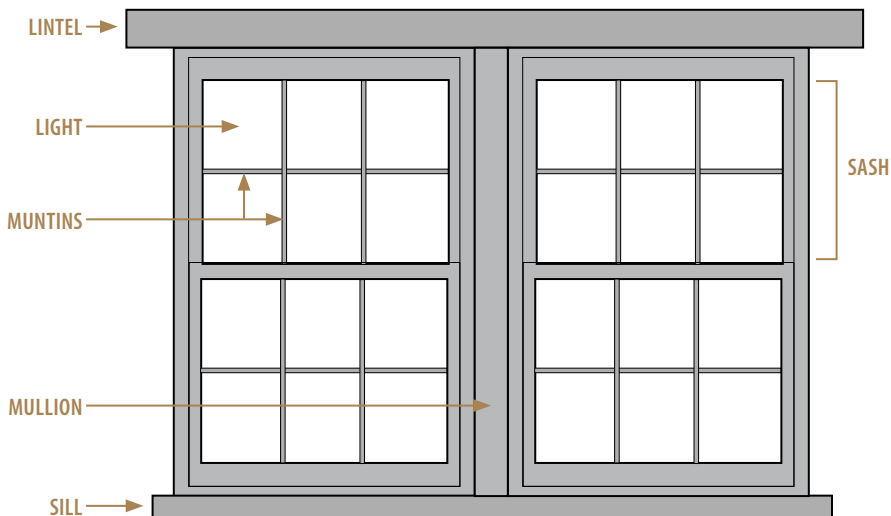


Palladian Window: A window composed of three parts in which the central part features a round arched, usually wider window flanked on either side by flat arched windows.

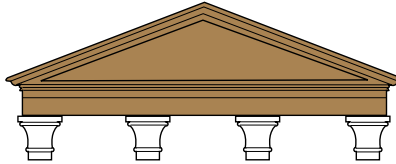


Parapet Wall: A wall that extends through the roof, or rises above the cornice of a building.

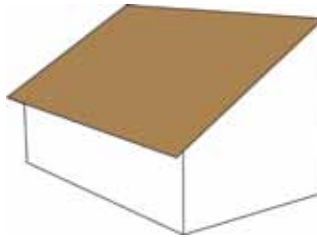
Parts of a Window



Pavilion: A central or flanking projecting subdivision of a façade, usually accented by more elaborate decoration or greater height and distinction of skyline.

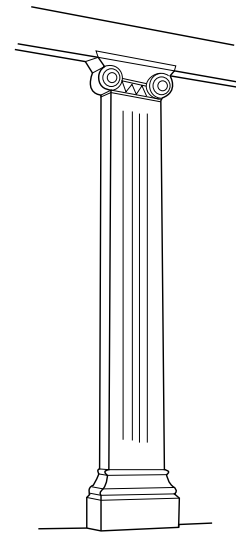


Pediment: A major division of a façade, or a wide, low-pitched gable surmounting a colonnade.



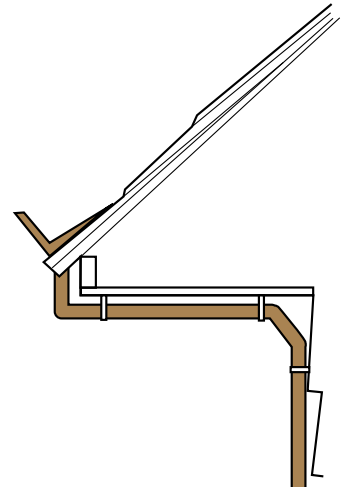
Pent Roof: A roof with a single slope that projects from a wall or the side of a building, as to shelter a door.

Pier: A vertical structural element – square or rectangular in cross section – that provides support for a building or column; usually of masonry construction.



Pilaster: A shallow rectangular feature projecting from a wall and often decorated elaborately as a column.

Pitch: The degree of slope, or the steepness, of a roof.



Pole Gutter: Gutter featuring a V-shaped plate attached to the roof surface that drains through poles that travel through the roof decking and eaves.

Porte-cochère: An exterior shelter often used to shelter a driveway area in front or on the side of a building.

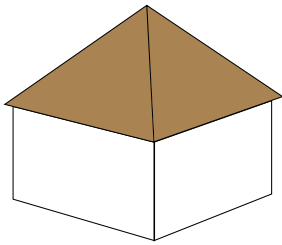
Portico: A roofed space, open or partly enclosed, forming the entrance and centerpiece of the façade of a building – often with columns and a pediment.

Preservation: The sustaining of the existing form, integrity and material of a building or structure; and the existing form and landscaping of a site.

Project: Refer to definition for Work Project

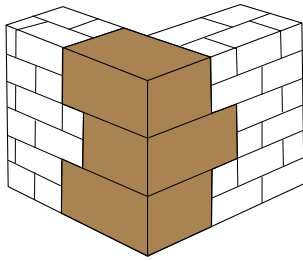
Proper Repointing: Hand raking deteriorated mortar and duplicating old mortar in strength, composition, color and texture as well as joint width and profile.

Public View: That which can be seen from any public right-of-way.



Pyramidal Roof: Roof shape resembling a pyramid with triangular faces that come to a point and that is often steeply pitched.

Q

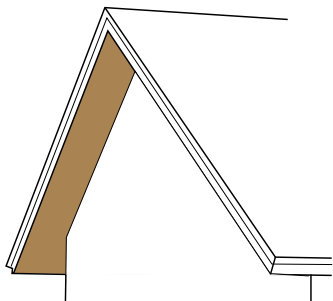


Quoins: Stones or bricks forming an exterior corner of a structure that are differentiated from adjoining surfaces by material, texture, color, size, or projection.

R



Rafter tail: The lower, sometimes exposed, end of a rafter that overhangs a wall.



Rake: The inclined, usually projecting edge of a sloping roof or a board or molding placed along the sloping sides of a gable to cover the ends of the siding.

Rehabilitation/Renovation: Returning a structure or property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those components that are significant to the historical, architectural and cultural values.

Remodel: To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

Repointing: To fill and finish the surface of a masonry joint with mortar after the masonry has been laid in order to repair a defective joint.

Restoration: Accurately recovering the form and details of a structure and its setting as it appeared at a particular time in history by removing recent work and/or replacing missing earlier work.

Return: Molding carried around a corner, typically found on the gable-end of a structure.

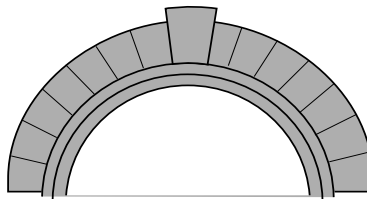
Reversible: Constructing additions or new elements in such a manner that if removed in the future the original form and material of the building would be largely unchanged.

Rhythm: The pattern created by the relationship of elements along a street or on individual buildings (e.g. windows or other openings to wall space).

Ridge: The peak of a roof.

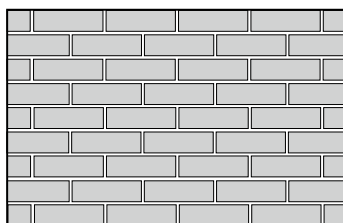


Roof Monitor: A raised construction straddling the ridge of a roof, having windows or louvers for lighting or ventilating a building.



Round Arch: An arch having a continuously curved inner surface, typically semi-circular in appearance.

Rowlock Course: A continuous course of bricks laid horizontally on the longer edge with the shorter end exposed. *See Brick Coursing.*

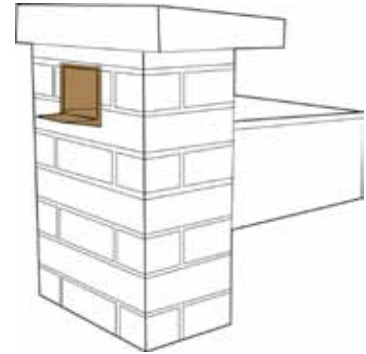


Running Bond: A brickwork or masonry bond composed of overlapping stretchers.

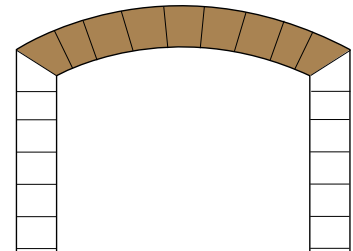
S

Sash: The fixed or movable framework of a window or door in which panes of glass are set. *See Parts of a Window.*

Scale: The proportions of a building in relation to its surroundings; the relationship of the height of one building to another



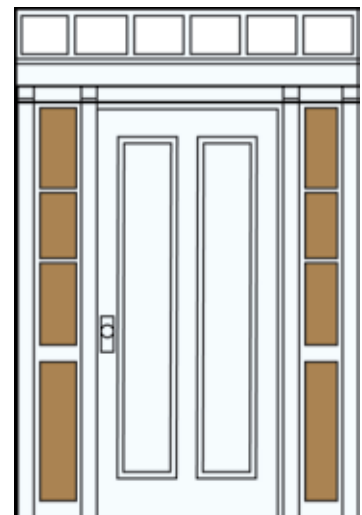
Scupper: An opening in the side of a building, as in a parapet, for draining off rainwater.



Segmental Arch: An arch having an elliptical appearance.

Setback: The shortest straight line distance between a street right-of-way or lot line and the nearest point of a building or structure, or projection therefrom – excluding roof overhangs of thirty inches (30") or less.

Shed Roof: A roof having a single slope. *See Pent Roof.*

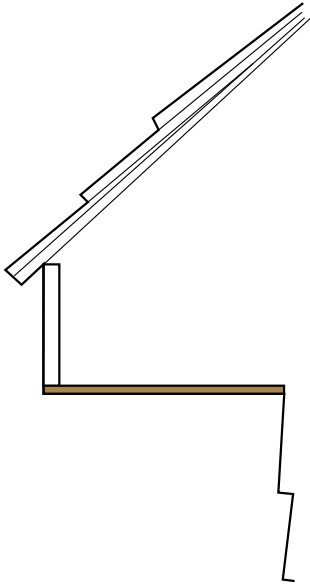


Sidelight: A window at the side of a door or another window.

Siding: Exterior wall covering or sheathing of a building or structure

Sill: A horizontal member beneath a door or window opening. *See Parts of a Window.*

Six-over-six: *See Glazing Pattern.*



Soffit: The underside of an architectural element, as an arch, beam, cornice, or staircase.

Soldier Course: A continuous course of bricks laid vertically with the narrow face or edge exposed. *See Brick Coursing.*

Spacing: The distance between adjacent buildings or structures.

Spalling: The chipping or scaling of a hardened concrete or masonry surface caused by freeze-thaw cycles or the application of deicing salts.

Stabilization: The re-establishment of a weather-resistant enclosure; and the structural stability of an unsafe or deteriorated structure or site while maintaining the essential form as it currently exists.

Stretcher: A brick or other masonry unit laid horizontally in a wall with the longer edge exposed. *See Brick Coursing.*

Structure: Anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground. Among other things, structures include but are not limited to buildings, accessory structures, walls, fences, driveways, parking lots, signs, and works of art.

Stucco: Any kind of plasterwork; but usually an outside covering or portland cement, lime and sand mixture with water.

Symmetrical: A building façade is symmetrical when it has exactly the same elements on either side of an imaginary line drawn down its center.

Synthetic Siding: Any siding material made of vinyl, aluminum, or other metallic material to resemble a variety of authentic wood siding types.

Synthetic Stucco (EIFS): Exterior insulation and finish systems (EIFS) are multi-component exterior wall systems which generally consist of an insulated board, a base coat reinforced with glass fiber mesh, and a finish coat.

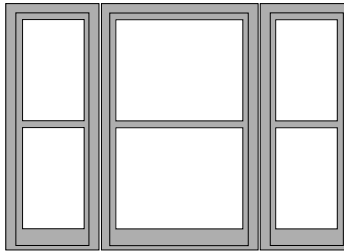
T

Terra Cotta: A hard, fired clay, reddish-brown in color when unglazed, used for architectural facings and ornaments, tile units, and pottery.

Three-over-three: *See Glazing Pattern.*



Transom: A window above the door is commonly called a transom or transom window.



Tripartite Window: A window composed of or divided into three parts, often by the use of mullions. Also called a triple window.

Tuck pointing: The process of raking out defective mortar from a masonry joint, filling with fresh mortar, and tooling the joint.

Turret: A small tower, usually corbelled, at the corner of a building and extending above it.

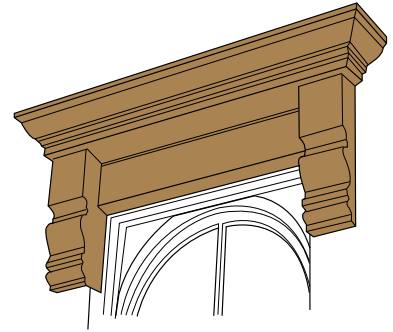
Twelve-over-twelve: *See Glazing Pattern.*

Two-over-two: *See Glazing Pattern.*

W

Water Table: A projecting course, molding, or ledge placed so as to divert rainwater from a building.

Weatherboard: Wood siding, usually overlapped, placed horizontally on wood-frame buildings.



Window Hood: A projecting molding above a window.

Work Project: Any work performed to maintain and repair an existing structure or site and landscape feature; or any work performed to replace an existing structure or site and landscape feature, or component of such; or any work to build new construction (additions, infill, outbuildings, fences, etc.).

Wrought Iron: Decorative iron that is hammered or forged into shape by hand, as opposed to cast iron which is formed in a mold.

Appendix A

Gainesville Historic Preservation Ordinance

As of July 19, 2005; the Gainesville Historic Preservation Ordinance – as originally adopted by the Gainesville City Council as Ordinance 2001-59 in October of 2001 and as amended by the Gainesville City Council with Ordinance 2005-07 in March of 2005 – was repealed upon its incorporation into the Gainesville Unified Land Development Code. Please refer to the Gainesville Unified Land Development Code for the historic preservation regulations. Among other sections within the Unified Land Development Code, the following articles and chapters directly apply to the historic preservation regulations:

- 1. Article 9-1** Enactment and Legal Status Provisions
- 2. Article 9-2** Interpretations and Definitions
- 3. Article 9-4** Zoning Districts and Overlay Zones Generally
- 4. Chapter 9-8-8** Historic Preservation Overlay Zone
- 5. Article 9-18** Sign Regulations (and more specifically Section 9-18-3-2: Sign Approval in Historic Preservation Overlay Zone)
- 6. Chapter 9-21-2** Historic Preservation Commission
- 7. Article 9-23** Historic Preservation Applications and Procedures
- 8. Article 9-24** Administration and Enforcement

**ARTICLE 9-1
ENACTMENT AND LEGAL STATUS PROVISIONS**

CHAPTER 9-1-1	PREAMBLE AND ENACTMENT	1-1
CHAPTER 9-1-2	LEGAL STATUS PROVISIONS	1-4

**CHAPTER 9-1-1
PREAMBLE AND ENACTMENT**

Section 9-1-1-1.	Title.
Section 9-1-1-2.	Scope.
Section 9-1-1-3.	Authority.
Section 9-1-1-4.	Purposes.
Section 9-1-1-5.	Adoption.

Section 9-1-1-1. Title.

This Ordinance shall be known as and may be cited as “The Unified Land Development Code of the City of Gainesville, Georgia” or, for brevity, “The Gainesville Development Code.”

Section 9-1-1-2. Scope.

This Ordinance constitutes Title 9 of the Code of Ordinances of the City of Gainesville, Georgia, including regulations governing zoning, land subdivision, historic preservation, land development, building, and related activities among other topics.

Section 9-1-1-3. Authority.

This Ordinance is adopted under authority of Article 9, Section 2, Paragraphs 3 and 4 of the Constitution of the State of Georgia, and pursuant to the Zoning Procedures Law (O.C.G.A. 36-66-1 et seq.) and other applicable laws enacted by the General Assembly and rules of various departments of state government including but not limited to the following, which shall not be deemed to limit or repeal any other powers granted the Governing Body under state statutes.

- (a) The Georgia General Assembly has enacted the Georgia Planning Act of 1989, (Georgia Laws, 1989, pp. 1317-1391, Act 634) which among other things provides for local governments to adopt plans and regulations to implement plans for the protection and preservation of natural resources, the environment, vital areas, and land use.
- (b) The Georgia General Assembly has enacted the Georgia Historic Preservation Act of 1980 which authorizes local governments to establish historic districts and designate individual properties as historic, and to approval or deny certificates of appropriateness for material changes in appearance in such districts or on such properties designated as historic.
- (c) The Georgia Department of Community Affairs has promulgated Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-3-2 of Rules of the Georgia Department of Community Affairs) to implement the Georgia Planning Act of 1989. Said standards and procedures were ratified by the Georgia General Assembly, and have since been amended. Said rules require local governments that adopt a

comprehensive plan pursuant to the Georgia Planning Act of 1989 to describe regulatory measures and land development regulations needed to implement local comprehensive plans.

- (d) The Georgia Department of Natural Resources has promulgated Rules for Environmental Planning Criteria, commonly known as the "Part V" Standards. Said rules were ratified by the Georgia General Assembly and have since been amended. Said rules require local governments that adopt a comprehensive plan to plan for the protection of the natural resources, the environment, and vital areas of the State.
- (e) The Governing Body has adopted a Comprehensive Plan in accordance with the requirements of the Georgia Planning Act of 1989, Rules of the Georgia Department of Community Affairs, and Rules of the Georgia Department of Natural Resources, and the comprehensive plan has been revised from time to time.
- (f) The Georgia Legislature, through the enactment of the Georgia Development Impact Fee Act, Georgia Code Title 36-71-1 through 36-71-13, has authorized the City of Gainesville to enact development impact fees.
- (g) The Georgia Department of Community Affairs has adopted administrative rules, Chapter 110-12-2, Development Impact Fee Compliance Requirements, and the City has adopted amendments to its comprehensive plan which have been found by said Department to be in compliance with said administrative rules.

Section 9-1-1-4. Purposes.

The purposes of this Ordinance include but are not limited to the following:

- (a) Implement the comprehensive plan including goals and policies not currently implemented by land use regulations of the city.
- (b) Promote the health, safety, welfare, morals, convenience, order, and prosperity of the citizens and the city.
- (c) Promote responsible growth, lessen congestion in the public streets, secure safety from fire and health dangers, and promote desirable living conditions.
- (d) Provide adequate access to natural light and air.
- (e) Promote the orderly and desirable subdivision of land and development of streets, blocks, and lots.
- (f) Ensure the adequate provision of public facilities, including but not limited to water, sewerage, surface drainage, roads, schools, parks, and playgrounds.
- (g) Regulate the height, bulk, and the size of buildings and structures.
- (h) Classify land uses, set out zoning districts and overlay districts, establish procedures for the handling of certain land use matters, and regulate the distribution and density of uses on the land to avoid both the undue concentration of population and the

inappropriate dispersion of population, prevent the encroachment of incompatible land uses within residential areas, and preserve property values.

- (i) Provide for economically sound and stable land development by assuring the provision in land developments of adequate streets, utilities, services, traffic access and circulation, public open spaces.

Additional purposes and intentions are articulated in the various articles, chapters, and sections, as appropriate.

Section 9-1-1-5. Adoption.

It is hereby ordained by the authority of the Governing Body that the following articles, chapters, and sections, which collectively constitute Title 9 of the Code of Ordinances of the City of Gainesville, Georgia, are adopted.

CHAPTER 9-1-2 LEGAL STATUS PROVISIONS

Section 9-1-2-1.	Effective Date.
Section 9-1-2-2.	Repeal of Conflicting Ordinances.
Section 9-1-2-3.	Relationship to Private Restrictions.
Section 9-1-2-4.	Validity and Severability.
Section 9-1-2-5.	Validity of Existing Conditions of Zoning.
Section 9-1-2-6.	Previously Issued Permits.
Section 9-1-2-7.	Governmental Bodies.
Section 9-1-2-8.	Codification.
Section 9-1-2-9.	Amendments.

Section 9-1-2-1. Effective Date.

This Ordinance shall take effect immediately upon its adoption, the public welfare demanding it.

Section 9-1-2-2. Repeal of Conflicting Ordinances.

- (a) Ordinance Number 98-61, adopted November 17, 1998, which repealed the former Title 9 in its entirety and replaced it with a new Title 9, Unified Land Development Code, is hereby repealed and replaced with this Ordinance.
- (b) Ordinance Number 99-47, "Limestone Parkway Overlay Zone," last revised June 15, 1999, is hereby repealed and replaced with Chapter 9-8-3 of this Unified Land Development Code.
- (c) Ordinance Number 2000-32, relative to protection of water supply watersheds groundwater recharge areas, and wetlands, adopted February 8, 2001, is hereby repealed and replaced with Chapters of the same general name in Article 9-8 of this Unified Land Development Code.
- (d) Chapter 4-6, "Soil Erosion and Sediment Control," of the Gainesville Code of Ordinances, including Ordinance Number 2001-57, adopted Sept. 18, 2001, and Ordinance Number 98-61, § 1, adopted Nov. 17, 1998, are hereby repealed and replaced with Article 9-14 of this Unified Land Development Code.
- (e) Chapter 4-7, "Stormwater Management," of the Gainesville Code of Ordinances, including Section 1 of Ordinance Number 90-74, adopted Dec. 27, 1990, is hereby repealed and replaced with Chapter 9-13-12, "Stormwater Management," of this Unified Land Development Code.
- (f) Title 7, "Buildings and Construction," Chapter 7-1, "Building Regulations," of the Gainesville Code of Ordinances is hereby repealed and replaced with Article 9-20 of this Unified Land Development Code.
- (g) Chapter 8-1, "Historic Preservation," of the Gainesville Code of Ordinances, including Ordinance No. 2001-59, "Historical Preservation," and Ordinance No. 2005-07 which amended Chapter 8-1, are hereby repealed and replaced with regulations in this Ordinance.

- (h) All other conflicting ordinances or parts of ordinances are hereby repealed to the extent of their conflict. Where this Ordinance and another overlap, whichever imposes the more stringent restrictions shall prevail.

Section 9-1-2-3. Relationship to Private Restrictions.

This Ordinance is not intended to repeal, abrogate, or impair any valid easement, covenant, or deed restriction duly recorded with the Clerk of the Superior Court of Hall County, Georgia.

Section 9-1-2-4. Validity and Severability.

If any article, chapter, section, subsection, sentence, clause, phrase, or portion of this Ordinance or any amendment thereto is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof which is not specifically declared to be invalid.

Section 9-1-2-5. Validity of Existing Conditions of Zoning.

Notwithstanding the repeal of prior ordinances as stated in this Chapter, if a property was zoned subject to conditions prior to the adoption of this Unified Land Development Code, the existing zoning conditions shall continue to apply to said property, until or unless amended by the Governing Body.

Section 9-1-2-6. Previously Issued Permits.

The provisions of this Ordinance and any subsequent amendments shall not affect the validity of any lawfully issued and effective building or development permit if:

- (a) The development activity or building construction authorized by the permit has been commenced prior to the effective date of this Ordinance or the amendment, or will be commenced after such effective date but within six (6) months of issuance of the permit; and
- (b) The development activity or building construction continues without interruption (except because of war or natural disaster) until the development or construction is complete. If the permit expires, any further development or construction on that site shall occur only in conformance with the requirements of this Ordinance in effect on the date of the permit expiration.

Section 9-1-2-7. Governmental Bodies.

Except as otherwise specifically provided in this Unified Land Development Code, all governmental bodies and authorities exempt from regulation under the police power of the City of Gainesville are exempt from the regulations contained in this Ordinance.

Section 9-1-2-8. Codification.

It is the intention of the Governing Body, and it is hereby ordered that this Unified Land Development Code shall become and be made a part of the Code of Ordinances of the City of

Gainesville, Georgia, and the articles, chapters, and sections of this Unified Land Development Code may be renumbered if necessary to fit most appropriately into the Code of Ordinances of the city.

Section 9-1-2-9. Amendments.

This Unified Land Development Code may be amended by following procedures specified in the Gainesville, Georgia, Code of Ordinances for such amendment.

In cases where an amendment is proposed involving Articles 9-1 through 9-11, Articles 9-16 through 9-18, and Articles 9-21 through 9-24 of this Unified Land Development Code the amendment procedure shall satisfy the requirements of the Zoning Procedures Law (O.C.G.A. 36-66-1 et seq.) and Chapter 9-22-8 of this Unified Land Development Code. Amendments to Articles of this Unified Land Development Code other than those cited in this Section shall be considered under procedures generally applicable to amendment to the Code of Ordinances of the City of Gainesville, provided that the Director of Planning and Development is notified and gives concurrence to the amendment to ensure that the proposed amendment does not conflict with the Unified Land Development Code as a whole.

ARTICLE 9-2 INTERPRETATIONS AND DEFINITIONS

CHAPTER 9-2-1	INTERPRETATIONS	2-1
CHAPTER 9-2-2	GENERAL DEFINITIONS	2-3

CHAPTER 9-2-1 INTERPRETATIONS

Section 9-2-1-1.	Responsibility for Interpretation.
Section 9-2-1-2.	Interpretations.
Section 9-2-1-3.	Use of Figures.
Section 9-2-1-4.	Use of Words and Phrases.

Section 9-2-1-1. Responsibility for Interpretation.

The Director of Planning and Development shall be responsible for the interpretation of the requirements, standards, definitions, or any other provision of this Ordinance, unless that authority is provided to another administrative official within a specific Article. Interpretations of the Director or other administrative official may be appealed under the provisions of Chapter 9-22-7 of this Ordinance. The Director shall have administrative authority of this ordinance.

Section 9-2-1-2. Interpretations.

In the interpretation and application of this Ordinance all provisions shall be considered as minimum requirements. Where the literal interpretation is clear to the Director, it shall be construed literally. Where the Article, Chapter, Section, or Subsection has a statement of purpose and intent, the Director shall consider said purpose and intent in making the interpretation. The Director shall make interpretations in a way that are liberally construed in favor of the Governing Body; provided, however, that where ambiguity exists the Director shall interpret this Ordinance in favor of the free use of property.

Section 9-2-1-3. Use of Figures.

Figures associated with defined terms or regulatory paragraphs in this Ordinance are provided for illustration only and do not limit or change the meaning of the term as defined or the requirements of the regulation as written.

Section 9-2-1-4. Use of Words and Phrases.

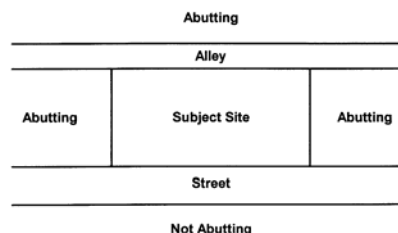
For the purpose of this Ordinance, the following shall apply to the use of words and phrases:

- (a) Words used in the present tense include the future tense. Words used in the singular tense include the plural tense, and words used in the plural tense include the singular tense.
- (b) The masculine person "he" or "his" also means "her" or "hers."
- (c) The word "person" is intended to include any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or

- private institution, utility, cooperative, state agency, municipality or other political subdivision of this State, any interstate body or any other legal entity.
- (d) The words “shall” and “must” are always mandatory and not discretionary, while the word “may” is permissive.
 - (e) The word “and” indicates that all of the conditions, requirements or factors so connected must be met or fulfilled, while the word “or” indicates that at least one condition, requirement or factor so connected must be met.
 - (f) The term “such as” is intended to introduce one or more examples in illustration of a requirement or point, and is intended to mean “including but not limited to the following.”
 - (g) The word “day” shall mean a calendar day unless otherwise specified.
 - (h) Where a term is defined in this Article, it shall be construed to have meaning and application throughout this Ordinance, unless the context clearly indicates otherwise.
 - (i) Where a term is defined in any Article other than this Article, it is generally the intent that such definition applies only within the Article it appears, since it is positioned in the Article to which it most readily refers; provided, however, that this provision shall not prevent the Director from interpreting that defined term as applying outside the strict context of the Article in which it appears, and to that end, all definitions, regardless of location within this Ordinance, apply equally to the use of such terms throughout the Ordinance.

CHAPTER 9-2-2 GENERAL DEFINITIONS

Abutting: Having property lines in common, or having property separated by only an alley. Separation by a street right-of-way is not considered abutting.



Alteration: Any change in the supporting members of a building or structure such as bearing walls, columns, and girders, except such emergency change as may be required for safety purposes; any addition to a building; any change in use; or, any movement of a building from one location to another.

Annexation: The process by which a parcel of land is transferred from the jurisdiction of unincorporated Hall County to the jurisdiction of the City of Gainesville.

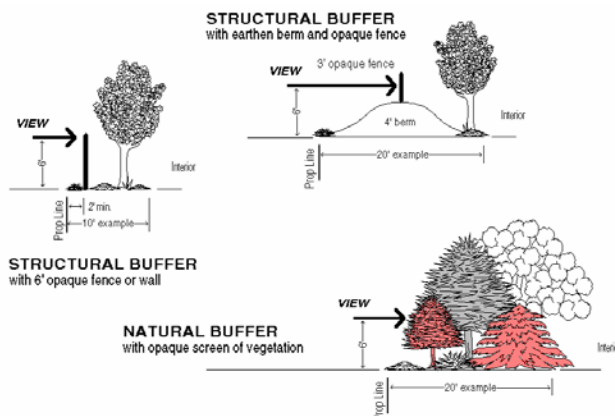
Appeal: A request for a review of an administrative official's interpretation of any provision of this Unified Land Development Code, or a request for a review of an action taken by an administrative official in the application or enforcement of this Unified Land Development Code.

As-built survey drawings: Drawings specifying the dimensions, location, capacities, and operational capabilities of structures and facilities as they have been constructed.

Buffer: A strip of land located between a side or rear property line and a building, structure, or use, intended to separate and obstruct the view of the site on which the buffer is located from an abutting property. A buffer is usually intended to provide screening, as defined and as may be required by this Unified Land Development Code.

(1) **Buffer, natural undisturbed:** A buffer that contains a natural area consisting of trees and/or other vegetation, undisturbed except for approved access and utility crossings, and replanted where sparsely vegetated.

(2) **Buffer, structural:** A visual screen created through construction of a solid wooden fence, decorative masonry wall, earthen berm, or combination of fence or wall with an earthen berm, which may be supplemented with vegetation, so as to present an opaque visual separation when viewed from one side to the other throughout the year.

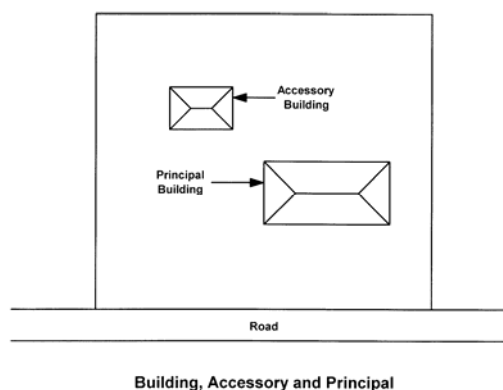


Buildable area: The portion of a lot which is not located within any minimum required yard, landscape strip, landscaped area, or buffer; that portion of a lot wherein a building or structure may be located.

Building: Any structure having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

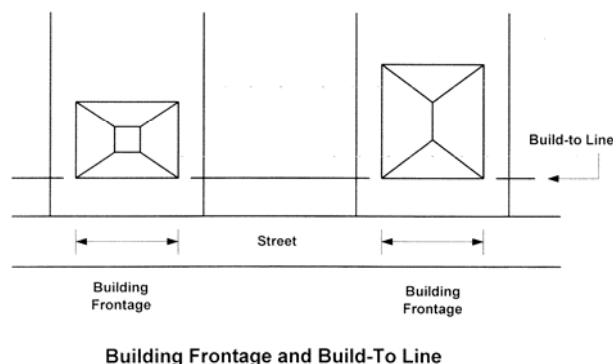
(1) **Building, accessory:** A building subordinate to the main building on a lot and used for purposes incidental to the main or principal building and located on the same lot therewith.

(2) **Building, principal:** A building in which is conducted the principal use of the lot on which said building is situated. In any residential zoning district, any structure containing a dwelling unit shall be defined to be the principal building on the lot on which same is situated, except for detached accessory apartments.



Building frontage: The width in linear feet of the front exterior wall of a particular building, as measured more or less parallel to the front property line.

Build-to-line: A front building setback line required for a principal building on a particular property so that a continuous and consistent building setback will be achieved considering the front building setbacks of buildings on abutting and/or adjacent lots on the same side of the street or right-of-way.

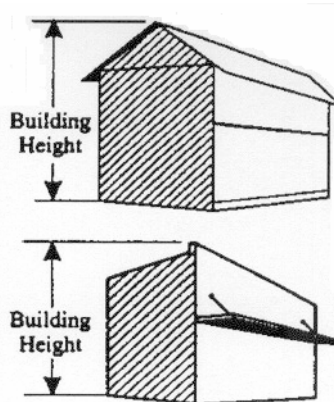


Building coverage: The horizontal area measured within the outside of the exterior walls of the ground floor (i.e., "footprint") of all principal buildings, accessory buildings, and accessory structures on the lot, not including steps, terraces, and uncovered porches.

Building coverage, maximum: The percentage of a given lot that may be occupied by all principal and accessory buildings and structures on said lot, measured within the outside of the exterior walls of the ground floor (i.e., "footprint") of all principal and accessory buildings and structures on the lot, not including steps, terraces, and uncovered porches.

Building height: The vertical distance measured to the highest point of a building from the average finished grade across those sides of a building that face a street

Building Official: The city's official responsible for implementing and enforcing the applicable building codes of the city.



Building setback line: A line establishing the minimum allowable distance between the front wall of a principal building (excluding roof overhangs of 36 inches or less) and the street right-of-way line or a side or rear building wall and a side or rear property line when measured perpendicularly thereto. For purposes of this Ordinance, a minimum required building setback line and minimum required yard shall be considered the same.

Certificate of occupancy: An approval issued by the Building Official, indicating that the building and use or reuse of a particular building or land is in conformity with all applicable codes and regulations, and that such building or land may be occupied for the purpose stated therein.

City: The City of Gainesville, Georgia.

City Engineer: The Director of Public Works, or the city's official responsible for implementing and enforcing the applicable engineering requirements of this Unified Land Development Code and those other engineering requirements of the city.

Compatibility: The characteristics of different uses or activities that permit such uses or activities to be located near each other in harmony and without conflict. Some elements affecting compatibility include: intensity of occupancy as measured by dwelling units per acre or gross square footage per acre; pedestrian or vehicular traffic generated; volume of goods handled, and such environmental affects as noise, vibration, odor, glare, air pollution or radiation.

Comprehensive plan: Any plan adopted by the Governing Body, or any plan adopted by a regional development center covering the local jurisdiction, or portion of such plan or plans. This definition shall be construed liberally to include the major thoroughfare plan, master parks and recreation plan, or any other study, document, or written recommendation pertaining to subjects normally within the subject matter of a Comprehensive Plan as provided by the Georgia Planning Act of 1989, if formally adopted by the governing body of a participating municipality.

Concept plan: A document submitted with an application for a rezoning, zoning amendment, annexation, or other type of application upon which the applicant has shown the intended development and its design. Approval of the application request shall not constitute approval of the concept plan; said plan must be adjusted according to the requirements listed for submittal of civil plans or building plans and reviewed by the appropriate departments for permitting.

Condition of zoning approval: A requirement adopted by the City Council at the time of approval of a rezoning, zoning amendment, special use or annexation; placing greater or additional requirements or restrictions on the property than provided in this Ordinance in order to reduce an adverse impact of the request and to further protect the public health, safety, or general welfare.

Density: The quantity of building per unit of lot area; for example, the number of dwellings per lot area (gross square foot or per acre).

Designation: a decision by the Governing Body to designate a district or property as "historic" and thereafter prohibit all material changes in appearance prior to the issuance of a Certificate of Appropriateness pursuant to this Unified Land Development Code.

Development: Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, or permanent storage of materials; any activity which alters the elevation of the land, removes or destroys plant life, or causes structures of any kind to be erected or removed.

Development permit: An official authorization issued by the Director in accordance with this code to proceed with land disturbance and grading, as set forth in this ordinance.

Director: The Director of the Department of Planning and Development of the City of Gainesville, Georgia, or his or her authorized designee including staff of the Planning and Development Department.

Dwelling: Any building or portion thereof which is arranged, designed or used for living quarters for one or more families on a permanent or long-term basis.

EPD Director: The Director of the Environmental Protection Division of the Georgia Department of Natural Resources.

Environmental Health Department: The Hall County Environmental Health Department.

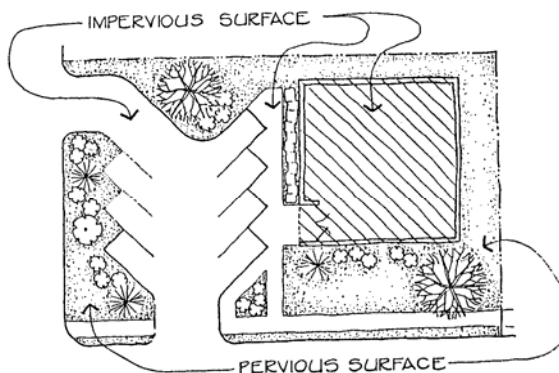
Family: An individual, or 2 or more persons related by blood, marriage, adoption or guardianship, or a group of not more than 3 unrelated persons, occupying a single dwelling unit; provided, however, that domestic servants employed on the premises may be housed on the premises without being counted as a separate family or families. The term "family" does not include any organization or institutional group whether for profit or non profit.

Floor area: The sum of all square footages (areas) of each floor of a building, measured from the interior faces of the exterior walls or from the centerline of walls separating two buildings. The following areas are excluded from the measurement of floor area: unfinished attics, attached garages or spaces used for off-street parking and loading, breezeways, and enclosed or unenclosed decks and porches.

Governing Body: The Mayor and City Council of the City of Gainesville, Georgia.

Grading: Altering the shape or topography of ground surfaces to a predetermined condition; this includes stripping, cutting, filling, stockpiling and shaping, or any combination thereof, and shall include the land in its cut or filled condition.

Impervious surface: A man-made structure or surface, which prevents the infiltration of water into the ground below the structure or surface. Examples are buildings, structures, roads, driveways, parking lots, decks, swimming pools, or patios.



Improvements: The physical addition and changes to land that may be necessary to produce usable, desirable and acceptable lots or building sites.

Land-disturbing activity: Any activity that may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting and filling of land but not including plowing and tilling for agricultural practices.

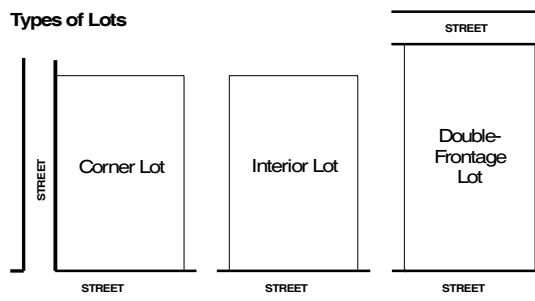
Lot: A parcel or tract of land held in single ownership.

(1) **Corner lot:** Any lot bounded by 2 streets at their intersection.

(2) **Double-frontage lot:** A lot bounding on 2 or more streets, but not at their intersection, so that it is not a corner lot.

(3) **Interior lot:** A lot having frontage on only one street.

Types of Lots



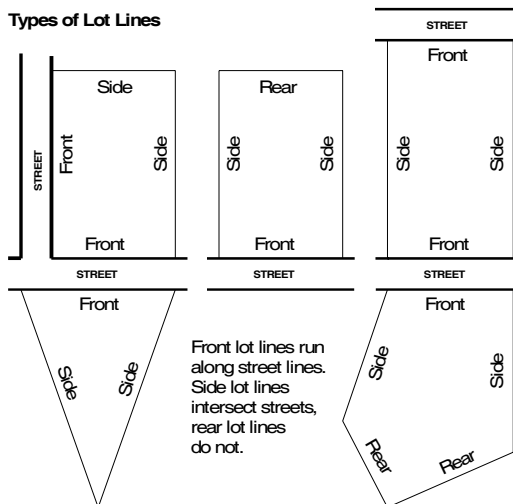
Lot Lines: The boundary dividing a given lot from the street, an alley, or adjacent lots.

(1) **Front lot line:** Any boundary line of a lot that abuts a street right-of-way line. A lot adjacent to more than one street will have more than one front lot line.

(2) **Rear lot line:** Any boundary line of a lot that does not intersect with a street right-of-way line and is not a front lot line.

(3) **Side lot line:** Any boundary line of a lot that intersects with a street right-of-way line and is not a front lot line.

Types of Lot Lines



Manufactured Home: A dwelling fabricated in an off-site facility for installation or assembly at the building site, bearing a label certifying that it is constructed in compliance with the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. 5401, et seq.), which first became effective on June 15, 1976. The term "manufactured home" includes a structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 or more square feet in floor area, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; except that such term includes any structure which meets all the requirements of this definition except the size requirement and with respect to which the manufacturer voluntarily files a certification required by the Secretary of Housing and Urban Development and complies with the standards established under the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. 5401, et seq.

Manufactured Home Park: Any lot or parcel under single ownership on which 2 or more manufactured homes are to be located or intended to be located for purposes of residential occupancy.

Mobile Home: A dwelling manufactured prior to June 15, 1976, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 or more square feet in floor area, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein.

Occupied: The word "occupied" as applied to any land or building shall be construed to include the words "intended, arranged or designed to be used or occupied."

Open space, landscaped: That portion of a given lot, not covered by buildings, parking, access and service areas, that is designed to enhance privacy and the amenity of the development by providing landscaping features, screening and buffering for the benefit of the occupants or those in neighboring areas, or a general appearance of openness. Landscaped open space may include, but need not be limited to, grass lawns, decorative planting, berms, walls and fences, sidewalks/walkways, ornamental objects such as fountains, statues and other similar natural and man-made objects, wooded areas, and water courses, any or all of which are designed and arranged to produce an aesthetically pleasing effect within and exterior to the development.

Overlay zone: A defined geographic area that encompasses one or more underlying zoning districts and that imposes additional requirements above those required by the underlying zoning district. An overlay zone can be coterminous with existing zoning districts or contain only parts of one or more such districts.

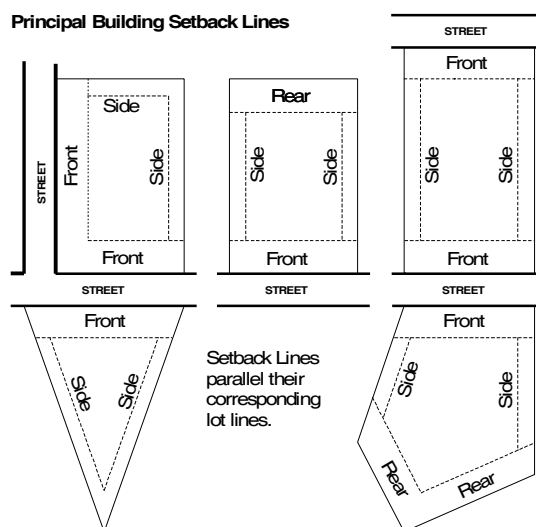
Permitted use: A use by right which is specifically authorized in a particular zoning district, or permitted by right in a particular overlay zone.

Planning and Appeals Board: The Planning and Appeals Board of the City of Gainesville, Georgia; also known or referred to as the "Planning Commission."

Premises: An area of land with its appurtenances and buildings which is one unit of real estate because of its unity of use.

Principal building setback line: A line delineating the minimum allowable distance between a property line or the right-of-way line of an abutting street and a principal building on a lot.

(1) **Front building setback:** The minimum allowable distance between the right-of-way line of any abutting street and any part of a principal building on a lot. The front setback distance is applied along the full length of the right-of-way line and is parallel to it.



(2) Rear building setback: The minimum allowable distance between a rear lot line and any part of a principal building on a lot. The rear building setback extends along the full length of the rear lot line.

(3) Side building setback: The minimum allowable distance between a side lot line and any part of a principal building on a lot. The side building setback extends along the side lot line between the front building setback and a rear building setback (if any).

Property or parcel of land: See "Lot."

Professional Engineer: An engineer licensed and registered to perform the duties of a professional engineer (P.E.) by the State of Georgia.

Public Utilities Director: The Director of the Department of Public Utilities of the City of Gainesville, Georgia, or his designee, whose duties include the review and approval of construction plans for public utilities for the City.

Public Works Director: The Director of the Department of Public Works of the City of Gainesville, Georgia, or his designee, whose duties include the review and approval of construction plans for public streets for the City.

Registered Land Surveyor: A land surveyor licensed and registered to perform the duties of a registered land surveyor (R.L.S.) by the State of Georgia.

Rezoning: An amendment to the Official Zoning Map, or an amendment to an overlay zone boundary, that changes the zoning district or overlay zone of one or more properties specified in an application; provided, however, that changes to the Historic Preservation Overlay Zone are not considered "rezoning" for purposes of this Unified Land Development Code and are instead regulated by the provisions of Chapter 9-23-3 of this Unified Land Development Code. Rezoning also includes applications to change conditions of zoning approval.

Setback: The shortest straight line distance between a street right-of-way or lot line and the nearest point of a structure or building or projection therefrom (excluding roof overhangs of 30 inches or less).

Setback, minimum: The shortest distance allowed between a street right-of-way line or any other lot line and any principal or accessory building on a lot. Minimum setback requirements for buildings are associated with the type of lot line from which the setback is taken; for instance, a "side yard setback" is measured from a side lot line.

Special use: A use that would not be appropriate generally or without restriction throughout a particular zoning district and is not automatically permitted by right within said zoning district, but which, if controlled as to number, area, location, relation to the neighborhood or other pertinent considerations, may be found to be compatible and approved by the Governing Body within that particular zoning district as provided in certain instances by this Unified Land Development Code. An approved special use runs with the property.

Story: That portion of a building comprised between a floor and the floor or roof next above. The first floor of a two (2) or multi-story building shall be deemed the story that has no floor

immediately below it and that is designed for living quarters or for human occupancy. Those stories above the first floor shall be numbered consecutively.

Structure: Anything built, constructed or erected, or established or composed of parts joined together in some definite manner, the use of which requires location on the ground or which is attached to something having permanent location on the ground. For purposes of this Unified Land Development Code, parking decks, swimming pools, tennis courts, signs, dog houses, and outdoor fenced animal runs are considered structures. Tents, vehicles, trailers, and play equipment attached to the ground in some permanent or temporary way shall be considered structures. A structure may or may not be easily moved from a given location on the ground. Walls and fences are considered structures but are subject to setback regulations for walls and fences rather than principal or accessory building setback regulations. Driveways and parking lots are not considered structures.

Used: The word "used" as applied to any land or building shall be construed to include the words "intended, arranged, or designed to be used or occupied."

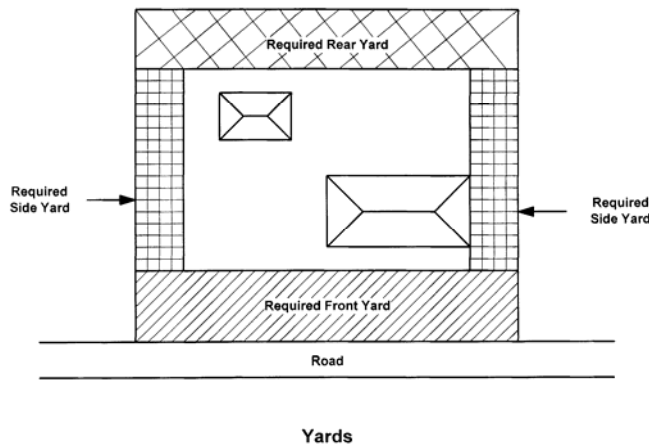
Variance: A grant of relief from the requirements of this Unified Land Development Code which permits construction or use in a matter otherwise prohibited by this Code, which may be approved in individual cases upon application and applied to specific property where compliance would result in a particular hardship upon the owner, as distinguished from a mere inconvenience or a desire to make a profit.

(1) Variance, administrative: A variance which is authorized to be approved by an administrative official under the terms of this ordinance.

(2) Variance, improvement standards: A variance which relieves or modifies an applicant or subdivider of certain subdivision or land development specifications or standards under the terms of this ordinance.

(3) Variance, zoning: A minimal relaxation or modification of the strict terms of the height, area, placement, setback, yard, buffer, landscape strip, parking and loading, or other regulations which are dimensional in nature as applied to specific property when, because of particular physical surroundings, shape, or topographical condition of the property, compliance would result in a particular hardship upon the owner, as distinguished from a mere inconvenience or a desire to make a profit.

Yard: A space on the same lot with a principal building, open unoccupied and unobstructed by buildings or structures from ground to sky except where encroachments and accessory buildings are expressly permitted.



(1) Yard, front: An open, unoccupied space on the same lot with a principal building, extending the full width of the lot, and situated between the street right-of-way and the front line of the building projected to the side lines of the lot. For corner and double frontage lots, front yard requirements apply to all road frontages.

(2) Yard, rear: An open, unoccupied space on the same lot with a principal building, extending the full width of the lot and situated between the rear line of the lot and the rear line of the building projected to the side lines of the lot.

(3) Yard, side: An open, unoccupied space on the same lot with the principal building, situated between the building and the side line of the lot and extending from the rear line of the front yard to the front line of the rear yard.

Zoning map: The official zoning map or maps of the City of Gainesville, Georgia.

**ARTICLE 9-4
ZONING DISTRICTS AND OVERLAY ZONES GENERALLY**

CHAPTER 9-4-1	ZONING DISTRICTS	4-1
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**CHAPTER 9-4-1
ZONING DISTRICTS**

Section 9-4-1-1.	Zoning Districts Established.
Section 9-4-1-2.	Official Zoning Map.
Section 9-4-1-3.	Revisions to Official Zoning Map.

Section 9-4-1-1. Zoning Districts Established.

The following zoning districts are hereby established in the City of Gainesville:

Residential:

R-I-A	Residential
R-I	Residential
N-C	Neighborhood Conservation
R-II	Residential
R-O	Residential and Office

Nonresidential:

O-I	Office and Institutional
N-B	Neighborhood Business
C-B	Central Business
R-B	Regional Business
G-B	General Business
L-I	Light Industrial
H-I	Heavy Industrial

Flexible:

PUD	Planned Unit Development
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Section 9-4-1-2. Official Zoning Map.

The boundaries of zoning districts created by this Ordinance are hereby established as shown on a map entitled the "Official Zoning Map," which is hereby adopted and made a part of this Ordinance. The Official Zoning Map shall indicate the date of adoption and most recent amendment.

The Official Zoning Map, as adopted by the Governing Body and subsequently amended from time to time by its action, shall be maintained by the Director. The original of the Official Zoning Map shall be kept in the office of the City Clerk.

The Official Zoning Map may be kept electronically in a geographic information system and such electronic data shall constitute an integral part of the Official Zoning Map. The Director may make copies of the Official Zoning Maps available to the public for a reasonable fee.

Section 9-4-1-3. Revisions to Official Zoning Map.

No changes of any nature shall be made to the Official Zoning Map except in conformity with amendments to the map approved by the Governing Body. If, in accordance with the provisions of this Ordinance, the Governing Body approves changes in the zoning district boundaries or other subject matter portrayed on the Official Zoning Map, such changes shall be made promptly after the amendment has been approved by the Governing Body.

CHAPTER 9-4-2 OVERLAY ZONES

- Section 9-4-2-1. Overlay Zones Established.
Section 9-4-2-2. Overlay Zone Maps.
Section 9-4-2-3. Revisions to Overlay Zone Maps.

Section 9-4-2-1. Overlay Zones Established.

The following overlay zones are hereby established in the City of Gainesville, as set forth more fully in Article 9-8 of this Unified Land Development Code:

Airport Overlay Zone
Gateway Corridor Overlay Zone
Limestone Parkway Overlay Zone
North Oconee Water Supply Watershed Protection Overlay Zone
Groundwater Recharge Area Protection Overlay Zone
Wetland Protection Overlay Zone
Midtown Overlay Zone
Historic Preservation Overlay Zone

Section 9-4-2-2. Overlay Zone Maps and Boundaries.

The boundaries of overlay zones are established in chapters of Article 9-8 of this Unified Land Development Code.

The Overlay Zone Maps may be kept electronically in a geographic information system and such electronic data shall constitute an integral part of the Overlay Zone Maps. The Director may make copies of the Overlay Zone Maps available to the public for a reasonable fee.

Section 9-4-2-3. Revisions to Overlay Zone Maps.

No changes of any nature shall be made to any of the Overlay Zone Maps except in conformity with amendments to the map approved by the Governing Body and the requirements of this Unified Land Development Code for their amendment (see Chapter 9-22-2). If, in accordance with the provisions of this Ordinance, the Governing Body approves changes to any overlay zone boundaries or other subject matter portrayed on an Overlay Zone Map, such changes shall be made promptly after the amendment has been approved by the Governing Body.

CHAPTER 9-4-3 RULES GOVERNING BOUNDARIES

Section 9-4-3-1.	Legal Description.
Section 9-4-3-2.	Streets and Railroads.
Section 9-4-3-3.	City Limits.
Section 9-4-3-4.	Property Lines.
Section 9-4-3-5.	Streams and Rivers.
Section 9-4-3-6.	Abandonment or Vacation of Right-of-Way.
Section 9-4-3-7.	Determinations, Interpretations, and Appeals.

Section 9-4-3-1. Legal Description.

The boundaries of the zoning districts as shown on the Official Zoning Map and the boundaries of overlay zones as shown on the various Overlay Zone Maps shall be determined on the basis of the legal descriptions associated with approved annexation, rezoning, or special use applications where they exist, or, in the absence of such legal descriptions, on the basis of the location of the boundary as depicted on the Official Zoning Map or Overlay Zone Maps. In cases where questions arise as to the boundaries of a zoning district or overlay zone, the rules of this Chapter shall apply.

Section 9-4-3-2. Streets and Railroads.

Where boundaries of zoning districts or overlay zones are indicated as approximately following the centerline of streets highways, or railroads, street right-of-way lines or such lines extended, such centerline, right-of-way lines or such lines extended shall be construed to be such boundaries. Where boundaries are indicated as approximately paralleling the centerline of streets, highways, or railroads, the location of said boundaries shall be determined by using an engineering scale on the map showing such boundaries.

Section 9-4-3-3. City Limits.

Where boundaries of zoning districts or overlay zones are indicated as approximately following the corporate limit line of a city, such corporate limit line shall be construed to be such boundaries.

Section 9-4-3-4. Property Lines.

Where boundaries of zoning districts or overlay zones are indicated as approximately following property lines or such lines extended, such property lines or such lines extended shall be construed to be such boundaries.

Section 9-4-3-5. Streams and Rivers.

Where boundaries of zoning districts or overlay zones are indicated as approximately following the centerline of stream beds or river beds, such centerline shall be construed to be such boundaries.

Section 9-4-3-6. Abandonment or Vacation of Right-of-Way.

Where a public street or other right-of-way is officially vacated or abandoned, and said street or right-of-way is also a zoning district or overlay zone boundary, the regulations applicable to the property to which it reverted shall apply to such vacated or abandoned public street or right-of-way.

Section 9-4-3-7. Determinations, Interpretations, and Appeals.

In the case where the exact location of a zoning district or overlay zone boundary cannot be determined by the foregoing methods, the Director shall determine the location of the boundary. Any such administrative determination is subject to appeal as an administrative decision in accordance with Chapter 9-22-7 of this Ordinance regarding the appeal of administrative decisions.

CHAPTER 9-8-8 HISTORIC PRESERVATION OVERLAY ZONE

Section 9-8-8-1.	Purpose and Intent.
Section 9-8-8-2.	Definitions.
Section 9-8-8-3.	Significance, Boundaries and Maps.
Section 9-8-8-4.	Amendments to the Historic Preservation Overlay Zone.
Section 9-8-8-5.	Use Restrictions.
Section 9-8-8-6.	Affirmation of Building Regulations and Design Guidelines.
Section 9-8-8-7.	Requirement for a Certificate of Appropriateness.
Section 9-8-8-8.	Maintenance of Historic Properties
Section 9-8-8-9.	Undue Hardship.

Section 9-8-8-1. Purpose and Intent.

The purpose of this Chapter is to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, landscape features and works of art having a special historical, architectural, cultural or aesthetic interest or value; and is intended:

- (a) To stimulate revitalization and preservation of the business districts and historic neighborhoods;
- (b) To promote economic progress through heritage tourism;
- (c) To provide for the designation, protection, preservation, rehabilitation and restoration of historic districts and properties; and to participate in federal or state programs to accomplish the same.

Section 9-8-8-2. Definitions.

Designation: A decision by the Governing Body pursuant to Chapter 9-23-2 of this Unified Land Development Code to designate a district or property as "historic" and thereafter prohibit all material changes in appearance prior to the issuance of a Certificate of Appropriateness pursuant to Chapter 9-23-3 of this Unified Land Development Code.

Historic district: A geographically definable area, which contains structures, sites, works of art or a combination thereof which is designated as historic pursuant to this Chapter and Chapter 9-23-2 of this Unified Land Development Code, and which:

- (a) Exhibits a significant historical, architectural, cultural or environmental character or value;
- (b) Represents one or more periods, styles or types of architecture typical of one or more eras in the history; and
- (c) Constitutes a visibly perceptible section of the municipality or county by reason of above.

Historic landmark: An individual structure, site or work of art, including the adjacent area necessary for the proper appreciation or use thereof, which is designated as historic pursuant to

this Chapter and Chapter 9-23-2 of this Unified Land Development Code, and which is deemed worthy of preservation for one or more of the reasons listed below:

- (a) It is an outstanding example of a structure representative of an era;
- (b) It is one of the few remaining examples of a past architectural style;
- (c) It is a site or structure associated with an event or person of historic or cultural significance; or
- (d) It is a site of natural or aesthetic value that is continuing to contribute to the historical or cultural development and heritage.

Site: The location of a significant event; a prehistoric or historical activity; or a structure, whether standing, ruined, or vanished; where the location itself maintains historical, cultural or archaeological value regardless of the value of any existing structure.

Section 9-8-8-3. Significance, Boundaries and Maps.

The Historic Preservation Overlay Zone is hereby designated. It shall consist of the land areas further delineated and defined on the Historic Preservation Overlay Zone Maps for each designated district and individual landmark as adopted as part of the official designation ordinance on file with the City Clerk. The Historic Preservation Overlay Zone maps are hereby considered to be a part of the Official Zoning Map of the City of Gainesville and this Chapter by reference. In addition, the properties within the boundaries of the Historic Preservation Overlay Zone shall be clearly defined for individual properties on tax maps.

The following subsections include a description of the physical boundaries and a statement of significance for all designated local historic districts and individual landmarks falling within the Historic Preservation Overlay Zone. Furthermore, in accordance with O.C.G.A. 44-10-26, a list of all property owners, a legal description and map, and the provision for requiring a Certificate of Appropriateness be obtained prior to making a material change in the exterior appearance – whether regarding a district or an individual landmark – shall be made a part of the official designation ordinance which is kept on file in the office of the Gainesville City Clerk.

(a) Big Bear Café Individual Landmark.

1. Significance.

The subject property, which contains three historic buildings, is located on Main Street within the Midtown area of Gainesville, which is one of the oldest sections of Gainesville and has long since been a transitional area. The Big Bear Café landmark contains one of the first permanent commercial buildings constructed along Main Street in the Midtown area, and as such, contributed to Gainesville's community planning efforts.

The building (which is the current home of Jayne's Flower Shop) was constructed around the turn of the twentieth century, between 1900 and 1930. This building was constructed of local brick of poor quality and shaped as a parallelogram to face Main Street at an angle, and thereby, creating an architectural effect that is distinctive. The building has housed various cafes and barber shops over time; such uses were particularly vibrant during World Wars I and II. The adjacent building, which houses *The Big Bear Café*, is an identical brick building that was

constructed in 1936, a few months after the devastating tornado of April 6, 1936. As with the first building, the parallelogram shape of the building creates an optical illusion that makes Main Street appear to angle toward the right, and like the first, this second building consisted of two sides – the upper side held a café while the lower side next to the alleyway contained a butcher shop. The café was operated by Mr. G. C. Barron as one of the most colorful and exciting establishments on the main line of the Southern Railroad, which connected through major cities between New York and New Orleans. Because Mr. Barron had a black bear in a cage behind the café, local folks referred to the café as *The Big Bear*, and although Mr. Barron did not like the name he used it since it apparently was good for business. The third building, a large metal warehouse of approximately 4,900 square feet in size, was built by the Chambers Lumber Company in 1950; to store mantles, doors, windows, and fine millwork. In 1997, a small group of local artists worked with the owner to create an art studio within the building – movement which is hoped will bring about change in Midtown.

In summary, the one-story brick, parallelogram buildings are typical commercial buildings from the turn of the twentieth century that are plain with commercial hardware characteristic of the period. The obtuse angles, creating the parallelogram shape, required custom fit for practically all of the structural elements and most of the interior finish as well.

2. Boundaries.

The subject property is bounded by Main Street, Bradford Street, a spur track of the CSX Railroad (formerly Gainesville-Midland Railroad) which is no longer in use and property of the Norfolk Southern Railroad. More specifically, the boundary of the local historic landmark follows the property lines of the subject tract as described in the recorded deed and as shown on a recorded plat.



City of Gainesville

Historic Preservation Overlay Zone Big Bear Cafe Local Historic Landmark



(b) Ridgewood Neighborhood Local Historic District.

1. Significance.

The Ridgewood Neighborhood Local Historic District serves as a bridge between the Green Street historic area and the Rock Creek, Ivey Terrace and the Wilshire parks. This area, which is a traditional residential neighborhood with sidewalks on either side of the street, is located within one of the oldest residential neighborhoods in Gainesville. Forty-six (46) of the forty-seven (47) structures located in the district were built between 1910 and 1954, most of which were constructed in the 1930s with brick, asbestos siding or wood exteriors; the remaining structure was built in 1987. The forty-eighth (48th) property located within the historic district is a small park, which is called the H. H. Dean Memorial Park in memory of the developer who originally owned much of the property within this neighborhood. The park/ garden area is land that was given by H. H. Dean to the Northside Garden Club in the 1930s – at a time when much of the H. H. Dean Estate was subdivided to create the Ridgewood neighborhood area.

The structures located within the district are representative of the type of historic residential architecture found in many of Georgia's towns and cities as well as reflect the prevailing national principles and practices of architecture of this time. Architecturally speaking, the district contains an outstanding group of examples of Craftsman and Victorian homes and English Tudor cottages; including one-story and two-story designs. Many of the structures contain much of their original fabric – including plaster walls, windows and exterior building materials – but many have been renovated and altered since their original construction.

The Ridgewood Neighborhood Local Historic District contains within its confines a high concentration of intact, historic residential structures that reflect architectural styles and building types found throughout the early and mid-twentieth century. The structures located within the proposed historic district together depict an era of architectural and historical character and are reflective of the social and cultural development of Gainesville. Moreover, the proposed historic district represents a major period in the development of Gainesville

2. Boundaries.

The Ridgewood Neighborhood Local Historic District, which consists of residential structures that are predominantly owner-occupied, single-family homes; is located north of the Central Business District within the Neighborhood Conservation (N-C) zoning district along Ridgewood Avenue and includes forty-eight (48) contiguous properties situated along Ridgewood Avenue, Denton Drive and Bradford Street.



City of Gainesville

Historic Preservation Overlay Zone Ridgewood Neighborhood Local Historic District



(c) Green Street Local Historic District.

1. Significance.

This area of Green Street (a.k.a. North Green Street), which is comprised of various office and light retail commercial uses, originally was an Indian trail and wagon road to North Georgia. Around 1828 with the discovery of gold in North Georgia, Gainesville became a trading center for gold mines, taverns, and agricultural products; and stores and offices were erected downtown. Gainesville experienced little growth after the gold rush. After 1870, following the extension of the railroad to Gainesville, North Green Street became the prime residential district – as the more affluent and leading business families began constructing residential dwellings along North Green Street. A streetcar track with horse-drawn cars was constructed in the late 1880s, extending from the railroad depot to various parts of the city – including North Green Street. In 1903, the streetcar was electrified.

Green Street, which was an important transportation route to the mining regions, is a four-lane state highway that bisects the *Green Street Local Historic District* and is lined on both sides with some of Gainesville's largest, oldest and most architecturally-distinctive homes situated on large lots. Structures in the district date from the 1880s to the 1930s, although some were constructed later and are non-historic in nature. Many are one and one-half to stories in height with a few having two and one-half stories. A majority of the structures are wood-framed with clapboard siding; while a few are constructed of brick veneer or consist of synthetic siding added in recent times. Many of the structures, which were built by locally prominent architects and builders including John Cherry and E. Levi Prater, served as residences for some of Gainesville's important professionals and businessmen, educators and politicians. Historically speaking, the *Green Street Local Historic District* reflects prosperity of the agricultural and mining industries in the Gainesville area; and for over fifty years, this area was known to visitors as one of the outstanding residential neighborhoods in northeast Georgia.

The *Green Street Local Historic District* contains within its confines a high concentration of intact, historic residential structures that reflect architectural styles and building types found throughout the late nineteenth and early twentieth centuries. Moreover, the structures located within the district together depict an era of architectural and historical character – and are reflective of the social and cultural development of Gainesville. Architecturally speaking the *Green Street Local Historic District* contains an outstanding group of examples of Victorian and Neoclassical Revival homes date from the turn of the nineteenth century. The various architectural styles found in the district include Colonial Revival, Folk Victorian, English Vernacular Revival, early Classic Revival and Italian Renaissance. There are several late-Victorian structures located in the district, including the Smith-Palmer-Estes House which has Queen Anne massing and intricate Eastlake porch detailing. Also in the district, there is an excellent collection of high-style Neoclassical structures with a variety of monumental one- and two-story porticos.

2. Boundaries.

The boundaries of the *Green Street Local Historic District* closely follow the boundary of the Green Street Historic District as listed in the National Register of

Historic Places in 1975, and predominantly encompass properties fronting Green Street. This area also was included in an updated National Register nomination listed in 1985. Such nomination combined the existing 1975 Green Street and 1978 Brenau College National Register Historic Districts as well as encompassed adjacent historic neighborhoods to create one comprehensive district: the Green Street-Brenau-Green Street Circle Historic District.



City of Gainesville

Historic Preservation Overlay Zone

Green Street Local Historic District



Section 9-8-8-4. Amendments to the Historic Preservation Overlay Zone.

Local designations for either districts or individual landmarks may be proposed to be established or proposed to be rescinded by the Governing Body, the Historic Preservation Commission, or property owner. Local designations shall be considered as amendments to the Historic Preservation Overlay Zone.

The Historic Preservation Overlay Zone and Historic Preservation Overlay Zone Maps may be amended from time to time to include new or separate, noncontiguous designated historic districts, to modify existing local historic districts, to designate historic landmarks, or for other reason, provided that such amendment conforms to the provisions of Chapter 9-23-2 and O.C.G.A. Section 44-10-26 as applicable. The process, procedural requirements and criteria for considering an application for Designation are specified in Chapter 9-23-2 of this Unified Land Development Code.

In order to amend the Historic Preservation Overlay Zone, the description of the physical boundaries, the statement of significance, and boundary map pertaining to a designation ordinance shall be incorporated into this Ordinance under Section 9-8-8-3, along with a reference to the designation ordinance.

Section 9-8-8-5. Use Restrictions.

All uses permitted by right or as a Special Use by the underlying zoning district shall be similarly permitted under the Historic Preservation Overlay Zone, and the underlying zoning district use provisions of this Unified Land Development Code shall remain in effect until modified.

Section 9-8-8-6. Affirmation of Building Regulations and Design Guidelines.

Nothing in this chapter shall be construed as to exempt property owners or occupants from complying with applicable building codes, nor to prevent any property owner or occupant from making any use of the property not prohibited by other statutes, ordinances, or regulations.

Design and Construction Guidelines, which are standards for evaluating proposed material changes to structures located within the Historic Preservation Overlay Zone, are intended to offer guidance to owners and occupants, architects, developers and other individuals contemplating restoration, remodeling or new construction on how to maintain the architectural integrity of the structure and district as a whole. The design and construction guidelines adopted by the Historic Preservation Commission shall remain in effect and may be amended by the Historic Preservation Commission without the need to amend this Chapter. Nothing in this Chapter shall be construed as to exempt property owners and occupants from complying with applicable design and construction guidelines even though such guidelines are not law.

Section 9-8-8-7. Requirement for a Certificate of Appropriateness.

This Chapter and other Chapters of this Unified Land Development Code related to historic preservation shall pertain to the exterior material appearance of a building, structure, work of art, and site as a whole, or a combination thereof. Upon designation and inclusion of a district or individual landmark within the Historic Preservation Overlay Zone, a Certificate of Appropriateness shall be obtained from the Gainesville Historic Preservation Commission, or from the Planning Department for minor work projects, prior to any material change in the exterior appearance of a structure or site.

The process and criteria for considering an application for a Certificate of Appropriateness are specified in Chapter 9-23-3 of this Unified Land Development Code. That Chapter includes procedural requirements for obtaining a Certificate of Appropriateness.

Section 9-8-8-8. Maintenance of Historic Properties.

- (a) Ordinary Maintenance and Repair. Ordinary maintenance or repair of any exterior architectural feature in or on a historic property to correct deterioration, decay or damage; or to sustain the existing form; and that does not involve a material change in design, material or exterior appearance, does not require a Certificate of Appropriateness. However, this provision does not exclude ordinary maintenance and repair work from the requirement of obtaining any necessary applicable building permits.
- (b) Failure to provide ordinary maintenance. Property owners of individual properties within a designated historic district or of designated historic landmarks shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The Historic Preservation Commission shall be charged with the following responsibilities regarding deterioration by neglect:
 - (1) Notice to owner to remedy. If the Historic Preservation Commission determines a property owner has failed to provide ordinary maintenance or repair (including but not limited to damaged windows, doors, siding, foundation or roof structure) the Historic Preservation Commission shall notify the property owner and set forth the steps which need to be taken to remedy the situation. The property owner shall have 180 days in which to resolve the situation.
 - (2) Failure by owner to remedy. If the condition is not remedied within 180 days, the owner shall be subject to the enforcement provisions as specified in Chapter 9-24-2 of this Unified Land Development Code, or
 - 1. Upon authorization and at the direction of the Governing Body, the Historic Preservation Commission may perform such maintenance or repair as is necessary to prevent deterioration by neglect.
 - a. The property owner shall be liable for the cost of such maintenance or repair.
 - b. The cost of such maintenance or repair shall be a lien against the real property. The lien shall attach to the real property at the time of payment of all costs of maintenance or repair by the City.
 - 2. Nothing in this section shall be construed to impair or limit in any way the power of the Governing Body to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

Section 9-8-8-9. Undue Hardship.

Where, by reason of unusual circumstances, the strict application of any provision of this Chapter would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the Historic Preservation Commission shall have the power to vary strict adherence to said provisions, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship; provided that such variances or interpretations do not compromise

the architectural or historical integrity of the property. In granting variances, the Historic Preservation Commission may impose such reasonable and additional stipulations and conditions as deemed necessary. An undue hardship shall not be a situation of the person's own making.

The process, procedural requirements, and criteria for considering an application for an Undue Hardship variance are specified in Chapter 9-23-4 of this Unified Land Development Code.

CHAPTER 9-18-3 PERMITS AND PERMISSIONS

- Section 9-18-3-1. Building Permit and Conformance to Codes.
Section 9-18-3-2. Sign Approval in Historic Properties Overlay Zone.
Section 9-18-3-3. Zoning Verification Optional.

Section 9-18-3-1. Building Permit and Conformance to Codes.

Any freestanding or building sign that requires a building permit according to the Building Code shall be obtained prior to installation or placement of any such freestanding or building sign. All signs for which a building permit is required shall be constructed and maintained in conformance with all Building Code requirements. All electrical service to a sign shall be in compliance with the Electrical Code, and an electrical permit if required shall be obtained. If plans are required for issuance of a building permit for a sign, the plans shall be certified as to conformance with all structural and wind-load resistive standards of the Building Code by a structural engineer registered in the State of Georgia, or be prepared using standard drawings prepared by a structural engineer or other qualified professional meeting or exceeding all requirements of the Building Code.

In addition, whether or not required by the building code, a building permit shall be required and must be obtained from the Building Department prior to installation or placement of all principal freestanding signs.

Section 9-18-3-2. Sign Approval in Historic Preservation Overlay Zone.

Signs are external environmental features that can detract from historic character if not considered in the proper context. Signs located in the Historic Preservation Overlay Zone established by this Unified Land Development Code require a Certificate of Appropriateness to be issued pursuant to Chapter 9-23-3 of this Unified Land Development Code. Within the Historic Preservation Overlay Zone (i.e., historic districts and properties designated in Chapter 9-8-8 of this Unified Land Development Code, no freestanding or building sign shall be erected or installed unless sign has been approved by the Gainesville Historic Preservation Commission, except as specifically provided otherwise in this Section.

In acting on applications involving sign approvals, the Historic Preservation Commission shall consider the criteria established for the issuance of certificates of appropriateness, and adopted design guidelines for signs, if any. In addition, the Historic Preservation Commission may consider the following, which shall not be limiting, in issuing certificates of appropriateness for signs and may use these criteria in determining whether to approve, deny, or modify said signs:

- (a) The sign with its overall design makes a positive contribution to the general appearance of the street and area in which it is located.
- (b) The scale, size, and shape of the sign are proportional to the building on which they are placed or to which it pertains and the area in which it is located. To this end, the Historic Preservation Commission may find that a sign is out of character with the area or not proportional to the building, activity or use and may work with the applicant to reduce the scale, size or shape or placement of the sign or signs.

- (c) The sign does not obscure architectural features of the building, and the design of the sign is integrated with the design of the building.



These signs block building elements and create a chaotic image



These signs complement the building form and create a more orderly appearance

- (d) The sign is designed for and directed toward pedestrians rather than to vehicular traffic so that it can be easily and comfortably read standing adjacent to the business, activity, or use.

- (e) The proposed sign is composed of materials that are compatible with the materials of the face of the building façade where it is placed or to which it pertains.



Wall signs of consistent size and placement establish facade rhythm.

- (f) Signage, particularly freestanding principal signs, shall be simple in design and draw upon the architectural elements of the principal building.
1. If the sign proposed is a building sign, it must establish an appropriate rhythm to the façade.
 2. The proposed sign shall be composed of materials that are compatible with the materials of the face of the building façade where it is placed or to which it pertains.
 3. Design, lettering, and composition of the sign must be compatible with the building.
 4. Lighting shall be indirect only, unless otherwise approved as part of a Certificate of Appropriateness granted by the Historic Preservation Commission.

The Historic Preservation Commission may approve design guidelines and examples of appropriate signs. All such approved design guidelines and examples of appropriate signs shall be maintained on file with the Director of Planning and Development and be made available to applicants for signs in the Historic Preservation Overlay Zone. If such guidelines are examples are adopted, and a sign within the Historic Preservation Overlay Zone is found by the Director of Planning and Development to be consistent with said guidelines or examples of appropriate signs, the Director may issue approval of a Certificate of Appropriateness as a minor work project without the need for review and approval by the Historic Preservation Commission. In acting on applications involving sign approvals, the Director of Planning and Development shall

consider the criteria established for the issuance of certificates of appropriateness, adopted design guidelines for signs, and the criteria established in this Section.

Section 9-18-3-3. Zoning Verification Optional.

Except for signs that require a building permit or a Certificate of Appropriateness under the terms of this Chapter, no additional approval shall be required to erect a sign. However, property owners who want to ensure compliance with the terms of this Article may apply for and subject to a reasonable fee as may be established from time to time by the Governing Body zoning verification by the Planning Department. Upon request and after a determination of compliance (within five (5) calendar days from the date of the request was received), a zoning verification shall be issued in writing to the applicant.

CHAPTER 9-21-2 HISTORIC PRESERVATION COMMISSION

Section 9-21-2-1.	Definitions.
Section 9-21-2-2.	Establishment and Continuation.
Section 9-21-2-3.	Appointments, Qualifications, Terms, Vacancies, Compensation, and Mandatory Training.
Section 9-21-2-4.	Disqualification and Removal.
Section 9-21-2-5.	Rules and Standards.
Section 9-21-2-6.	Meetings.
Section 9-21-2-7.	Quorum.
Section 9-21-2-8.	Officers.
Section 9-21-2-9.	Voting.
Section 9-21-2-10.	Conflicts of Interest.
Section 9-21-2-11.	Secretary and Records of Proceedings.
Section 9-21-2-12.	Dissemination and Posting of Actions.
Section 9-21-2-13.	Powers, Duties and Responsibilities.
Section 9-21-2-14.	Limitation on Powers.

Section 9-21-2-1. Definitions.

Commission: The Historic Preservation Commission of the City of Gainesville, Georgia.

Designation: a decision by the Governing Body to designate a district or individual landmark as "historic" and thereafter prohibit all material changes in appearance prior to the issuance of a Certificate of Appropriateness.

Historic district: A geographically definable area which contains structures, sites, works of art or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Governing Body.

Historic preservation jurisdiction: All properties lying within the municipal limits of the City of Gainesville, Hall County, Georgia.

Historic landmark: An individual structure, site, or work of art which exhibits a special historical, architectural, or environmental character as designated by the Governing Body.

Section 9-21-2-2. Establishment and Continuation.

There is hereby created a commission, the title of which shall be "Gainesville Historic Preservation Commission" (hereinafter referred to as the "Historic Preservation Commission"); which shall be considered a part of the planning functions of the City. The Commission as it existed on the effective date of this Unified Land Development Code shall continue in full force and function.

Section 9-21-2-3. Appointments, Qualifications, Terms, Vacancies and Compensation.

- (a) Appointments. The Preservation Commission shall consist of five (5) voting members appointed by the Governing Body. The Governing Body may also appoint

- a citizen to serve as an ex-officio, non-voting member who serves in an advisory capacity only.
- (b) Qualifications. All members whether voting or ex-officio shall reside within the city limits of Gainesville, and a majority shall be either persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources; or persons who are among professionals in such related disciplines.
 - (c) Terms of office. Voting members shall serve staggered three-year terms; and may be reappointed. In order to achieve staggered terms, initial appointments shall be: one member for one year; two members for two years; and two members for three years. Historic Preservation Commission members shall serve until their terms expire or until re-appointed or until their successors are appointed. Ex-officio, non-voting members shall serve a one-year term, until their term expires, or until re-appointed or until their successors are appointed.
 - (d) Vacancies. Should a vacancy exist in the membership, the Historic Preservation Commission shall continue to act with full authority, unless total Commission membership falls below a majority for the five-member board. The Governing Body shall be notified of the vacancy so that an appointment can be made to fill such vacancy for the remainder of the unexpired term.
 - (e) Compensation. All voting and ex-officio, non-voting members shall serve without compensation.
 - (f) Mandatory Training: Within one (1) year of initial appointment to the Historic Preservation Commission, the new member shall attend the Historic Preservation Commission Training or comparable training as determined by the Director of Planning and Development (adopted by Ordinance 2006-24 dated July 5, 2006).

Section 9-21-2-4. Disqualification and Removal.

A member may be removed from the Historic Preservation Commission by a majority vote of the Governing Body for cause, for absenteeism at three (3) successive called or regular meetings or absenteeism at six (6) such meetings in a calendar year, for relocation of his or her permanent residence outside the municipal limits of Gainesville, for violation of the Code of Conduct of the Historic Preservation Commission in the consideration of an application for a Certificate of Appropriateness or other responsibility under this Unified Land Development Code, or for other reasons the Governing Body may deem appropriate.

Section 9-21-2-5. Rules and Standards.

The Historic Preservation Commission, upon holding a public hearing and providing an opportunity for the public to comment, shall adopt rules and standards – including design and construction guidelines – for the transaction of business and for consideration of applications; and the Commission shall have the flexibility to adopt rules and standards, including design and construction guidelines, without amendment to this Unified Land Development Code.

Section 9-21-2-6. Meetings.

The Historic Preservation Commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The latest edition of Robert's Rules of Order shall determine the order of business.

Section 9-21-2-7. Quorum.

A quorum shall consist of a majority of the voting members. Should a vacancy exist in the membership, the Historic Preservation Commission shall continue to act with full authority, unless the number of voting members falls below the majority of members or quorum.

Section 9-21-2-8. Officers.

The Historic Preservation Commission shall select a Chairperson and Vice Chairperson.

The Chairperson shall be elected by the members of the Historic Preservation Commission from among their membership for a one-year term; elections shall be held annually at the first regularly scheduled meeting in July or at the next regular meeting thereafter. The Chairperson shall decide all points of order and procedure, subject to these bylaws and a modified version of the latest edition of *Robert's Rules of Order*.

The Vice Chairperson also shall be elected by the members of the Historic Preservation Commission from among their membership in the same manner as the Chairperson and shall be eligible for re-election. The Vice Chairperson shall serve as Acting Chairperson in the absence of the Chairperson, or when the Chairperson shall refrain from participation due to a conflict of interest, and shall have the same powers and duties as the Chairperson. Upon resignation or disqualification of the Chairperson, the Vice Chairperson shall assume the chairmanship for the remainder of the unexpired term. The Historic Preservation Commission shall elect a new Vice Chairperson at its next regular meeting.

Section 9-21-2-9. Voting.

All Historic Preservation Commission members attending a meeting shall vote on each matter placed before it. A member may abstain from voting only in the instance of a conflict of interest, the nature of which must be stated for the record following the procedures outlined in Section 9-21-2-10 below.

Section 9-21-2-10. Conflicts of interest.

No member shall participate in the consideration of or cast a vote on any issue before the Preservation Commission which involves an ownership, financial or professional interest of that individual or an organization in which that member has an ownership, financial or professional interest or position, or represents. No member shall participate in the consideration of or cast a vote on any matter which provides or could provide financial or professional benefit to that member. When a conflict of interest or the appearance of a conflict of interest arises, the following actions shall be taken:

- (a) The individual member shall divulge in a brief statement on the public record the existence of and reasons for the potential conflict and abstain from voting.
- (b) The affected member shall not present, vote or discuss the project other than answer a direct question.

Section 9-21-2-11. Secretary and Records of Proceedings.

A public record shall be kept of the Historic Preservation Commission's resolutions, proceedings and actions. The Director of Planning and Development, or his or her designee, shall serve as secretary to the Historic Preservation Commission. The secretary shall cause summary minutes of its proceedings to be kept, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall cause records of its examinations and other official actions to be kept in the form of tape recordings, all of which shall be of public record

Section 9-21-2-12. Dissemination and Posting of Actions.

The results of each Historic Preservation Commission meeting as to their actions and recommendations shall be forwarded by the Director of Planning and Development or his or her designee to the Governing Body, and they shall be posted in a public place at the Office of the Planning Department for a period of at least two (2) weeks following the Historic Preservation Commission meeting.

Section 9-21-2-13. Powers, Duties and Responsibilities.

The Historic Preservation Commission shall have the powers, duties and responsibilities enumerated in this Section. The Planning Department may assist the Historic Preservation Commission in fulfilling its powers, duties and responsibilities listed below, and to that end the Commission may delegate such powers, duties and responsibilities to the Planning Department.

- (a) Work with the Planning Department staff, and outside consultant if services of one are retained, to prepare and maintain an inventory of all property within the historic preservation jurisdiction having the potential for designation as historic;
- (b) Recommend to the Governing Body specific areas, sites, structures or works of art to be designated by ordinance as historic;
- (c) Review applications for Certificates of Appropriateness, and grant or deny such applications in accordance with the provisions of Chapter 9-23-3 of this Unified Land Development Code;
- (d) Recommend to the Governing Body that the designation of any area, site, structure or work of art as historic be revoked or removed, in accordance with the provisions of Chapter 9-23-2 of this Unified Land Development Code;
- (e) Restore or preserve any historic properties acquired by the City;
- (f) Promote the acquisition by the City of façade and conservation easements in accordance with the provisions of the "Georgia Uniform Conservation Easement Act" (O.C.G.A. Section 44-10-1 et seq.);
- (g) Assist the Planning Department staff in conducting educational programs on historic properties located within the historic preservation jurisdiction;

- (h) Make such investigations and studies of matters relating to historic preservation, including consultation with historic preservation experts;
- (i) Upon review, provide a written statement as a Commission to the Planning Department staff concerning the nomination of properties within the City to the National Register of Historic Places;
- (j) Perform historic preservation activities as the official agency of the City's historic preservation program; and
- (k) Monitor the condition of designated historic properties and individual structures, sites or works of art located within a designated historic district to determine if a property is being allowed to deteriorate by neglect, and to fulfill its charges with regard to deterioration by neglect as assigned to it by this Unified Land Development Code.

The following powers, duties, and responsibilities shall be delegated specifically to the Planning Department staff to perform on behalf of the Historic Preservation Commission:

- (a) The Director of Planning and Development, upon approval by the Governing Body and upon recommendation by and on behalf of the Historic Preservation Commission, shall have the authority to accept donations and may expend such finds (and keep records) consistent with historic preservation purposes and objectives, and shall ensure that these funds do not displace appropriated governmental funds if applicable;
- (b) Make such investigations and studies of matters relating to historic preservation, including consultation with historic preservation experts;
- (c) Conduct educational programs on historic properties located within the historic preservation jurisdiction;
- (d) Seek out state and federal funds for historic preservation and make recommendations to the Governing Body concerning the most appropriate uses of any funds acquired;
- (e) Submit to the Historic Preservation Section of the State Department of Natural Resources, or its successor, a list of historic districts and properties designated;
- (f) Review and make comments, integrating the written statement of the Historic Preservation Commission, to the Historic Preservation Division of the State Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places;
- (g) Retain the services of an outside consultant or expert to carry out various functions, duties, or responsibilities of the Historic Preservation Commission;
- (h) Receive donations, grants, funds or gifts of historic property, and to acquire or sell historic properties upon approval of the Governing Body; and

- (i) Enter into negotiations with the owner for the acquisition by gift, purchase, exchange or otherwise of property upon approval of the Governing Body.

Section 9-21-2-14. Limitation on Powers.

The Historic Preservation Commission shall not have the power to obligate the city in any way without the concurrence of the Director of Planning and Development and prior approval of the Governing Body.

**ARTICLE 9-23
HISTORIC PRESERVATION APPLICATIONS AND PROCEDURES**

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**CHAPTER 9-23-1
DEFINITIONS**

Alteration: A visible change to the exterior of a structure; or work which impacts any exterior architectural feature. Alteration includes construction, reconstruction, introduction or removal of any building or building element.

Certificate of appropriateness: A document that is evidence of the approval by the Historic Preservation Commission (or in the case of minor projects, by the Director of Planning and Development) for a person to make a material change in the appearance of a designated historic property or property located within a designated historic district.

Character-defining: An element whose design and material is associated with the age and style of a building and helps define its architectural style; parts of a structure that make it distinctive.

Commission: The Historic Preservation Commission of the City of Gainesville, Georgia.

Design guidelines: Standards (not laws) that are an extension of the Secretary of the Interior's Standards for Rehabilitation used for evaluating proposed changes to locally designated historic landmarks or buildings, structures, site features, and other exterior elements of properties located within a locally designated historic district.

Designation: A decision by the Gainesville City Council to designate an individual landmark or district as "historic" and thereafter prohibit all exterior material changes in appearance prior to the issuance of a Certificate of Appropriateness.

Exterior architectural features: The architectural style and general design of the exterior of a structure including, but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

Exterior environmental features: All those aspects of the landscape or the development of a site which affect the historical character of the property, including but not limited to walls, fences, signs or other appurtenant elements thereof including any improvement, grading or alteration of the land.

Georgia Historic Preservation Act: The state enabling legislation which authorizes communities in Georgia to establish a local historic preservation commission, and establishes minimum standards for local jurisdiction historic resources protection that is not tied to the exercise of zoning power. The Georgia Historic Preservation Act provides a benchmark against which each local governing jurisdiction may either evaluate existing preservation policy or formulate a preservation policy tailored to local needs.

Historic district: A geographically definable area which contains structures, sites, works of art or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Governing Body.

Historic fabric: Materials original to a building or structure.

Historic landmark: An individual structure, site, or work of art which exhibits a special historical, architectural, or environmental character as designated by the Governing Body.

In-kind: Using the exact same material when replacing a damaged architectural element.

Integrity: The state of being unimpaired – both a building and its setting. Authenticity of a property's historic identity, evidenced by the survival of physical characteristics (i.e. location, setting, design, materials and workmanship) that existed during the property's historic period.

Major work project: Unless further clarified in the approved design and construction guidelines, this involves a change in the appearance of a structure or site and is more substantial in nature than routine maintenance or minor work projects.

Material change in appearance: A change that will affect either the exterior architectural features or exterior environmental features of an historic property or any structure, site or work of art within an historic district, and may include any one or more of the following:

- (a) A reconstruction or alteration of the size, shape, or façade of an historic property, including any of its architectural elements or details;
- (b) Demolition or relocation of a historic structure;
- (c) Commencement of excavation for construction purposes;
- (d) A change in the location of advertising or parking area visible from the public right-of-way; or
- (e) The erection, alteration, restoration, or removal of any building or other structure within an historic property or district, including walls, fences, steps and pavements, or other appurtenant features, except exterior paint alterations.

Minor work project: Unless further clarified in the approved design and construction guidelines, this involves a change that goes beyond ordinary maintenance but does not constitute a significant or character-altering change in the appearance of a structure or site.

Ordinary or routine maintenance: Any action performed in order to preserve historic materials and other elements – including minor replacement of materials in-kind provided that no change in the design or general appearance is made to a structure or site.

Preservation: The sustaining of the existing form, integrity and material of a building or structure; and the existing form and landscaping of a site.

Rehabilitation or renovation: Returning a structure or property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those components that are significant to the historical, architectural and cultural values.

Remodel: To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

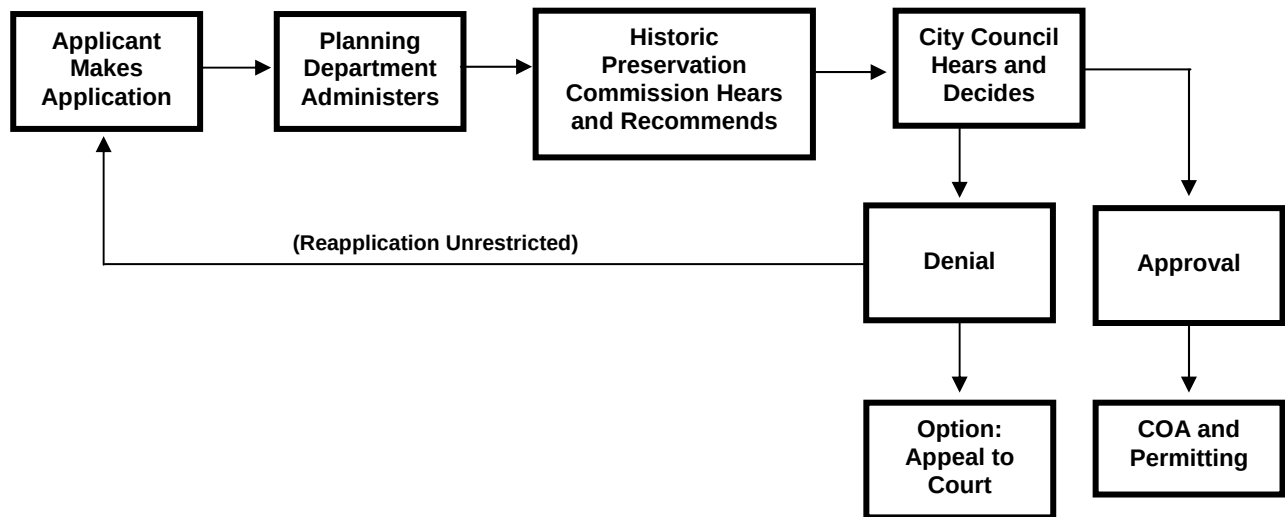
Restoration: Accurately recovering the form and details of a structure and its setting as it appeared at a particular time in history by removing recent work and/or replacing missing earlier work.

Work project: Any work performed to maintain and repair an existing structure or site and landscape feature; or any work performed to replace an existing structure or site and landscape feature, or component of such; or any work to build new construction (additions, infill, outbuildings, fences, etc.).

CHAPTER 9-23-2 DESIGNATIONS

Section 9-23-2-1.	Generally.
Section 9-23-2-2.	Initiation.
Section 9-23-2-3.	Requirements for Submittal.
Section 9-23-2-4.	Notice of Public Hearing by the Historic Preservation Commission.
Section 9-23-2-5.	State Documentation Report; Investigations and Staff Findings.
Section 9-23-2-6.	Criteria to Consider for Designations.
Section 9-23-2-7.	Criteria to Consider for Amendments or Renunciation.
Section 9-23-2-8.	Investigations and Staff Findings.
Section 9-23-2-9.	Historic Preservation Commission Hearing and Recommendation.
Section 9-23-2-10.	Notice of Public Hearing by Governing Body.
Section 9-23-2-11.	Action by Governing Body and the Designation Ordinance.
Section 9-23-2-12.	Duties of the Director Following Action by Governing Body.
Section 9-23-2-13.	Withdrawal.
Section 9-22-2-14.	Incorporation Clause.

Overview of Designations



Section 9-23-2-1. Generally.

The purpose of this Chapter, and other historic preservation related chapters of this Unified Land Development Code, is to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, landscape features and works of art having a special historical, architectural, cultural or aesthetic interest or value. An individual landmark or a group of properties comprising a district may be designated as local historic landmarks and districts, respectively, under the procedures in this Chapter.

The Historic Preservation Overlay Zone and Historic Preservation Overlay Zone Maps, as described in Chapter 9-8-8 of this Unified Land Development Code, may be amended from time to time to include new or separate, noncontiguous designated historic districts, to modify existing local historic districts, to designate historic landmarks, or for other reason, provided that such amendment conforms to the provisions of this Chapter and O.C.G.A. Section 44-10-26 as applicable.

If an ordinance for designation is being considered, the Governing Body shall have the power to suspend or issue a moratorium on applications for alteration or demolition involving a property or properties under consideration for designation; in which case, no building or demolition permits shall be issued until the final designation status is determined.

Section 9-23-2-2. Initiation.

Local designations for either districts or individual landmarks may be proposed to be established, or to be rescinded, by the Governing Body, the Historic Preservation Commission, or property owner(s). Local designations shall be considered as amendments to the Historic Preservation Overlay Zone as described in Chapter 9-8-8.

An application for designation shall be accompanied by such drawings, photographs or plans as required by Section 9-23-2-3, or as may be required by the Director or Historic Preservation Commission. Any applicant wishing to submit an application for a designation request must schedule an appointment with the Planning Department staff in order to review the application for completeness. No such application shall be accepted for processing by the Director unless it meets the requirements of this Chapter. Incomplete or improper applications will be returned to the applicant. The Director is hereby authorized to establish administrative deadlines for the receipt of applications.

Section 9-23-2-3. Requirements for Submittal.

All applications for designations shall at a minimum consist of the following:

- (a) Districts.
 - (1) Application form. A completed application. All applications shall be submitted to the Department of Planning and Development on the Department's application forms.
 - (2) Boundary map. Provide a map of the proposed district, showing property boundary lines and the proposed district boundary line as well as streets and street names. This map should include the proposed name of the district.

Indicate the historic or common name of each site. Maps can be a copy of the tax map, or the applicant can obtain a map of the general area from the Planning Department upon an appointment and for a fee

- (3) List of current property owners and occupants. Provide a list of all current property owners and occupants, including name and mailing address, for the properties to be designated as a district. A paper copy and an electronic copy in Microsoft Excel format.
 - (4) Petition of support. A form included as part of the official designation application form provided by the Planning Department. The petition requires the name, contact information, and signature of property owners in support of the request. It is encouraged that the applicant obtain the support of at least fifty percent (50%) of the property owners within the proposed district.
 - (5) Photographs. Provide two clear sets of recent photographs of at least 4" x 6" in size. The photographs can be black and white or color. Polaroids will not be accepted. Provide photographs of a structure representative of each architectural style within the proposed district as follows:
 - a. Provide one photograph of each elevation with text identifying the view (e.g. "south elevation" or "main entry").
 - b. Provide two (2) perspective photographs (i.e. Photo looking at the front of the structure, including some of the front lawn area and any other unique feature).
 - c. Provide additional photographs of garages, outbuildings, or other significant feature that will aid the visual representation and architectural significance of the district.
 - d. Type the following information on a self-adhesive label and attach it to the back of each photograph: common name of property, street address and tax parcel number, name of photographer, date of photo, and view and direction.
 - (6) Written statements. On the "Written Statements" form included with the application form provided by the Planning Department (or as typed on a separate attachment), provide detailed information with respect to the significance of the district, description of the proposed district, history of the proposed district, and statement of justification.
- (b) Individual landmarks.
- (1) Application form. A completed application. All applications shall be submitted to the Department of Planning and Development on the Department's application forms.
 - (2) Plat/boundary survey. Provide a plat/boundary survey that is prepared by a registered land surveyor and depicts at a minimum the property boundary lines, all existing structures, and street names.

- (3) Legal description. Legal description with the metes and bounds that corresponds with the said plat or boundary survey. A paper copy and an electronic copy in Microsoft Word format of the legal description must be submitted.
- (4) Copy of grant deed. Provide a copy of the grant deed which verifies current ownership. Such information should match the information held to be true by the Hall County Tax Assessor's Office.
- (5) Photographs. Provide two clear sets of recent photographs of at least 4x6 in size, following the guidelines outlined in this Section for district designations.
- (6) Written statements. On the "Written Statements" form included with the application form provided by the Planning Department (or as typed on a separate attachment), provide detailed information with respect to the significance of the district, description of the proposed district, history of the proposed district, and statement of justification.

The Director may request information in addition to that specified in this Section when considered necessary for review of the application by the Governing Body or Historic Preservation Commission.

Section 9-23-2-4. Notice of Public Hearing by Historic Preservation Commission.

- (a) Notice in the Newspaper. Before the Governing Body may take final action on a designation application, the Historic Preservation Commission shall hold a public hearing on the proposal. At least ten (10) days but not more than twenty (20) days prior to the public hearing before the Historic Preservation Commission, notice shall be published at least three (3) times in a newspaper of general circulation within the city. The published notice shall be prepared by the Planning Department and shall include a general description of the location(s) to be considered for designation, total acreage, and the date, time, and place of the public hearing before the Historic Preservation Commission.
- (b) Notice to Owners and Occupants of Properties Proposed for Designation. At least ten (10) days but not more than twenty (20) days prior to the public hearing before the Historic Preservation Commission, the Planning Department shall mail written notice of the public hearing to all owners and occupants of such properties. Notice sent via the United States Mail to the last-known owner and current occupant of the property shall constitute legal notification to the owner and occupant under this Chapter. The notice shall state the date, time, place and purpose of the hearing by the Historic Preservation Commission.

Section 9-23-2-5. State Documentation Report; Investigations and Staff Findings.

- (a) State Documentation Report. The Director or designee, on behalf of the Historic Preservation Commission, shall prepare a formal report at least thirty (30) days prior to the Historic Preservation Commission holding a public hearing and making a recommendation on a designation application. Said report, a copy of which shall be provided to the Georgia State Historic Preservation Division of the State Department of Natural Resources, shall be used to educate the community and to provide a permanent record of the designation, and shall consist of the following:

- (1) A physical description,
 - (2) A statement of the historical, architectural, cultural or aesthetic significance,
 - (3) A map showing district boundaries and classification of individual properties therein in accordance with the criteria outlined in Section 9-23-2-6, or showing boundaries of individual historic landmarks,
 - (4) A statement justifying district or individual property boundaries; and
 - (5) Representative photographs.
- (b) Investigations and Staff Findings.
- (1) Within a reasonable period of time after acceptance of a complete application, the Director may but shall not be required to send the application or notice thereof out for review by internal municipal departments and external agencies as may be appropriate. Any written comments received in a timely manner as a result of such review shall be submitted for consideration to the Historic Preservation Commission and Governing Body, or summarized in a memorandum. Any such comments shall become public records.
 - (2) The Director may but shall not be required to investigate and write a report of findings regarding the designation application. Any such investigation and report of findings shall if in writing be made available to the applicant and Historic Preservation Commission prior to its public hearing and shall become public records. Copies of the Director's report of findings, if provided, shall be available no later than the time of the Historic Preservation Commission's public hearing on the matter.

Section 9-23-2-6. Criteria to Consider for Designations.

The Director, the Historic Preservation Commission, and Governing Body shall consider the following standards in considering any designation application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) Criteria for selection of historic district.
- (1) A historic district is a geographically definable area, which contains structures, sites, works of art or a combination thereof, which:
 - a. Exhibits a significant historical, architectural, cultural or environmental character or value;
 - b. Represents one or more periods, styles or types of architecture typical of one or more eras in the history; and
 - c. Constitutes a visibly perceptible section of the municipality or county by reason of above.

(2) Boundaries. Boundaries of a historic district shall be specified on tax maps; and shall be shown on the Official Zoning Map of the City. Boundaries shall be included in the separate ordinances designating local districts; boundaries specified in legal notices shall coincide with the boundaries proposed for designation.

(3) Evaluation of properties within historic districts. Individual properties within districts proposed for designation shall be classified as

- a. Historic: an individual property that is more than fifty years old and contributes to the historic district;
- b. Non-historic: an individual property less than fifty years old that possesses an architectural character which does not contribute nor detract from the district; or that is associated with an event or person of historic or cultural significance; or
- c. Intrusive: an individual property that is less than fifty years old, and does not contribute to the historical character of the district.
- d. Vacant: an individual property that contains no buildings or other structures.

(b) Criteria for selection of a historic landmark.

(1) A historic landmark is an individual structure, site or work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation for one or more of the reasons listed below:

- a. It is an outstanding example of a structure representative of an era;
- b. It is one of the few remaining examples of a past architectural style;
- c. It is a site or structure associated with an event or person of historic or cultural significance; or
- d. It is a site of natural or aesthetic value that is continuing to contribute to the historical or cultural development and heritage.

(2) Boundaries. Boundaries of a historic landmark shall be clearly defined for individual properties on tax maps; and shall be shown on the Official Zoning Map of the City.

(3) Evaluation of individual landmarks.

- a. Historic: an individual property that is more than fifty years old and contributes to the historic district;
- b. Non-historic: an individual property less than fifty years old that possesses an architectural character which does not contribute nor

detract from the district; or that is associated with an event or person of historic or cultural significance; or

- c. Intrusive: an individual property that is less than fifty years old, and does not contribute to the historical character of the district.
- d. Vacant: an individual property that contains no buildings or other structures.

Section 9-23-2-7. Criteria to Consider for Amendments or Renunciation.

Upon a written application of a party of interest and thirty (30) day written notice to all necessary agencies, the Governing Body may amend or rescind the designation of a historic district or landmark following a public hearing and upon the finding that the district or landmark fails to comply with the designation criteria outlined in Section 9-23-2-6 of this Chapter.

A request to amend or rescind the historic designation shall follow the procedures outlined in Section 9-23-2-2 of this Chapter for initiating an application for designation. The written application shall state why the designated district or landmark fails to comply with the designation criteria; the burden of proof shall be upon the applicant to show that the designation by the Governing Body fails to comply with the designation criteria. The applicant or Historic Preservation Commission may appeal the decision made by the Governing Body to amend or rescind the designation to a court of competent jurisdiction in the manner provided by law.

Section 9-23-2-8. Investigations and Staff Findings.

Within a reasonable period of time after acceptance of a complete application, the Director may but shall not be required to send the application or notice thereof out for review by internal municipal departments and external agencies as may be appropriate. Any written comments received in a timely manner as a result of such review shall be submitted for consideration to the Historic Preservation Commission and the Governing Body, or summarized in a memorandum. Any such comments shall become public records.

The Director may but shall not be required to investigate and write a report of findings regarding the application for designation. Any such investigation and report of findings shall if in writing be made available to the applicant and Historic Preservation Commission prior to its public hearing and shall become public records. Copies of the Director's report of findings, if provided, shall be available no later than the time of the Historic Preservation Commission's public hearing on the matter.

Section 9-23-2-9. Historic Preservation Commission Hearing and Recommendation.

The Historic Preservation Commission shall convene a public hearing on the designation application as provided in the public notice. The public hearing shall follow policies and procedures which govern calling and conducting public hearings established in Chapter 9-22-9 of this Unified Land Development Code.

In rendering a decision on a designation application, the Historic Preservation Commission shall consider all information supplied by the applicant, the Director, and any information presented at the public hearing of the Historic Preservation Commission. A recommendation to approve or deny the proposed ordinance for designation shall be made by the Historic Preservation

Commission within fifteen (15) days following the public hearing. The Historic Preservation Commission may submit any additional report it deems appropriate. The recommendations of the Historic Preservation Commission shall have an advisory effect only and shall not be binding on the Governing Body.

Section 9-23-2-10. Notice of Public Hearing by Governing Body.

- (a) Notice in the Newspaper. At least ten (10) days but not more than twenty (20) days prior to the public hearing before the Governing Body, notice shall be published at least three (3) times in a newspaper of general circulation within the city. The published notice shall be prepared by the Planning Department and shall include a general description of the location(s) to be considered for designation, total acreage, and the date, time, and place of the public hearing before the Governing Body.
- (b) Notice to Owners and Occupants of Properties Proposed for Designation. At least ten (10) days but not more than twenty (20) days prior to the public hearing before the Governing Body, the Planning Department shall mail written notice of the public hearing to all owners and occupants of such properties in the form of an action letter stating the action taken by the Historic Preservation Commission. Notice sent via the United States Mail to the last-known owner and current occupant of the property shall constitute legal notification to the owner and occupant under this Chapter. The notice shall state the date, time, place and purpose of the hearing by the Governing Body.

Section 9-23-2-11. Action by Governing Body and the Designation Ordinance.

Following the receipt of the Historic Preservation Commission's recommendation and a public hearing; the Governing Body may approve the designation application, approve the application with conditions or amendments, deny the application, allow for withdrawal of the application, table the application, or refer the application for designation back to the Historic Preservation Commission for further consideration. The applicant or the Historic Preservation Commission may appeal the decision made by the Governing Body to adopt or reject the designation ordinance to a court of competent jurisdiction in the manner provided by law.

Any ordinance designating a district or individual landmark as historic shall:

- (a) Include a description of boundaries for a proposed historic district and a list of properties located therein; or a description of the proposed individual historic landmark;
- (b) Set forth the names of the owners of the designated properties;
- (c) Require that a Certificate of Appropriateness be obtained from the Historic Preservation Commission prior to any exterior material change in appearance of a structure or site of the designated property; and
- (d) Require that the district or landmark be shown on the Official Zoning Map.

Section 9-23-2-12. Duties of the Director Following Action by Governing Body.

Within thirty (30) days immediately following the adoption of the ordinance for designation by the Governing Body, the Director shall notify the owner and occupants of each designated historic property, or individual landmark, of said designation. Said notice shall apprise the owners and occupants of the necessity of obtaining a Certificate of Appropriateness prior to undertaking any work project involving an exterior material change in appearance of a structure or the site. The Director also shall notify all necessary agencies within the City of the ordinance for designation.

Section 9-23-2-13. Withdrawal.

A designation application may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Director, up until the public hearing by the Historic Preservation Commission is closed without restriction on the refiling of said designation application.

The application may be withdrawn administratively by the Director at any point during the public hearing process without restriction on the refiling of said designation application, whether or not in the form of a modified version.

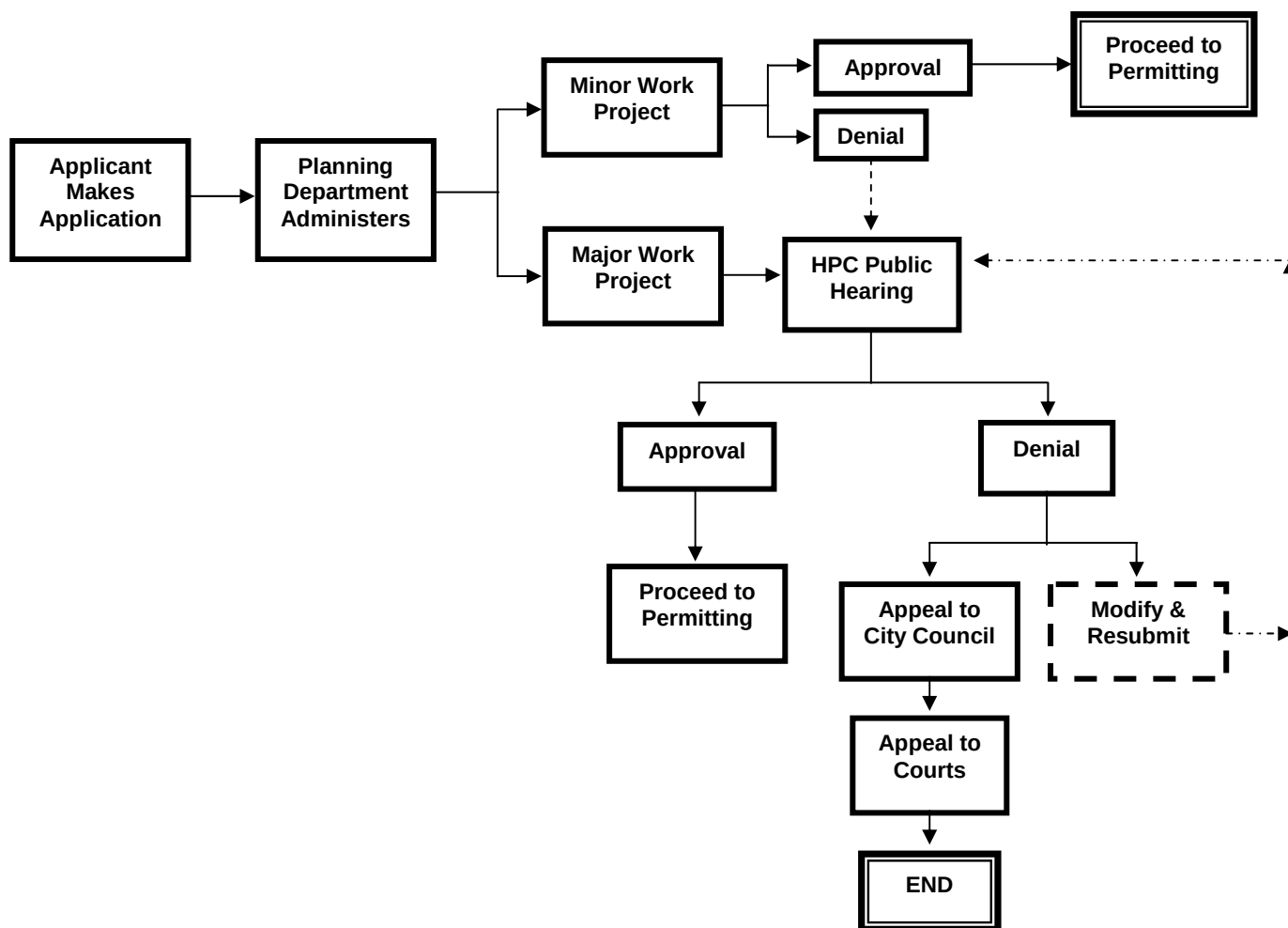
Section 9-23-2-14. Incorporation Clause.

This Chapter is intended to comply with the provisions of the Georgia Historic Preservation Act, O.C.G.A. § 44-10-20 et. seq., which Act is incorporated by reference in its entirety into this Chapter. Where any provision of this Chapter is in conflict with any provision of the Act, the Act shall control. Or where this Chapter is incomplete in having failed to incorporate a provision necessarily required for the implementation of the Act, such provision of the Act, so as to meet the mandate of the Act, shall be fully complied with.

CHAPTER 9-23-3 CERTIFICATES OF APPROPRIATENESS

Section 9-23-3-1.	Generally.
Section 9-23-3-2.	Initiation, Issuance and Technical Assistance.
Section 9-23-3-3.	Major Work Projects vs. Minor Work Projects.
Section 9-23-3-4.	Requirements for Submittal.
Section 9-23-3-5.	Notice of Public Hearing by the Historic Preservation Commission.
Section 9-23-3-6.	Investigations and Staff Findings.
Section 9-23-3-7.	Criteria to Consider for Certificates of Appropriateness.
Section 9-23-3-8.	Historic Preservation Commission Hearing and Action.
Section 9-23-3-9.	Conformance with Certificate of Appropriateness .
Section 9-23-3-10.	Notice of Approval and Duration of Validity.
Section 9-23-3-11.	Appeals.
Section 9-23-3-12.	Withdrawal.
Section 9-23-3-13.	Exemptions.
Section 9-23-3-14.	Incorporation Clause.

Overview of Certificates of Appropriateness



Section 9-23-3-1. Generally.

The purpose of this Chapter is to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, landscape features and works of art having a special historical, architectural, cultural or aesthetic interest or value.

After the designation of a historic district or landmark, no material change in the exterior appearance of the structure or the site of such property shall be made, or be permitted to be made by the owner or occupant, until an application for a Certificate of Appropriateness has been submitted to the Planning Department and approved by the Historic Preservation Commission for major work projects, or, in the case of minor work projects, by the Director.

Section 9-23-3-2. Initiation, Issuance and Technical Assistance.

(a) Initiation.

- (1) An application for a Certificate of Appropriateness for any property or properties locally designated as historic may be initiated by the Governing Body, Historic Preservation Commission, the owner or an occupant of the property, or some other person(s) given authorization by property owner to file said application. An application for a Certificate of Appropriateness shall be accompanied by such drawings, photographs or plans as required by Section 9-23-3-4, or as may be required by the Director or Historic Preservation Commission.
- (2) Any applicant wishing to submit an application for a Certificate of Appropriateness request must schedule an appointment with the Planning Department staff in order to review the application for completeness. No such application shall be accepted for processing by the Director unless it meets the requirements of this Chapter. Incomplete or improper applications will be returned to the applicant. The Director is hereby authorized to establish administrative deadlines for the receipt of applications.

(b) Issuance.

- (1) Alterations and new construction. The Historic Preservation Commission, or the Director in the case of a minor work project, shall issue a Certificate of Appropriateness for alterations or new construction if the proposed plans and specifications conform in design, building materials, setback and landscaping as specified in the adopted design and construction guidelines for locally designated historic districts and landmarks.
- (2) Demolition or relocation. No demolition or relocation shall be allowed prior to the issuance of a Certificate of Appropriateness. An application for a Certificate of Appropriateness involving demolition or relocation shall be accompanied by both pre- and post-demolition (or relocation) plans for review by the Historic Preservation Commission.
- (3) Interior alterations. In its review of applications for Certificates of Appropriateness, the Historic Preservation Commission, or the Director in the case of a minor work project, shall not consider the interior design or other use

that has no effect on exterior architectural features. This Chapter does apply if the interior revisions materially impact the exterior architectural character.

- (c) Technical Assistance. The Historic Preservation Commission may seek technical advice from the Planning Department and from outside its members. The Director, in the case of minor work projects, may seek technical advice from the Historic Preservation Commission or outside agencies.

Section 9-23-3-3. Major Work Projects vs. Minor Work Projects.

Major and minor work projects shall be further clarified in the approved design and construction guidelines, but are generally defined as follows:

- (a) Major work projects. A major work project involves a change in the appearance of a building, structure or site and is more substantial in nature than routine maintenance or a minor work project.
- (b) Minor work projects. A minor work project involves a change that goes beyond ordinary maintenance but does not constitute a significant or character-altering change in the appearance of a building, structure or site.

All Certificates of Appropriateness for major work projects shall be reviewed and approved by the Historic Preservation Commission as contained in this Chapter. All Certificates of Appropriateness for minor work projects shall be administratively reviewed and approved by the Director in accordance with the approved design and construction guidelines and this Ordinance. The Director shall refer minor work projects to the Historic Preservation Commission for review and approval if it is determined that the proposed work project involves alterations, additions, or removals that are substantial, or do not meet the adopted design and construction guidelines, and/or are of a precedent-setting nature.

In those instances where there is no clear determination of what is considered a major work project versus what is considered a minor work project, as further defined in the approved design and construction guidelines; the Director of Planning and Development shall have the authority to make the determination.

Section 9-23-3-4. Requirements for Submittal.

All applications for Certificates of Appropriateness shall at a minimum consist of the following:

- (a) Pre-filing conference. An applicant must schedule an appointment for a pre-filing conference with the Planning Department staff.
- (b) Application form. A completed application. All applications shall be submitted to the Department of Planning and Development on the Department's application forms.
- (c) Application fee. All applications shall be accompanied by a non-refundable fee as fixed from time to time by the Governing Body.
- (d) Written description. A written narrative detailing the proposed work project, indicating the reason why the work project is being proposed. Include a description of existing site conditions, an explanation of how such conditions will be changed, an

explanation of how the work will be performed, and a description of materials to be used.

- (e) Copy of the recorded grant deed. A copy of the recorded grant deed confirming current ownership by applicant or person(s) giving authorization for the application to be made.
- (f) Boundary survey/plat. A plat or boundary survey of the property or properties involved in the application.
- (g) Photographs. Provide one clear set of 4x6 size recent photographs of the existing building(s) and site. The photographs can be black and white, or color. Polaroids will NOT be accepted. Type the following information on a self-adhesive label and attach it to the back of each photograph: common name of property, street address and tax parcel number, date of photo, and view/direction.
- (h) Architectural drawings.
 - (1) Additions and new construction. Architectural drawings of all elevations, providing eight (8) copies if drawn in color or if of a size larger than 8.5x11 (only for additions and other new construction work projects). Provide two (2) copies of colored or large-scale size documents involving a minor work project. Architectural drawings stamped by a registered architect shall be required for an addition or new building exceeding 5,000 square feet in size.
 - (2) Signs. Provide a scaled, color rendering of new signage or proposed changes to existing signage, indicating the height and structural supports of the sign, the materials, and illumination. On the plat/boundary survey submitted, locate and label any proposed freestanding signage, indicating the distance from the right-of-way.
 - (3) Fences or walls. Provide a structural plan for any fence or wall, indicating the height, color and materials to be used.
- (i) Concept plan and landscape plan. A scaled size concept plan, indicating the location of new construction or site changes and existing mature and newly proposed trees and other landscaping, shall be submitted with all applications for a Certificate of Appropriateness. For major work projects, provide eight (8) copies if drawn in color or if of a size larger than 8.5x11. Provide two (2) copies of colored or large-scale size plans involving a minor work project. Said plans must be stamped by a registered engineer, land surveyor, or landscape architect if the work project involves an addition or other new construction exceeding 5,000 square feet in size.
- (j) Floor plan. A floor plan for any addition or new construction shall be submitted. For major work projects, provide eight (8) copies if drawn in color or if of a size larger than 8.5x11. Provide two (2) copies of colored or large-scale size plans involving a minor work project. Said floor plan must be stamped by a registered architect if the work project involves an addition or other new construction exceeding 5,000 square feet in size, demolition or relocation.

- (k) Pre- and post demolition (relocation) plans. Applications involving demolition or relocation shall be accompanied by both pre- and post-demolition (relocation) plans for review by the Historic Preservation Commission. Provide eight (8) scaled and folded copies, folded to fit into an 8" x 10" size envelop, and one 11" x 17" reproducible copy. Said plans must be stamped by a registered engineer or land surveyor.
 - (1) Pre-plans shall indicate the as-built conditions of the site, depicting the existing floor plan, trees and other landscaping, and other site features; and shall include architectural elevations stamped by a registered architect.
 - (2) Post-plans shall indicate the proposed structural and site changes, including the proposed floor plan, tree and landscape plan, and architectural elevations stamped by a registered architect.
- (l) Documentation of earlier historic appearance. Provide written documentation, and drawings or photographs when available, of the earlier historic appearance of a building or structure, or site (Restoration projects only).
- (m) Report from certified expert. A report from a certified arborist or forester confirming a mature tree proposed for removal is dead or diseased (only for a minor work project involving the removal of a dead or diseased tree, or a tree that poses of public safety hazard).

Section 9-23-3-5. Notice of Public Hearing by the Historic Preservation Commission.

Before the Historic Preservation Commission may take final action on a proposed Certificate of Appropriateness application, the Historic Preservation Commission shall hold a public hearing on the proposal. At least fifteen (15) days prior to the review of such applications, notice of the hearing shall be given in the following manner:

- (a) Published in the local newspaper. The published newspaper notice shall be prepared by the Planning Department and shall include the location of the property, the nature of the proposed work project, and the date, time, and place of the public hearing before the Historic Preservation Commission.
- (b) Notice sign. Written upon a notice sign which is to be placed on the subject property by the City at least fifteen (15) days prior to the public hearing. The notice sign, which shall state the date, time and place of the public hearing before the Historic Preservation Commission, shall be placed in a conspicuous location along each street frontage of the property for which the Certificate of Appropriateness has been requested. If the property has no street frontage, the sign shall be placed on each street from which access will be gained to the property.
- (c) Notice letters. Written notice shall be mailed to the owner and occupant of the subject property and to owners of property or properties located within the locally designated district, or to the owners of property adjoining a locally designated landmark. The notice shall state the date, time, place and purpose of the hearing by the Historic Preservation Commission.

Section 9-23-3-6. Investigations and Staff Findings.

Within a reasonable period of time after acceptance of a complete application, the Director may but shall not be required to send the application or notice thereof out for review by internal municipal departments and external agencies as may be appropriate. Any written comments received in a timely manner as a result of such review shall be submitted for consideration to the Historic Preservation Commission, and the Governing Body in the case of an appeal, or summarized in a memorandum. Any such comments shall become public records.

The Director may but shall not be required to investigate and write a report of findings regarding the application for a Certificate of Appropriateness. Any such investigation and report of findings shall if in writing be made available to the applicant and Historic Preservation Commission prior to its public hearing and shall become public records. Copies of the Director's report of findings, if provided, shall be available no later than the time of the Historic Preservation Commission's public hearing on the matter.

Section 9-23-3-7. Criteria to Consider for Certificates of Appropriateness.

The Historic Preservation Commission shall issue a Certificate of Appropriateness for alterations or new construction if the proposed plans and specifications conform in design, building materials, placement and orientation, and landscaping as specified in the adopted design and construction guidelines and if the process and procedures specified in this Chapter are complied with. In making this determination, the Historic Preservation Commission shall consider the following, in addition to any other pertinent factors:

- (a) The historical, environmental and architectural value and significance;
- (b) The architectural style; general design and arrangement, texture and material of the architectural features involved; and
- (c) The relationship thereof to the exterior architectural style and pertinent features of other structures located in the immediate vicinity.

No demolition or relocation shall be allowed prior to the issuance of a Certificate of Appropriateness, and the Historic Preservation Commission shall not grant Certificates of Appropriateness for demolition or relocation without reviewing both the pre- and post- demolition or relocation plans as part of the application. Upon receipt of an application for a Certificate of Appropriateness for demolition or relocation, the Historic Preservation Commission shall apply the procedures set forth in this Chapter to determine whether to deny the application or issue a Certificate of Appropriateness for demolition or relocation.

Section 9-23-3-8. Historic Preservation Commission Hearing and Action.

The Historic Preservation Commission shall hold a public hearing and act upon all proposed Certificates of Appropriateness referred to it (i.e., excluding minor work projects) within forty-five (45) days of receipt of a complete application. The property owner or applicant shall have an opportunity to speak at the public hearing.

- (a) Historic Preservation Commission action. The Historic Preservation Commission shall approve the Certificate of Appropriateness as proposed, approve the application with modifications, or deny the request.

- (1) Approval. The Historic Preservation Commission shall approve, or approve with modifications, an application and issue a Certificate of Appropriateness if it finds that the proposed material changes in the exterior appearance of the building, structure or site would not adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district or individual landmark.
 - (2) Denial. The Historic Preservation Commission shall deny a Certificate of Appropriateness if it finds that the proposed material changes in exterior appearance of the building, structure or site would adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district or individual landmark.
- (b) Deadline for action. Failure of the Historic Preservation Commission to hold a public hearing and act upon the request within the said forty-five (45) days shall constitute approval of the Certificate of Appropriateness.

If the Historic Preservation Commission denies an application for a Certificate of Appropriateness, the Historic Preservation Commission shall state on the public record its reasons for denial. The Director shall mail to the applicant and/or property owner a written action letter, stating the Historic Preservation Commission's reasons for denial; as well as keep a record of such action and reasons. If the Historic Preservation Commission denies the request for a Certificate of Appropriateness, no building permit shall be issued in those cases in which an exterior material change would require the issuance of a building permit.

Section 9-23-3-9. Conformance with Certificate of Appropriateness.

All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work performed is not in accordance with such certificate, the appropriate City department on behalf of the Historic Preservation Commission shall issue a cease and desist order and all work shall cease.

The Governing Body, or the Historic Preservation Commission upon authorization by the Governing Body, shall be authorized to institute appropriate action in a court of competent jurisdiction in order to: prevent any exterior material change in appearance of a designated historic district or landmark, except those changes made in compliance with the provisions and authority of this Chapter, and to prevent any illegal act with respect to such historic district or landmark.

Section 9-23-3-10. Notice of Approval and Duration of Validity.

Notice of the issuance or denial of a Certificate of Appropriateness shall be sent by United States mail to the owner, occupant and/or applicant. Such notice of approval shall be posted in the form of a sticker on the land development and building permit signs posted on a site undergoing alterations requiring such permits. The design and color of said approval sticker shall be at the discretion of the Director.

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

Section 9-23-3-11. Appeals.

Any person adversely affected by any determination made by the Historic Preservation Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to City Council. The Governing Body may approve, modify, or deny the determination made by the Historic Preservation Commission if the Governing Body finds that the Historic Preservation Commission abused its discretion in reaching its decision, or finds that the determination is unfounded by the provisions of this Ordinance and the adopted design and construction guidelines, and/or are contrary to applicable law.

An application for appeal must be filed within fifteen (15) days after notification is sent of the Historic Preservation Commission's determination. The application for appeal shall include the reasons for why the determination or decision is unsupported by the provisions of this Ordinance, the adopted design and construction guidelines, and/or are contrary to applicable law.

Appeals from a decision of the Governing Body may be taken to a court of competent jurisdiction in the manner provided by law.

Section 9-23-3-12. Withdrawal.

An application for Certificate of Appropriateness may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Director, up until the public hearing by the Historic Preservation Commission is closed without restriction on the refiling of said designation application.

The application may be withdrawn administratively by the Director at any point during the public hearing process without restriction on the refiling of said Certificate of Appropriateness application, whether or not in the form of a modified version.

Section 9-23-3-13. Exemptions.

- (a) Department of Transportation. The Georgia Department of Transportation and any of its contractors, including the City of Gainesville and Hall County; performing work funded by the Georgia Department of Transportation; are exempt from the provisions of this Chapter, as provided by the "Georgia Historic Preservation Act" (O.C.G.A. Sec. 44-10-27G).
- (b) City of Gainesville. The City of Gainesville is exempt from the requirement of obtaining Certificates of Appropriateness; provided that the Governing Body shall notify the Historic Preservation Commission forty-five (45) days prior to an activity that would otherwise require a Certificate of Appropriateness and allow the Historic Preservation Commission an opportunity to comment.

Section 9-23-3-14. Incorporation Clause.

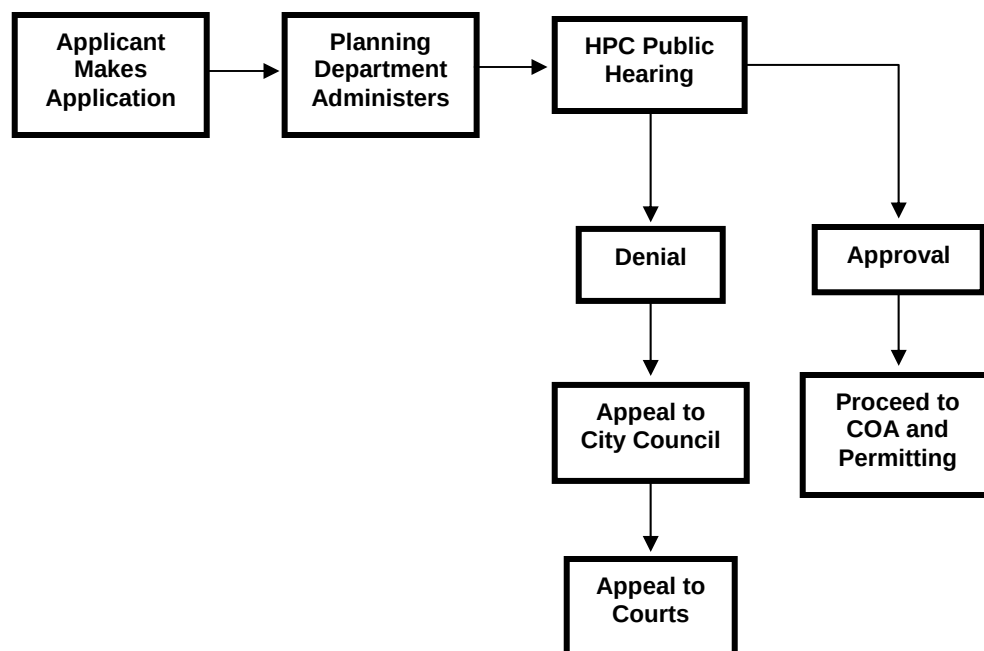
This Chapter is intended to comply with the provisions of the Georgia Historic Preservation Act, O.C.G.A. § 44-10-20 et. seq., which Act is incorporated by reference in its entirety into this Chapter. Where any provision of this Chapter is in conflict with any provision of the Act, the Act shall control. Or where this Chapter is incomplete in having failed to incorporate a provision

necessarily required for the implementation of the Act, such provision of the Act, so as to meet the mandate of the Act, shall be fully complied with.

CHAPTER 9-23-4 UNDUE HARDSHIP

- Section 9-23-4-1. Generally.
Section 9-23-4-2. Initiation.
Section 9-23-4-3. Requirements for Submittal
Section 9-23-4-4. Notice of Public Hearing by the Historic Preservation Commission.
Section 9-23-4-5. Historic Preservation Commission Hearing and Action.
Section 9-23-4-6. Effect and Duration of Validity.
Section 9-23-4-7. Appeals.

Overview of Undue Hardship



Section 9-23-4-1. Generally.

Persons may appeal to the Historic Preservation Commission for relief when compliance with the requirements of this Article and other article related to the Historic Preservation Overlay Zone would create a particular and undue hardship.

An undue hardship shall not be a situation of the person's own making. Such relief may be granted only to the extent necessary to alleviate such unnecessary hardship and not as a convenience neither to the applicant or owner, nor to gain any advantage or interest over similarly designated properties.

Section 9-23-4-2. Initiation.

An application for an undue hardship variance for any property located within a designated district, or for any designated landmark, may be initiated by the Governing Body, Historic Preservation Commission, the owner or an occupant of the property, or some other person(s) given authorization by property owner to file said application. An application for an undue hardship variance shall be accompanied by such documentation as required by Section 9-23-4-3, or as may be required by the Director or Historic Preservation Commission.

Any applicant wishing to submit an application for an undue hardship must schedule an appointment with the Planning Department staff in order to review the application for completeness. No such application shall be accepted for processing by the Director unless it meets the requirements of this Chapter. Incomplete or improper applications will be returned to the applicant. The Director is hereby authorized to establish administrative deadlines for the receipt of applications.

Section 9-23-4-3. Requirements for Submittal.

To initiate an application for undue hardship, an application must be submitted to the Planning Department which shall include at minimum the following:

- (a) Application form. A completed application. All applications shall be submitted to the Department of Planning and Development on the Department's application forms.
- (b) Fee. All applications shall be accompanied by a non-refundable fee as fixed from time to time by the Governing Body.
- (c) Written narrative. A written narrative explaining the purpose and intent of the application, detailing the undue hardship. If the undue hardship involves economic reasons, a financial analysis indicating how compliance with the provisions of this Article and other articles related to the Historic Preservation Overlay Zone imposes an undue economic hardship.

The Historic Preservation Commission in reviewing an application for undue hardship shall also be authorized to require any additional supporting information necessary to review an application for undue hardship. These may include but are not limited to a boundary survey/plat, architectural renderings, or a concept plan or an as-built survey.

Section 9-23-4-4. Notice of Public Hearing by the Historic Preservation Commission.

Before the Historic Preservation Commission may take final action on an application for undue hardship, the Historic Preservation Commission shall hold a public hearing on the proposal. At least fifteen (15) days prior to the review of such applications, notice of the hearing shall be given in the following manner:

- (a) Published in the local newspaper. The published newspaper notice shall be prepared by the Planning Department and shall include the location of the property, the nature of the request, and the date, time, and place of the public hearing before the Historic Preservation Commission.
- (b) Notice letters. Written notice shall be mailed to the owner and occupant of the subject property and to owners of property or properties located within the locally designated district, or to the owners of property adjoining a locally designated landmark. The notice shall state the date, time, place and purpose of the hearing by the Historic Preservation Commission.

Section 9-23-4-5. Historic Preservation Commission Hearing and Action.

An undue hardship variance may be granted in whole or in part, or with conditions, in such an individual case of unnecessary hardship upon a finding by the Historic Preservation Commission that compliance with such provision will result in a hardship to the property or owner that is substantially unwarranted by the protection of the public health, safety or general welfare, and the need for consistency among all properties similarly designated and of:

- (a) A similar historical, environmental and architectural value and significance;
- (b) Architectural style, general design and arrangement, texture and material of the architectural features involved; and
- (c) The relationship thereof to the exterior architectural style and pertinent features of other structures located in the designated district or upon the designated landmark.

In no case shall an undue hardship variance be granted by the Historic Preservation Commission for a condition created by the applicant, including the result of an unwise investment decision or real estate transaction.

Section 9-23-4-6. Effect and Duration of Validity.

Approval of an application for an undue hardship variance on a property located within the City shall be in full force and effect upon its approval by the Historic Preservation Commission and shall be effective for a period of twelve (12) months. If no action is taken by the applicant to implement the purpose of the application within twelve (12) months from the date of approval, said approval shall become null and void.

An undue hardship variance shall be specific to the request made by the current applicant and shall not stay with the property, as is the case for designation.

Section 9-23-4-7. Appeals.

Any person adversely affected by any determination made by the Historic Preservation Commission relative to the issuance or denial of an undue hardship may appeal such determination to Governing Body. The Governing Body may approve, modify, or deny the determination made by the Historic Preservation Commission if the Governing Body finds that the Historic Preservation Commission abused its discretion in reaching its decision, or finds that the determination is unfounded by the provisions of this Ordinance and are contrary to applicable law.

An application for appeal must be filed within fifteen (15) days after notification is sent of the Historic Preservation Commission's determination. The application for appeal shall include the reasons for why the determination or decision is unsupported by the provisions of this Ordinance and are contrary to applicable law.

Appeals from a decision of the Governing Body may be taken to a court of competent jurisdiction in the manner provided by law.

**ARTICLE 9-24
ADMINISTRATION AND ENFORCEMENT**

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**CHAPTER 9-23-1
ADMINISTRATION**

Section 9-24-1-1.	Fees.
Section 9-24-1-2.	Right to Inspect.
Section 9-24-1-3.	Director of Planning and Development.
Section 9-24-1-4.	Director of Public Works.
Section 9-24-1-5.	Director of Public Utilities.
Section 9-24-1-6.	Building Official.

Section 9-24-1-1. Fees.

From time to time, the Governing Body may adopt fees for the issuance of permits, the submission of applications, the provision of inspections, and such other activities and authorizations as regulated by this Unified Land Development Code.

Section 9-24-1-2. Right to Inspect.

No person shall refuse entry or access to any authorized representative or agent of the City, inspections personnel of the City or County, the Georgia Soil and Water Conservation Commission, the Hall County Soil and Water Conservation District, or the Georgia Environmental Protection Division who requests entry for the purposes of inspection, and who presents appropriate credentials, nor shall any person obstruct, hamper or interfere with any such representative while in the process of carrying out his official duties.

Section 9-24-1-3. Director of Planning and Development.

The Director of Planning and Development or designee shall have all the necessary powers explicitly provided or reasonably implied in connection with the administration of this Unified Land Development Code, including but not limited to those enumerated in this Section. Where such provisions indicate the Director of Planning and Development has the authority to review and approve a given application or activity, said authority shall also include the denial of such application or activity.

- (a) Schedules. To adopt schedules of dates, times and places as appropriate and necessary for the processing of applications established by this Unified Land Development Code.
- (b) Administrative procedures and forms. To prepare administrative procedures, guidelines, application forms, to tend to other administrative details not inconsistent with the provisions of this Unified Land Development Code, and to implement the provisions of this Unified Land Development Code.

- (c) Approval of preliminary and final plats. To review and approve preliminary plats and final plats as also specifically provided in Section 9-13-1-2 of this Unified Land Development Code.
- (d) Land Development Plans. To review and approve or deny land development plans and issue or refuse to issue land development permits in accordance with Chapter 9-13-7 of this Unified Land Development Code.
- (e) Home occupations. To review and approve home occupations as specifically provided in Section 9-10-4-12 of this Unified Land Development Code.
- (f) Special temporary outdoor events. To review and authorize, and to issue permits for special temporary outdoor events as provided in Section 9-10-8-2 of this Unified Land Development Code.
- (g) Nonconforming situations. To compel an applicant to completely correct or reduce the noncompliance of nonconforming situations, pursuant to authority and subject to the limitations of Chapter 9-11-5 of this Unified Land Development Code.
- (h) Modify and extend application requirements. To waive certain requirements, and to require additional information be submitted, for applications submitted pursuant to Article 9-22 and Article 9-23 of this Unified Land Development Code.
- (i) Public notices. To provide notices or require the notice of applications submitted pursuant to Article 9-22 and Article 9-23 of this Unified Land Development Code.
- (j) Recommendations on applications. To provide recommendations on annexation, rezoning and special use applications to the Planning and Appeals Board and Governing Body, as may be appropriate, and as authorized in Article 9-22 of this Unified Land Development Code. Also, the Director may provide findings or recommendations regarding zoning variances to the Planning and Appeals Board.
- (k) Certificates of Appropriateness. To review, approve, and issue Certificates of Appropriateness for minor work projects and to provide findings and if appropriate recommendations to the Historic Preservation whether to issue Certificates of Appropriateness for major work projects pursuant to Chapter 9-23-1 of this Unified Land Development Code.
- (l) Permits for tree removal. To issue permits when required for the removal of certain trees as specified in Section 9-16-5-7 of this Unified Land Development Code.
- (m) Secretary, Planning and Appeals Board. To serve as secretary to the Planning and Appeals Board, as provided in Section 9-21-1-10 of this Unified Land Development Code, or to appoint a Planning Commission Clerk or other designee to serve in such capacity.
- (n) Inspections and investigations. To conduct such investigations as he or she may reasonably deem necessary to assure or compel compliance with the requirements and provisions of this Unified Land Development Code, even if such responsibilities are delegated to code enforcement officers or other administrative or enforcement officers of the City.

- (o) Enter property. To enter at reasonable times upon any property for purposes of investigation, inspection and enforcement.
- (p) Enforcement. To enforce any and all provisions of this Unified Land Development Code.
- (q) Delegation. To delegate the functions and responsibilities of the Director's position to other personnel in the Planning and Development Department.
- (r) Interpretation. To interpret the provisions of this Unified Land Development Code, as provided in Section 9-2-1-1 of this Unified Land Development Code. Also, when the administrative or enforcement responsibilities of this Article are in question, the Director of Planning and Development shall make such interpretation.
- (s) Maintain official zoning maps and overlay zone maps. To maintain and update the Official Zoning Map of the City as provided in Section 9-4-1-3 and Overlay Zone maps of the City as provided in Section 9-4-2-3 of this Unified Land Development Code.
- (t) Determine zoning boundaries. To determine the location of the boundary of zoning districts and overlay zones when the exact location cannot be determined, as provided in Section 9-4-3-7 of this Unified Land Development Code.
- (u) Administrative variances. To review and approve applications for administrative variances, as provided under Chapter 9-24-3 of this Unified Land Development Code and as specifically provided in any other Chapters or Sections of this Unified Land Development Code not specifically referenced in said Chapter.

Section 9-24-1-4. Director of Public Works.

The Director of Public Works shall have all the necessary powers explicitly provided in connection with the administration of this Unified Land Development Code, as they pertain to functions assigned to said Director, including but not limited to those enumerated in this Section. Where such provisions indicate the Director of Public Works has the authority to review and approve a given application or activity, said authority shall also include the denial of such application or activity.

- (a) Inspection. To periodically inspect the sites of land-disturbing activities for which permits have been issued to determine if the activities are being conducted in accordance with all applicable provisions of this Unified Land Development Code.
- (b) Delegation. To delegate the functions and responsibilities to other personnel in the Public Works Department.
- (c) Land Development Plans. To review land development plans and review streets and non-utility related public improvements and recommendations for acceptance of public improvements by the Governing Body as provided in Article 9-13 of this Unified Land Development Code.

- (d) Promulgation of Additional Technical Standards. To promulgate additional technical standards and construction specifications for land development improvements not already specified by this Unified Land Development Code, including but not limited to streets, storm drainage systems, driveways, curb cuts, and parking lots, as specifically provided in Section 9-13-1-2 of this Unified Land Development Code.
- (e) Traffic impact analyses. To administer the provisions of Chapter 9-22-5 of this Unified Land Development Code regarding the technical review of traffic impact analyses, and to promulgate and require the use of additional technical specifications for conducting traffic impact analyses, as provided in Section 9-22-5-12 of this Unified Land Development Code.
- (f) Flood hazard area regulations. To fulfill the functions and duties assigned under Article 9-15 of this Unified Land Development Code relative to flood plain management regulations.
- (g) Enforcement. To enforce those provisions of this Unified Land Development Code that relate to the primary activities of the Director of Public Works.
- (h) Airport zones. To direct a property owner to that a tree or structure that violates airport overlay zone requirements be removed or modified to the extent necessary to comply with the applicable height limit, as provided in Section 9-8-1-9 of this Unified Land Development Code; and to review and recommend variances with regard to airport overlay zone requirements as provided in 9-8-1-11 of this Unified Land Development Code.
- (i) Administrative variances. To review and approve applications for administrative variances, pursuant to Chapter 9-24-3 of this Unified Land Development Code, but only as explicitly permitted in this Unified Land Development Code.

Section 9-24-1-5. Director of Public Utilities.

The Director of Public Utilities shall have all the necessary powers explicitly provided in connection with the administration of this Unified Land Development Code, as they pertain to functions assigned to said Director, including but not limited to those enumerated in this Section. Where such provisions indicate the Director of Public Utilities has the authority to review and approve a given application or activity, said authority shall also include the denial of such application or activity.

- (a) Approval of Public Utilities. To review and approve the design of public utilities for subdivisions and land developments.
- (b) Inspection. To periodically inspect the sites of utility installations for which permits have been issued to determine if the activities are being conducted in accordance with all applicable provisions of this Unified Land Development Code.
- (c) Delegation. To delegate the functions and responsibilities to other personnel in the Public Utilities Department.
- (d) Promulgation of Additional Technical Standards. The Director of Public Utilities is authorized to promulgate additional technical standards and construction

specifications for land development improvements not already specified by this Unified Land Development Code, including but not limited to water and sanitary sewer systems and utilities.

- (e) Enforcement. To enforce those provisions of this Unified Land Development Code that relate to the primary activities of the Director of Public Utilities.

Section 9-24-1-6. Building Official.

The Building Official shall have all the necessary powers explicitly provided in connection with the administration of this Unified Land Development Code, as they pertain to functions assigned to the Building Official, including but not limited to the following:

- (a) Building permits and certificates of occupancy. To review, approve, and issue building permits and certificates of occupancy, and to administer all provisions of Article 9-20 of this Unified Land Development Code.
- (b) Delegation. To delegate the functions and responsibilities to one or more building inspectors.
- (c) Enforcement. To enforce those provisions of this Unified Land Development Code that relate to the primary activities of the Building Official.

CHAPTER 9-24-2 ENFORCEMENT

Section 9-24-2-1.	Complaints.
Section 9-24-2-2.	Enforcement Responsibilities Generally.
Section 9-24-2-3.	Enforcement Responsibilities Specifically.
Section 9-24-2-4.	Enforcement Techniques.
Section 9-24-2-5.	Written Notice to Comply.
Section 9-24-2-6.	Stop Work Order.
Section 9-24-2-7.	Injunction.
Section 9-24-2-8.	Revocation of Permit or License.
Section 9-24-2-9.	Bond Forfeiture.
Section 9-24-2-10.	Withholding of Utility Service.
Section 9-24-2-11.	Refusal of Plat Recording.
Section 9-24-2-12.	Citation.
Section 9-24-2-13.	Other Necessary Actions.
Section 9-24-2-14.	Penalties for Violation.

Section 9-24-2-1. Complaints.

Whenever a violation of this Unified Land Development Code occurs or is alleged to have occurred, any person may file a written complaint with the designated code enforcement officer of the City. Such complaint shall state clearly and fully the causes and bases of the complaint. The designated Code Enforcement Officer shall record properly such complaint, investigate, and take action thereon as may be appropriate to enforce this Unified Land Development Code.

Section 9-24-2-2. Enforcement Responsibilities Generally.

If, through inspection, it is deemed that a person engaged in land-disturbing, development, building construction, or use or other activities has failed to comply with any provision of this Unified Land Development Code, the City through the appropriate official as provided in this Article shall enforce the provisions of this Unified Land Development Code as more fully set forth in this Chapter.

The Director of Planning and Development, the Director of Public Works, the Director of Public Utilities, and the Building Official shall have responsibilities and the authority to enforce the provisions of this Unified Land Development Code as provided in this Chapter. City Marshals, code enforcement officers, land development inspectors, planners, utility inspectors, and building inspectors, if delegated such responsibilities, shall have such authority and responsibility to enforce the provisions of this Unified Land Development Code assigned to the officer delegating such authority.

Section 9-24-2-3. Enforcement Responsibilities Specifically.

Without limiting the generality of this Chapter, enforcement responsibilities are logically divided into different activities regulated under this Unified Land Development Code. It is the intent of this Chapter to assign enforcement responsibilities to the administrative personnel who has primary review responsibility for that particular activity, but that intent shall not preclude one or more administrative officers assigned enforcement responsibilities by this Article from enforcing a provision of this Unified Land Development Code that is not a primary review responsibility.

Section 9-24-2-4. Enforcement Techniques.

Administrative officers shall have at their disposal the enforcement techniques provided in this Chapter, subject to the limitations specified in this Chapter.

Section 9-24-2-5. Written Notice to Comply.

When violations are discovered, a written notice to comply shall be served upon the owner of the property, his authorized agent or the person or persons in charge of the activity on the property. Each of these persons shall be assumed to be individually responsible for compliance with this Unified Land Development Code.

The notice shall set forth the measures necessary to achieve compliance and shall state the time within which such measures must be completed. If the person engaged in the violating activity fails to comply within the time specified, he shall be deemed in violation of this Unified Land Development Code.

Section 9-24-2-6. Stop Work Order.

Upon notice from the City, work on any project that is being done contrary to the provisions of this Unified Land Development Code or in a dangerous or unsafe manner, shall be immediately stopped.

Such notice shall be in writing and shall be given to the owner of the property, his authorized agent or the person or persons in charge of the activity on the property, and shall state the conditions under which work may be resumed. Where in the opinion of the Director of Planning and Development, Director of Public Works, or Building Official an emergency exists (whichever has enforcement responsibilities), no written notice shall be required.

Such stop work order may be lifted at such time as the enforcing Officer is satisfied that a good faith effort is being made to comply with applicable provisions of this Unified Land Development Code. Nothing shall prevent said Officer from reissuing a stop work order where warranted.

Section 9-24-2-7. Injunction.

The City through authorized personnel may issue an injunction to cause a violation of this Unified Land Development Code to cease or to be corrected.

Section 9-24-2-8. Revocation of Permit or License.

The City may suspend or invalidate existing land development permits and building permits in order to enforce the provisions of this Unified Land Development Code.

The City is authorized and directed to deny and withhold permits or permissions on any new project or application pursuant to this Unified Land Development Code where the applicant, applicant's business or agent has failed or refused to comply with this Unified Land Development Code.

The City may revoke business registrations, work permit or other authorization for the unlawful conduct of any activities within the jurisdictional boundaries of the City.

Section 9-24-2-9. Bond Forfeiture.

The City may deem that a person required to post a bond (e.g., performance bond or landscape bond) pursuant to this Unified Land Development Code is in violation of the provisions of this Unified Land Development Code and may find a violator of this Code to have forfeited such bond. The City may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to bring the unlawful activity into compliance.

Section 9-24-2-10. Withholding of Utility Service.

The City may request or direct an applicable utility service provider to withhold utility service to any property on which a violation is alleged to have occurred.

Section 9-24-2-11. Refusal of Plat Recording.

The City may request or direct the Clerk of Superior Court to refuse or deny the recording of a final subdivision plat that is found to be in violation of this Unified Land Development Code.

Section 9-24-2-12. Citation.

The City shall have authority to issue citations and to prosecute violations before a court of competent jurisdiction.

Section 9-24-2-13. Other Necessary Actions.

Administrative officers with authority and responsibility for enforcement as described in this Article shall be authorized to take any other appropriate or necessary action to ensure compliance with or to prevent violation of the provisions of this Unified Land Development Code.

Section 9-24-2-14. Penalties for Violation.

Any person found guilty of violating any provision of this Unified Land Development shall, upon conviction by the Municipal Court of Gainesville, be punished as provided in Section 1-1-7 of the Gainesville Code of Ordinances. Violations of this Unified Land Development Code may be tried upon citation with or without a prosecuting attorney as well as upon accusations.

CHAPTER 9-24-3 ADMINISTRATIVE VARIANCES

Section 9-24-3-1.	Authority.
Section 9-24-3-2.	Administrative Variances by the Director of Planning and Development.
Section 9-24-3-3.	Administrative Variances by the Director of Public Works.
Section 9-24-3-4.	Requirements for Administrative Variance Applications.
Section 9-24-3-5.	Review for Completeness.
Section 9-24-3-6.	Criteria for Approval of Administrative Variances.
Section 9-24-3-7.	Decision.
Section 9-24-3-8.	Notice of Action.
Section 9-24-3-9.	Finality and Variance Remedy.
Section 9-24-3-10.	Records.

Section 9-24-3-1. Authority.

The Director of Planning and Development shall have the authority to upon application grant or deny administrative variances from certain provisions of this Unified Land Development Code as enumerated in this Article, where in his or her opinion, the intent of this Code can be achieved and equal performance obtained by granting an administrative variance.

Section 9-24-3-2. Administrative Variances by the Director of Planning and Development.

In addition to any other administrative variances specifically authorized by this Unified Land Development Code, the following provisions of this code may be administratively varied by the Director of Planning and Development, subject to the specific limitations of this Section. Where this Section omits specific reference to the Director of Planning and Development's authority to grant an administrative variance, and such authority is clearly evident in a provision of this Unified Land Development Code, the omission from this Section shall not be construed as limiting the Director's authority.

- (a) Front building setback for a principal building, reduction not to exceed seven (7) feet.
- (b) Side building setback for a principal building, reduction not to exceed three (3) feet.
- (c) Rear building setback for a principal building, reduction not to exceed five (5) feet.
- (d) Setback for an accessory building, reduction not to exceed two (2) feet.
- (e) Maximum building coverage, maximum impervious surface coverage, not to exceed five percent (5%) above the applicable maximum. This provision shall not apply in the North Oconee Water Supply Watershed overlay zone.
- (f) Maximum height of a building, not to exceed five (5) feet above the applicable maximum. This provision shall not apply to height limits imposed in the Airport Overlay Zones.
- (g) Minimum open space, reduction of not more than ten percent (10%) of total minimum required landscaped open space. For example, a minimum open space requirement

of 20 percent (20%) of the lot can not be reduced administratively below ten percent (10%) by the Director.

- (h) Landscape strip minimum widths, reduction not to exceed twenty percent (20%) of the minimum required width. For example, if the minimum landscape strip width is ten feet (10'), the Director may authorize a reduction to no less than eight feet (8'). The director may also authorize an average width of landscape strip rather than a minimum.
- (i) The required number of parking spaces, reduction not to exceed twenty percent (20%) below the minimum required, and addition not to exceed ten percent (10%) above the maximum permitted number of spaces.

Section 9-24-3-3. Administrative Variances by the Director of Public Works.

This Unified Land Development Code authorizes the Director of Public Works in certain instances to vary or waive requirements (as distinguished from design variances as specified in Article 9-13 of this Unified Land Development Code). In such instances, the Director of Public Works may exercise such authority upon application for such an administrative variance to the Director of Planning and Development, which shall be forwarded to the Public Works Director for review and approval, conditional approval, or disapproval, in accordance with the provisions of this Chapter.

Section 9-24-3-4. Requirements for Administrative Variance Applications.

To initiate an application for administrative variance, an application must be submitted to the Planning Department which shall include at minimum the following:

- (a) A completed application form supplied by the Department and a statement of hardship form included with application form must be completed by the applicant.
- (b) A non-refundable fee as fixed from time to time by the Governing Body.
- (c) A written narrative explaining and justifying the request;
- (d) Plat or boundary survey. One (1) scale copy and one (1) 8.5" x 11" or 11" x 17" reproducible size copy of a plat or boundary survey of the property or properties involved in the application.

The Planning Department in reviewing an application shall also be authorized to require any supporting information necessary to review an administrative variance on the record necessary to resolve the request for relief. These may include but are not limited to architectural renderings, concept plans or as-built surveys.

Section 9-24-3-5. Review for Completeness.

The Planning Department shall review the application for completeness within ten (10) days of the published closing date. Incomplete or improper applications will be returned to the applicant.

Section 9-24-3-6. Criteria for Approval of Administrative Variances.

In acting upon applications for administrative variances, the Director of Planning and Development (or, if he or she has jurisdiction, the Director of Public Works) shall consider whether one or more of the following condition(s) exist to justify or provide grounds for disapproval of said request:

- (a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, location within or near environmentally sensitive area, or topography; and,
- (b) The application of the Unified Land Development Code to this particular piece of property would create an unnecessary hardship; and,
- (c) There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned.

Section 9-24-3-7. Decision.

In rendering a decision on an administrative variance application, the Director of Planning and Development (or, if he or she has jurisdiction, the Director of Public Works) shall consider all information supplied by the applicant. Within twenty-one (21) calendar days of receipt of a completed application for administrative variance, the Director of Planning and Development may:

- (a) Approve the application as submitted; or
- (b) Approve the application with conditions; or
- (c) Deny the application.

Section 9-24-3-8. Notice of Action.

Notice of the action on an administrative variance shall be sent by United States mail to the applicant. If the application for administrative variance is denied, the reasons for denial shall be stated in the notice of action.

Section 9-24-3-9. Finality and Variance Remedy.

The action of the Director of Planning and Development on the administrative variance application (or, if he or she has jurisdiction, the Director of Public Works) shall be final and may not be appealed as an administrative decision pursuant to Chapter 9-22-7 of this Unified Land Development Code; provided, however, that any person who is denied an application for administrative variance pursuant to this Chapter may file an application for variance with the Planning and Appeals Board pursuant to Chapter 9-22-6 of this Unified Land Development Code.

Section 9-24-3-10. Records.

The Director of Planning and Development shall keep public records of all administrative variances applied for and granted pursuant to this Chapter.

Appendix B

Contacts

Local

1. City of Gainesville

Gainesville Community Development Department
311 Henry Ward Way
P.O. Box 2496
Gainesville, GA 30503
(770) 531-6570 phone
(770) 297-7826 fax
<http://www.gainesville.org/community-development-department>

2. Gainesville Inspection Services Division

Gainesville Community Development Department
311 Henry Ward Way
P.O. Box 2496
Gainesville, GA 30503
(770) 531-6570 phone
<http://www.gainesville.org/inspection-services>

3. Hall County Building Inspections

2875 Browns Bridge Road
P.O. Drawer 1435
Gainesville, GA 30503
(770) 531-6809 phone
(770) 531-3901 fax
http://www.hallcounty.org/devserv/building_inspections.asp

State

1. Georgia Mountains Regional Commission

1310 West Ridge Road (Gainesville)
P.O. Box 1720
Gainesville, GA 30503
(770) 538-2626 phone
(770) 538-2625 fax
<http://www.gmrc.ga.gov/>

2. Georgia Department of Natural Resources

Historic Preservation Division
254 Washington Street, SW
Ground Level
Atlanta, GA 30334
(404) 656-2840 phone
(404) 657-1368 fax
<http://georgiashpo.org/>

Federal

1. National Park Service

Technical Preservation Services
1201 "Eye" Street, NW,
6th Floor
Washington, DC 20005
Brian Goeken, Chief
(202) 354-2033 phone
E-mail: brian_goeken@nps.gov
General E-mail: NPS_TPS@nps.gov
<http://www.nps.gov/tps/index.htm>

2. National Park Service

Tax Incentives Program
<http://www.nps.gov/history/tax.htm>

Appendix C

Preservation Resources

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Local

1. Hall County Historical Society

380 Green Street NE
Gainesville, GA 30501
(770) 503-1319 phone
(770) 536-7072 fax
E-mail: HCHSgeorgia@aol.com

2. Gainesville Main Street Program

P.O. Box 2496
Gainesville, GA 30503
(770) 297-1141 phone

State

1. Georgia Department of Natural Resources

Historic Preservation Division
254 Washington Street, SW
Ground Level
Atlanta, GA 30334
(404) 656-2840 phone
(404) 657-1368 fax
<http://georgiashpo.org/>

2. Georgia Trust for Historic Preservation

1516 Peachtree Street, NW
Atlanta, GA 30309
(404) 881-9980 phone
(404) 875-2205 fax
<http://www.georgiatruster.org/>

3. Georgia Department of Community Affairs

Main Street/Better Hometown Program
60 Executive Park South, NE
Atlanta, GA 30329
<http://www.mainstreetgeorgia.org/>

4. The Georgia Historical Society

260 14th Street, NW, Suite A-148
Atlanta, GA 30318
(404) 382-5410 phone
(404) 671-8570 fax
<http://www.georgiahistory.com/>

5. Georgia Alliance of Preservation Commissions

<http://georgiahpcs.org/>

National

1. National Trust for Historic Preservation

1785 Massachusetts Ave. NW
Washington, DC 20036-2117
(202) 588-6000 local phone
(800) 944-6847 toll-free phone
(202) 588-6038 fax
<http://www.preservationnation.org>

2. National Trust for Historic Preservation

Main Street Center
1785 Massachusetts Ave. NW
Washington, DC 20036-2117
(202) 588-6219 phone
(202) 588-6050 fax
E-mail: mainstreet@savingplaces.org

3. National Alliance of Preservation Commissions

Center for Community Design & Preservation
225 W Broad Street
Athens, GA 30602
Mailing Address:
PO Box 1605
Athens, GA 30603
Paul Trudeau, Program Director
(706) 369-5881 phone
(706) 369-5864 fax
E-mail: ptrudeau@uga.edu
<http://napc.uga.edu/>

4. Preservation Action

401 F Street, NW
Suite 331
Washington, DC 20001
(202) 637-7873 phone
(202) 637-7874 fax
Email: mail@preservationaction.org
<http://preservationaction.org/>

5. American Cultural Resources Association

3601 E. Joppa Road
Baltimore, MD 21234
(410) 931-8100 phone
(410) 931-8111 fax
<http://acra-crm.org/>

6. Advisory Council on Historic Preservation

1100 Pennsylvania Avenue NW, Suite 803
Old Post Office Building
Washington, DC 20004
(202) 606-8503 phone
E-mail: achp@achp.gov
<http://www.achp.gov/>

7. The Library of Congress

101 Independence Ave, SE
Washington, DC 20540
(202) 707-5000 phone
<http://www.loc.gov/>

Internet

1. Preservation Briefs

Developed by the Technical Preservation Services of the National Park Service, Preservation Briefs provide guidance on preserving, rehabilitating, and restoring historic buildings.
<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

2. Preservation Directory

Online resource for historic preservation, building restoration, and cultural resource management in the United States and Canada.
<http://www.preservationdirectory.com>

3. National Center for Preservation Technology and Training

An interdisciplinary program of the National Park Service to advance the art, craft, and science of historic preservation in the fields of archeology, historic architecture, historic landscapes, objects and materials conservation, and interpretation.
<http://ncptt.nps.gov/>

4. PreserveNet Information and Law Service

Designed to provide preservationists with a comprehensive database of regularly updated internet resources and current professional opportunities.
<http://www.preservenet.cornell.edu/>

5. Society of Architectural Historians

An international non-profit organization that promotes the study and preservation of the built environment worldwide.
<http://www.sah.org>

6. The American Institute of Architects

The American Institute of Architects is the voice of the architecture professional dedicated to serving its members, advancing their value, and improving the quality of the built environment. The AIA empowers its members and inspires creation of a better built environment.
<http://www.aia.org>

7. The American Planning Institute

Organized to advance the art and science of planning and to foster the activity of planning—physical, economical, and social—at the local regional, state, and national level.
<http://www.planning.org>

8. Heritage Preservation

Key partner in Save America's Treasures, a national program to save our nation's past.
<http://www.heritagepreservation.org>

9. The Trust for Public Land

National non-profit working exclusively to protect land for human enjoyment and well-being; conserves land for recreation and spiritual nourishment and to improve the health and quality of life in American communities.
<http://www.tpl.org>

10. Scenic America

National non-profit organization dedicated to preserving and enhancing the scenic character of America's communities and countryside.
<http://www.scenic.org>

11. National Archive and Records Administration

Mission is to ensure ready access to essential evidence that documents the rights of American citizens, the actions of federal officials, and the national experience.
<http://www.nara.gov>

12. Journal of Architectural Conservation

Journal for practitioners and scholars in the field that offers a wide-ranging review of research and innovative practice.
http://www.donhead.com/journal_of_architectural_conservation.htm

13. Old House Journal Online

Offers publications, forums, historic house plans, a restoration directory, and a database of professionals in the preservation field.
<http://www.oldhousejournal.com>

14. Traditional Building Magazine Online

Gateway to more than 400 leading suppliers of traditionally-styled products and related services; products are appropriate for restoration and renovation of older structures, as well as traditionally-styled new buildings.
<http://www.traditional-building.com>

15. Preservation Web

Online guide to specialized services and products for the successful restoration, rehabilitation, and preservation of historic buildings.
<http://www.preservationweb.com>

Appendix D

References

Provided by the National Park Service's Technical Preservation Services, Preservation Briefs provide guidance on preserving, rehabilitating, and restoring historic buildings. Full PDFs of the Preservation Briefs can be found here:

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

Books

Ching, Francis D. K. *A Visual Dictionary of Architecture*. New York: John Wiley & Sons, Inc., 1995.

Grimmer, Anne E., Jo Ellen Hensley, Liz Petrella and Audrey T. Tepper. *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Washington, D.C.: U.S. Department of the Interior, National Park Service, Technical Preservation Services, 2011.

McAlester, Lee and Virginia McAlester. *A Field Guide to American Houses*. New York: Knopf, 1984.

Morton, W. Brown III, Gary L. Hume, Kay D. Weeks and H. Ward Jandl. *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. Washington, D.C.: U.S. Department of the Interior, National Park Service, Heritage Preservation Services, 1997.

New York Landmarks Conservancy. *Historic Buildings Facades: The Manual for Maintenance and Rehabilitation*. Edited by William G. Foulks. New York: John Wiley & Sons, Inc., 1997.

Poppeliers, John C., S. Allen Chambers, Jr., and Nancy B. Schwartz. *What Style Is It?: A Guide to American Architecture*. Rev. Ed. Hoboken, New Jersey: John Wiley & Sons, Inc., 2003. _

Tyler, Norman. *Historic Preservation: An Introduction to Its History, Principles, and Practice*. New York: W.W. Norton & Company, 2000.

Waters, John C. *Maintaining a Sense of Place: A Citizen's Guide to Community Preservation*. Institute of Community and Area Development (ICAD). University of Georgia: Athens, GA.

Preservation Briefs

Provided by the National Park Service's Technical Preservation Services, Preservation Briefs provide guidance on preserving, rehabilitating, and restoring historic buildings. The following list includes some of the most applicable Preservation Brief's for Gainesville's Local Historic Districts; a complete list and associated text can be found at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

- *Preservation Brief 1: Assessing Cleaning and Water Repellent Treatments for Historic Masonry Buildings*; prepared by Robert C. Mack, FAIA, and Anne Grimmer, 2000.
- *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings*; prepared by Robert C. Mack, FAIA, and John P. Speweik, 1998.
- *Preservation Brief 3: Improving Energy Efficiency in Historic Buildings*; prepared by Jo Ellen Hensley and Antonio Aguilar, 2011.
- *Preservation Brief 4: Roofing for Historic Buildings*; prepared by Sarah M. Sweetser, 1978.
- *Preservation Brief 5: Preservation of Historic Adobe Buildings*; 1978.
- *Preservation Brief 6: Dangers of Abrasive Cleaning*; prepared by Anne Grimmer, 1979.
- *Preservation Brief 7: The Preservation of Historic Glazed Architectural Terra-Cotta*; prepared by de Teel Patterson Tiller, 1979.
- *Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings – The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings*; prepared by John H. Myers, 1979; revised by Gary L. Hume, 1984.
- *Preservation Brief 9: The Repair of Historic Wooden Windows*; prepared by John H. Myers, 1981.
- *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork*; prepared by Kay D. weeks and David W. Look, AIA, 1982.
- *Preservation Brief 11: Rehabilitating Historic Storefronts*; prepared by H. Ward Jandl, 1982.

- *Preservation Brief 12: The Preservation of Historic Pigmented Structural Glass*; 1984.
- *Preservation Brief 13: The Repair and Thermal Upgrading of Historic Steel Windows*; prepared by Sharon C. Park, AIA, 1984.
- *Preservation Brief 14: New Exterior Additions to Historic Buildings – Preservation Concerns*; prepared by Kay D. Weeks, 1986.
- *Preservation Brief 15: Preservation of Historic Concrete*; prepared by Paul Gaudette and Deborah Slaton.
- *Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors*; prepared by Sharon C. Park, AIA, 1988.
- *Preservation Brief 17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character*; prepared by Lee H. Nelson, FAIA, 1988.
- *Preservation Brief 18: Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements*; prepared by H. Ward Jandl, 1988.
- *Preservation Brief 19: The Repair and Replacement of Historic Wooden Shingle Roofs*; prepared by Sharon C. Park, AIA, 1989.
- *Preservation Brief 20: The Preservation of Historic Barns*, prepared by Michael J. Auer, 1989.
- *Preservation Brief 21: Repairing Historic Flat Plaster Walls and Ceilings*, prepared by Mary Lee MacDonald, 1989.
- *Preservation Brief 22: The Preservation and Repair of Historic Stucco*; prepared by Anne Grimmer, 1990.
- *Preservation Brief 23: Preserving Historic Ornamental Plaster*; prepared by David Flaharty, 1990.
- *Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches*; prepared by Sharon C. Park, AIA, 1991.
- *Preservation Brief 25: The Preservation of Historic Signs*; prepared by Michael J. Auer, 1991.
- *Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron*; prepared by John G. Waite, AIA, 1991.
- *Preservation Brief 28: Painting Historic Interiors*; prepared by Sara B. Chase, 1992.
- *Preservation Brief 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs*; prepared by Jeffrey S. Levine, 1992.
- *Preservation Brief 30: The Preservation and Repair of Historic Clay Tile Roofs*; prepared by Anne E. Grimmer and Paul K. Williams, 1992.
- *Preservation Brief 31: Mothballing Historic Buildings*, Sharon C. Park, AIA, 1993.
- *Preservation Brief 32: Making Historic Properties Accessible*; prepared by Thomas C. Jester and Sharon C. Park, AIA, 1993.
- *Preservation Brief 33: The Preservation and Repair of Historic Stained and Leaded Glass*; prepared by Neal A. Vogel and Rolf Achilles.
- *Preservation Brief 34: Applied Decoration for Historic Interiors Preserving Composition Ornament*, prepared by Jonathan Thornton and William Adair, FAAR, 1994.
- *Preservation Brief 35: Understanding Old Buildings: The Process of Architectural Investigation*; prepared by Travis C. McDonald, Jr., 1994.
- *Preservation Brief 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes*; prepared by Charles A. Birnbaum, ASLA, 1994.
- *Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing*; prepared by Sharon C. Park, AIA, and Douglas C. Hicks.
- *Preservation Brief 38: Removing Graffiti from Historic Masonry*, prepared by Martin E. Weaver, 1995.
- *Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings*; prepared by Sharon C. Park, AIA, 1996.
- *Preservation Brief 40: Preserving Historic Ceramic Tile Floors*, prepared by Anne E. Grimmer and Kimberly A. Konrad, 1996.
- *Preservation Brief 41: Preserving Historic Ceramic Tile Floors*, prepared by Anne E. Grimmer and Kimberly A. Konrad, 1997.
- *Preservation Brief 42: The Maintenance, Repair, and Replacement of Historic Cast Stone*; prepared by Richard Pieper.
- *Preservation Brief 43: The Preparation and Use of Historic Structure Reports*, prepared by Deborah Slaton, 2004.
- *Preservation Brief 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design*; prepared by Chad Randl.
- *Preservation Brief 45: Preserving Historic Wooden Porches*; prepared by Aleca Sullivan and John Leeke, 2006.
- *Preservation Brief 46: The Preservation and Reuse of Historic Gas Stations*, prepared by Chad Randl, 2008.
- *Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings*, prepared by Sharon C. Park, FAIA, 2007.

Reports and Other Publications:

- *Maintaining Your Historic Home: A Practical Guide for Homeowners*. Media, Pennsylvania: Delaware County Planning Department, August 2009.
- *Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement*; prepared by the National Trust for Historic Preservation—Preservation Green Lab, 2012.
- *The Greenest Building: Quantifying the Environmental Value of Building Reuse*; prepared by the National Trust for Historic Preservation—Preservation Green Lab, 2011.

Design Guidelines of Georgia Communities:

- *Design Guidelines: Acworth Historic Districts*. The City of Acworth Historic Preservation Commission; produced by Kenneth L. Kocher of Piedmont Preservation, Athens, GA, January 2003.
- *Americus Design Guidelines: Design Guidelines for Use in Historic Character Areas*. City of Americus Historic Preservation Commission; prepared by Kocher & Callahan, Athens, GA, June 1996.
- *Athens-Clarke County, Georgia: Design Guidelines for Historic Districts and Landmark Properties*. Athens-Clarke County Historic Preservation Commission and Planning Staff, Athens, GA, December 2011.
- *Augusta Georgia Downtown Design Guidelines*. The City of Augusta Historic Preservation Commission and Augusta-Richmond County Planning Commission; prepared by Frazier & Associates: Architecture & Planning, Staunton, VA, August 2002.
- *Design Guidelines—Columbus, Georgia: Handbook for Property Owners, Residents, and the Board of Historic and Architectural Review*. The Consolidated Government of Columbus and Columbus Board of Historic and Architectural Review; prepared by MACTEC, Atlanta, GA, March 2010.
- *Downtown Historic District Maintenance Handbook and Design Guidelines*. The City of Douglasville; prepared by the Design Committee of the Historic Preservation Commission and the Downtown Development Authority with assistance from Elizabeth McClendon, Community Development Director; and Laura Short, Historic Preservation Clerk, 2004.
- *Design Manual for Druid Hills Local Historic District*. The Druid Hills Civic Association; prepared by The Jaeger Company, Gainesville, GA, April 1997.
- *Intown & Beall's Hill Historic Districts: Zoning and Design Guidelines Handbook*. Macon-Bibb County Planning and Zoning; prepared by Pond|Ecos and Market+Main, March 2012.
- *The Madison Historic Preservation Manual: A Handbook for Owners and Residents*. The Madison Historic Preservation Commission and The City of Madison; prepared by William Chapman, Athens, GA, 1990.
- *Downtown Moultrie Design Guidelines*. Moultrie-Colquitt County Historic Preservation Commission; prepared by The Jaeger Company, Gainesville, GA, May 2001.
- *Valdosta Historic District Design Guidelines*. The City of Valdosta and the Valdosta Historic Preservation Commission; prepared by Jordan, Jones and Goulding, Norcross, GA, 2008.

Appendix E

Certificate of Appropriateness Application Forms



CITY OF GAINESVILLE APPLICATION CHECKLIST CERTIFICATE OF APPROPRIATENESS

General Information:

- _____ Pre-conference with Community Development Department Staff
- _____ Application Form (completed, including "Owner Authorization Form")
- _____ Scheduled Appointment with Community Development Department Staff to Submit Complete Application

Building Change(s) or Construction: New Building, Addition, Rebuild/Restoration/Rehabilitation/Remodel

- _____ Written Description of Proposed Work Project & Materials (page 4 of this application packet)
- _____ Plat/Boundary Survey
- _____ Photographs of Existing Building & Site
- _____ Architectural Drawings of All Elevations (10 sets of copies if drawn in color or if on large size paper, and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy). Architectural drawings stamped by a registered architect are required **if the building or addition exceeds 5,000 square feet in size.**
- _____ Floor Plan (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)
- _____ Concept Plan (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)
- _____ Landscape Plan (either as a part of Concept Plan or as a separate plan)
- _____ Documentation of Earlier Historic Appearance (**restoration** only)

Demolition or Relocation of Buildings

- _____ Written Description of Proposed Work Project & Materials (page 4 of the application packet).
- _____ Plat/Boundary Survey
- _____ Photographs of Existing Building & Site
- _____ Pre- Plans (includes as-built conditions, floor plan, landscape plan, & architectural elevations stamped by architect)
- _____ Post- Plans (includes concept plan, floor plan, landscape plan & architectural elevations stamped by architect)
- _____ Structural engineer/architect's report demonstrating structural instability or deterioration (Must detail physical description of structure and site, reasons for why rehab is not feasible, cost estimates for rehab vs. demolition, and future action to take place on the site)
- _____ If undue hardship involves economic reasons, financial analysis indicating how compliance imposes undue economic hardship.

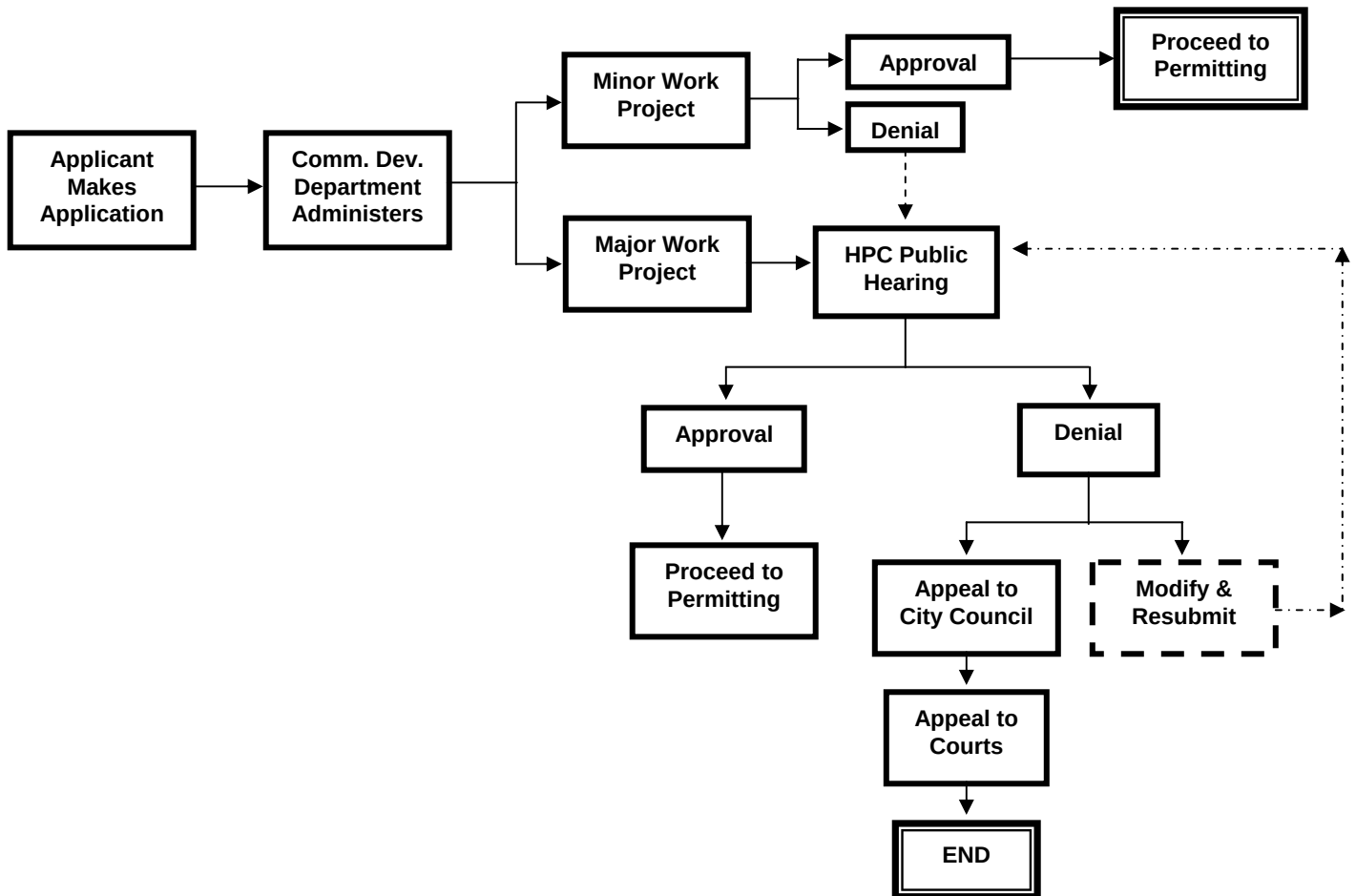
Site Change(s): Signs, Parking Lots/Driveways/Walkways, & Fences/Walls/Systems

- _____ Written Description of Proposed Work Project & Materials (page 6 of this application packet)
- _____ Plat/Boundary Survey
- _____ Photographs of Existing Building & Site
- _____ Architectural Drawings (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)
- _____ Concept Plan & Landscape Plan (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)

Minor Work Project

- _____ Written Description of Proposed Work Project & Materials (page 4 of this application packet)
- _____ Plat/Boundary Survey
- _____ Photographs of Existing Building & Site
- _____ Architectural Drawings (2 sets of copies if drawn in color or if on large size paper)
- _____ Concept Plan & Landscape Plan (2 scaled, folded copies and one 8.5 x 11 size reproducible copy if larger than 11 x 17)
- _____ Report from Certified Arborist (**only** if removing existing mature trees)

Overview of COA Process





CITY OF GAINESVILLE
APPLICATION FOR HISTORIC PRESERVATION ACTIONS
CERTIFICATE OF APPROPRIATENESS

FOR STAFF USE ONLY:

Request: _____ Major Work _____ Minor Work Type: _____
 Date Complete Application Filed: _____ Historic Preservation Commission Meeting: _____
 Application Fee: _____ Cash _____ Check No. _____ Receipt No. _____
 Application Taken By: _____ Date: _____

Applicant

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	
Status (owner, occupant, etc.)	

Property Owner

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	

Site Information

Location/Street Address:		Ward No:	
Tax Parcel Number(s):		Zoning:	
Local Historic District:		Lot Size:	
Current Use:			
Proposed Use:			
Brief Description of Proposed Project: (e.g. addition of sunroom)			
Start Date:		Anticipated Completion Date:	
Contractor/Consultant/Architect:			

Work Project Information (Check all that apply)

Building Change(s) or Construction	
☐	New Building
☐	Addition to Building
☐	Rebuild, Restoration, Rehabilitation, or Remodel
☐	Other (explain):

Site Change(s)	
☐	Demolition or Relocation of Building(s)
☐	Fence(s), Wall(s), Landscaping, Parking Lot
☐	Signs
☐	Other (explain):

Supporting Documents Required for Submittal (Review the attached document checklist)

☐	Written description of proposed project	☐	Concept plan (scaled)
☐	Description and/or sample of materials	☐	Landscape plan (either part of concept plan or separate plan)
☐	Plat/boundary survey	☐	Documentation of earlier historic appearance (restoration only)
☐	Photographs	☐	Pre- & Post-Plans for Relocation or Demolition
☐	Architectural/sign/fence or wall drawings	☐	Structural Engineer/Architect Report and/or Financial Analysis
☐	Floor plan (scaled)	☐	Other (specify):

Notes of Importance:

1. Exterior material changes and significant site alterations made without a proper permit **and** prior approval of a Certificate of Appropriateness application may result in the issuance of a **stop-work order**. The owner also may face an order to restore the original condition of the property and a denial of a Certificate of Occupancy.
2. **Precedence of Decisions:** Each application will be considered on its own merit with reference to the *Secretary of the Interior's Standards* and the published local design guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

Applicant Certification: *By signing, the undersigned certifies that he/she has read and understands the submittal requirements outlined; and that he/she understands that omission of any listed item may cause delay in processing the application; and that **an application will not be scheduled for public hearing until said application is signed and dated by Staff as complete.** I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.*

Authorization: *In consideration for the City of Gainesville's review of this application for a proposed change to a locally designated historic property, the applicant hereby agrees to indemnify and hold harmless the City of Gainesville and its agents and employees from and against all claims, damages, and/or liability arising from or related to this application or any issuance of a permit thereunder.*

Applicant(s)	_____	Date	_____
	_____	Date	_____
Preparer	_____	Date	_____

Application WITHDRAWAL Notification: *I (We) hereby withdraw the above application.*

Signature	_____	Date	_____
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CITY OF GAINESVILLE
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

AUTHORIZATION OF PROPERTY OWNER

I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Hall County, Georgia. I authorize the person named below to act as the applicant in the pursuit of a Certificate of Appropriateness of my property or properties and to perform the proposed work. I, the undersigned, am also aware that my signature grants permission to the Community Development Department Staff, Gainesville Historic Preservation Commission, and City Council (if applicable) to visit my property during the review of this request for a Certificate of Appropriateness.

OWNER INFORMATION CERTIFICATION

Name of Owner _____
Owner's Address _____

Owner's Phone No. _____

Signature of Owner _____

APPLICANT INFORMATION CERTIFICATION

Name of Applicant _____
Applicant's Address _____

Applicant's Phone No. _____

Signature of Applicant _____

NOTARY PUBLIC CERTIFICATION

Personally appeared before me

Applicant's Signature

who swears that the information contained in this
authorization is true and correct to the best of his
or her knowledge and belief.

Notary Public

Date

DESCRIPTION OF PROPOSED WORK PROJECT

If the proposed scope of work **involves more than one type of project**, divide the project descriptions into sections (e.g. addition **and** installation of sign).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CITY OF GAINESVILLE
APPLICATION FOR HISTORIC DESIGNATION

REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS

The City of Gainesville Unified Land Development Code Section 9-8-8-7 requires that a Certificate of Appropriateness be obtained from the Gainesville Historic Preservation Commission prior to obtaining a building permit for altering the exterior appearance of any structure located within a local historic district or located upon a site that has been locally designated as historic.

1. An application for a Certificate of Appropriateness and all required supporting documents must be filed with the Community Development Department prior to the stated submission deadline date.
2. The Gainesville Historic Preservation Commission shall hold a public hearing on said application for Certificate of Appropriateness **within forty-five (45) days of receipt of a complete application**, as determined by the Community Development Department staff. Following the public hearing, the Commission shall approve the request as proposed, approve it with modifications, or deny the request.
 - a) **Approval:** The Commission shall approve the application and issue a Certificate of Appropriateness if it finds that the proposed material changes in the exterior appearance would not adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district or individual properties within a historic district. In making this determination, the Commission shall consider the following, in addition to other pertinent factors:
 - 1) The historical, environmental and architectural value and significance;
 - 2) The architectural style; general design and arrangement, texture and material of the architectural features involved; and
 - 3) The relationship thereof to the exterior architectural style and pertinent features of other structures located in the immediate vicinity.
 - b) **Denial:** The Commission shall deny a Certificate of Appropriateness if it finds that the proposed material changes in exterior appearance would adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district or individual properties located within a historic district. ***If the Commission denies the request for a Certificate of Appropriateness, no building permit shall be issued in those cases in which a material change would require the issuance of a building permit.***
3. **Deadline for Action:** Notice of the issuance or denial of a Certificate of Appropriateness will be sent to the owner and applicant. Failure of the Commission to hold a public hearing and act upon the request within forty-five (45) days of the date of a **complete** application is received will constitute approval of the Certificate of Appropriateness.
4. A Certificate of Appropriateness, if granted, expires unless construction is commenced within six (6) months of the date of issuance. A Certificate of Appropriateness is issued for a period of 18 months and is renewable upon a showing of cause. Work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate; otherwise, a stop-work order will be issued.
5. Any person adversely affected by any determination made by the Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to City Council. The City Council may approve, modify or deny the determination made by the Commission if City Council finds that the determination is unfounded by the provisions of this Ordinance and are contrary to applicable law. Any such application shall include the reasons why the determination or decision is unsupported by the provisions of the Ordinance and are contrary to applicable law. Any such appeal must be filed within fifteen (15) days after notification is sent of the determination. Appeals of a decision of the City Council may be taken to a court of competent jurisdiction in the manner provided by law.

Applicant(s) _____

Date _____

CITY OF GAINESVILLE
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PUBLIC NOTICE REQUIREMENTS

NOTE: This form is to be given to the applicant after it has been read and the
Applicant's Certification section of Page 2 of this application has been signed.

City of Gainesville Unified Land Development Code Section 9-23-3-5 requires public notice be given on all applications for a Certificate of Appropriateness as follows:

1. A **legal advertisement** shall be published in the local newspaper at least fifteen (15) days prior to the date of the regularly scheduled public hearing.
2. A **public notice sign** shall be placed in a conspicuous location on the subject property at least fifteen (15) days prior to the date of the regularly scheduled public hearing.
3. A **written notice** of the public hearing shall be mailed to the owner and occupant(s) of the subject property and to owners of property or properties located within the locally designated district, or owners of property adjoining the locally designated individual landmark. The said notice letters shall be sent via United States Mail no less than fifteen (15) days prior to the regularly scheduled public hearing.

All abovementioned notice requirements are performed by the Community Development Department staff.

As the applicant, you are responsible for ensuring the **public notice sign** remains on the site during the entire application process. The Community Development Department staff will prepare and place a sign (or signs) for you, at least fifteen (15) days prior to the regularly scheduled meeting. It will then be your responsibility to see that the sign (or signs) remain posted until final action is taken by the Historic Preservation Commission.

The purpose of the public notice sign is to inform the surrounding property owners that an application has been filed. Placement of the sign in a manner that is not clearly visible violates the requirements. Failure to place the sign in a conspicuous location will result in your request being tabled until the sign is posted as required. Failure to ensure the sign remains posted on the site during the entire application process means there will be a delay in the hearing date set for your request. Legally, the City cannot consider a request until proper notice has been given. If it is determined at any time during the application process that the public notice sign is not properly placed on the site, the Gainesville Historic Preservation Commission has no choice but to table the request, even if there is no opposition to the application. Many of the Commission members, as well as the Community Development Department staff, visit the sites and will be looking for the sign. Additionally, local citizens – particularly those who receive notice letters – often report when a sign is not visible. The Gainesville Historic Preservation Commission will **NOT** consider your request until it is satisfied that proper public notice has been given.

The sign(s) must remain in place during the entire application process. If any problem arises in regard to the sign, notify the Community Development Department immediately by calling 770-531-6570 so the sign can be replaced. Failure to report problems with the sign can result in a delay.

When the application process is complete and final action has been taken by the Gainesville Historic Preservation Commission, it is the **responsibility of the applicant** to remove and discard the sign(s).