

DOWNTOWN MOULTRIE DESIGN GUIDELINES



MOULTRIE, GEORGIA Moultrie-Colquitt Historic Preservation Commission

May 2001

The Jaeger Company

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MOULTRIE, GEORGIA

Table of Contents

1	Introduction to Design Guidelines and Design Review	1-1
	Design Guidelines Sections	1-2
	Do's and Don'ts of Design Guidelines	1-3
	Moultrie's Historic Preservation Ordinance	1-4
	Design Review Process	1-5
	Property Owner's Application Process	1-5
	Historic Preservation Commission's Review Process	1-7
	Design Review Process Flowchart	1-10
2	Historical Sketch of Downtown Moultrie	2-1
	Map of Moultrie Commercial Historic District	2-6
3	Historic Resources of Downtown Moultrie	3-1
	Commercial Buildings	3-2
	Building Types	3-2
	Architectural Styles	3-6
	Institutional Buildings	3-9
	Industrial Buildings	3-11
	Warehouses	3-11
	Industrial & Manufacturing Buildings	3-12
	Landscape Resources	3-13
	Town Form	3-13
	Streetscape Sections	3-14
	Granite Curbs	3-15
	Concrete Sidewalks	3-15
	Vegetation	3-16
	Greenspace	3-16
	Lighting	3-17
4	Historic Preservation Principles and Approaches	4-1
	Secretary of the Interior's Standards for Rehabilitation	4-1
	Preservation Methods	4-2
	Eight Steps to Complete a Preservation Project	4-4
5	Commercial Rehabilitation Guidelines	5-1
	Storefronts	5-2
	Entrances	5-4
	Upper Floor Spaces	5-5
	Architectural Details	5-7
	Windows	5-9
	Exterior Materials	5-11
	Repointing & Masonry Repairs	5-14
	Signage	5-16
	Awnings	5-20
	Roofs	5-22
	Rear Entrances & Side Facades	5-23
	Gutters & Downspouts	5-24
	Mechanical Services	5-25

	Historic Additions & Alterations	5-26
	Additions to Historic Buildings	5-27
6	Institutional Rehabilitation Guidelines	6-1
	Distinctive Features	6-2
	Alterations & Additions	6-4
	Adaptive Use	6-5
7	Industrial Rehabilitation Guidelines	7-1
	Distinctive Features	7-2
	Exterior Materials	7-3
	Alterations & Additions	7-4
8	Historic Landscape Architecture and Site Design Guidelines	8-1
	Town Form	8-2
	Vegetation	8-2
	Parking	8-4
	Commercial Streetscape Elements	8-5
	Recognizing Prevalent Character of Existing Landscape	8-6
	Development Patterns	8-6
9	New Construction Guidelines	9-1
	Defining the Area of Influence	9-2
	Recognizing the Prevailing Character of Existing Development	9-3
	Building Orientation and Setback	9-4
	Directional Emphasis	9-5
	Shape	9-6
	Proportion	9-7
	Rhythm	9-8
	Scale	9-9
	Architectural and Site Elements	9-10
	Respecting the Prevailing Character When Designing New Development	9-11
	New Construction	9-11
	New Additions to Historic Buildings	9-12
	Alterations to Noncontributing Buildings Within Historic Districts	9-12
10	Maintenance, Demolition, and Code Compliance	10-1
	Maintenance	10-2
	Demolition	10-3
	Health, Safety, and Accessibility Code Compliance	10-4

Appendices

A	Certificate of Appropriateness/Application for Certificate of Appropriateness
B	Moultrie Historic Preservation Ordinance
C	Financial Incentive Programs for Historic Preservation Projects
D	Sources for Maintenance and Resource Rehabilitation
E	Glossary of Terms

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SECTION 1: INTRODUCTION TO DESIGN GUIDELINES & DESIGN REVIEW

This manual provides **Design Guidelines** for rehabilitation and new construction projects within the Moultrie Commercial Historic District. It also provides a step-by-step outline of Moultrie's **Design Review** process.

These Design Guidelines have been written primarily for use by the Moultrie-Colquitt Historic Preservation Commission in evaluating proposed alterations to historic properties in the locally designated Moultrie Commercial Historic District. (See *Historic District Map* at the end of Section 2.) The guidelines are also intended for use by property owners in making decisions about proposed rehabilitation and new construction projects that are sensitive to the historic character of the downtown district. The guidelines should be viewed as guiding principles that, when followed, will result in sound historic preservation practices and help maintain the unique "sense of place" enjoyed by residents of Moultrie.



DESIGN GUIDELINES SECTIONS

This Design Guidelines manual is divided into the following sections.

1. **Introduction to Design Guidelines and Design Review** provides information on design guidelines as well as Moultrie's design review process and local historic preservation ordinance.
2. **Historical Sketch of Downtown Moultrie** provides a brief summary of the history of the downtown commercial area and its historic role within the city of Moultrie.
3. **Historic Resources of Downtown Moultrie** provides information on the architectural and landscape resources within the downtown district.
4. **Historic Preservation Principles and Approaches** provides guidance on basic preservation standards, methods, and principles.
5. **Commercial Rehabilitation Guidelines** provides specific guidelines for commercial rehabilitation projects.
6. **Institutional Rehabilitation Guidelines** provides specific guidelines for institutional rehabilitation projects.
7. **Industrial Rehabilitation Guidelines** provides specific guidelines for industrial rehabilitation projects.
8. **Historic Landscape Architecture and Site Design Guidelines** provides guidelines aimed at preserving and enhancing the area's historic landscape resources.
9. **New Construction Guidelines** provides specific guidelines for new construction.
10. **Maintenance, Demolition, and Code Compliance** provides guidelines and recommendations about health, safety, and accessibility issues as well as maintenance and demolition within the downtown district.

The **Appendices** contain (1) a Certificate of Appropriateness and an Application for a Certificate of Appropriateness; (2) the Moultrie Historic Preservation Ordinance; (3) information about financial incentive programs for property owners; (4) a list of resources on maintenance and rehabilitation; and (5) a glossary of terms.

DO'S & DON'TS OF DESIGN GUIDELINES

Design Guidelines are used to evaluate the appropriateness of changes to historic properties within a locally designated historic district. The ultimate goal of Design Guidelines is to protect the physical and visual qualities of a property or district that reflect the history and heritage of a community.

Design Guidelines are concerned with alterations to the **exterior** appearance of historic properties only and do not affect the use of a property. When a property owner proposes changes that would alter the exterior appearance of his/her property, the owner is required to file an "Application for a Certificate of Appropriateness" to obtain permission to make those changes. The Historic Preservation Commission reviews these proposed changes but does not, however, comment on the proposed use of the property. Use of a property is regulated through the zoning ordinance and building and development codes.

Design Guidelines Do:

- ✓ protect the historic character and integrity of the district
- ✓ provide guidance to design professionals and property owners undertaking construction in the district
- ✓ identify important review concerns and recommend appropriate design approaches
- ✓ provide an objective basis for review, assuring consistency and fairness
- ✓ increase public awareness of the district and its significant characteristics

Design Guidelines Do Not:

- ✗ limit growth or development within the district
- ✗ apply to routine maintenance or to work which does not visibly affect the district, such as interiors
- ✗ dictate stylistic design approaches which are based on individual preference
- ✗ restrict creative design solutions

MOULTRIE'S HISTORIC PRESERVATION ORDINANCE

Moultrie's **Historic Preservation Ordinance** (Ordinance No. 626) was adopted by the Mayor and City Council in 1992. The ordinance established the following:

- Moultrie-Colquitt Historic Preservation Commission

The Historic Preservation Commission is a seven (7)-member commission charged with reviewing applications for Certificates of Appropriateness; designating local historic properties or districts; seeking out local, state, federal, and private funds for historic preservation projects; and a number of other local historic preservation activities. The Commission holds regularly scheduled monthly meetings open to the public.

- Local Designation of Historic Districts and Properties

Historic districts (a geographically definable area containing buildings, structures, sites, objects, landscape features, and works of art that have historic or aesthetic value) and individual historic properties may be locally designated by the City Council.

- Certificates of Appropriateness

An approved Certificate of Appropriateness from the Historic Preservation Commission is required before work can proceed on any exterior material change to a property within a locally designated historic district or a locally designated individual property. A Certificate is also required for demolition or relocation of a locally designated property.

- Appeals Procedure

The ordinance provides an appeals procedure to the City Council for appealing a denial of a Certificate of Appropriateness.

A copy of the Historic Preservation Ordinance is included in **Appendix B**.

DESIGN REVIEW PROCESS

Design Review is the process by which the Historic Preservation Commission approves material changes that are planned for locally designated properties and districts and issues Certificates of Appropriateness which allow the proposed changes to take place. An application for a building permit triggers the design review process.

Any *Property Owner* or *Occupant* wishing to make an exterior material alteration to any building, structure, or site within a locally designated historic district or to a locally designated individual property must make an application to the Commission for a Certificate of Appropriateness. Demolition, relocation, and new construction within a historic district also require a Certificate of Appropriateness.

For a summary of the design review process, see the **Flowchart** on page 1-10.

PROPERTY OWNER'S APPLICATION PROCESS

Step 1

Determine Whether a Certificate of Appropriateness is Needed

A Certificate of Appropriateness is required before a building permit can be issued for any **exterior material change in appearance** to a designated historic property. An exterior material change in appearance may be:

1. A reconstruction or alteration of the size, shape, or facade of a historic property, including 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 visible from the public right of way; or
5. The erection, alteration, restoration or removal of any building or other structure within a historic property or district, including walls, fences, steps, and pavements, or other appurtenant features.

Certain types of **routine maintenance** and in-kind replacement activities do not need a Certificate, but administrative approval must be obtained by meeting with the city's Historic Preservation Planner or a member of the Historic Preservation Commission.

Step 2

Submit an Application for a Certificate of Appropriateness to the Historic Preservation Commission

An application for a Certificate of Appropriateness should be filed with the Moultrie-Colquitt Historic Preservation Commission at least ten (10) days prior to the Commission's next regularly scheduled meeting.

Applications are to be accompanied by:

- Sketches; Drawings; Photographs; Floor Plans; Site Plans; and any other descriptive documentation that illustrates the proposed project.
- Demolition or Relocation Projects must be accompanied by post-demolition or relocation plans for the site.

Step 3

Historic Preservation Commission Reviews the Application

An application for a Certificate of Appropriateness will be reviewed by the Historic Preservation Commission at their regularly scheduled monthly meeting held on the second Monday of each month in City Council Chambers at City Hall. The date and time of the scheduled meeting is advertised in the newspaper for three consecutive issues and is posted at City Hall and the Municipal Annex. Written notice is mailed to all owners and occupants of the property. Any and all interested parties may attend the meeting.

The applicant and affected property owners will be given an opportunity to be heard at the meeting at which the application is presented. The applicant may request special consideration based on undue economic hardship.

In reviewing applications, the Historic Preservation Commission will reference the following standards:

- **U.S. Secretary of the Interior's Standards for Rehabilitation** (listed in Section 4)
- **Downtown Moultrie Design Guidelines**

Step 4

Application Approved – Certificate of Appropriateness Issued

The Historic Preservation Commission will approve or deny an application within forty-five (45) days after it has been filed, except when the time limit has been extended by mutual agreement between the applicant and the Commission. Failure of the Commission to act within this time period will constitute approval.

If the application is **approved**, the Commission secretary will transmit a Certificate of Appropriateness to the applicant. A copy of the Certificate will be forwarded to the city

inspections department, which is responsible for enforcement.

If an application is **denied**, the Commission will notify the applicant in writing of its decision and state the reasons for the denial.

The applicant may make **modifications** to the plans and may re-submit the application at any time after doing so.

Any applicant having a request for a Certificate of Appropriateness denied by the Commission may **appeal** the denial to the City Council within fifteen (15) days after the issuance of the denial. Further appeals may be taken to the Superior Court of Colquitt County.

HISTORIC PRESERVATION COMMISSION'S REVIEW PROCESS

The *Historic Preservation Commission's* procedure for reviewing Certificates of Appropriateness should be clear and consistent. One of the most important components of a smooth review process is an adequate exchange of information between the applicant and the HPC.

Before the review meeting, the following things should take place in order to have the most efficient design review process:

- Check that the proposed project requires review, and does not fall under routine maintenance that requires only administrative approval.
- Determine whether non-design issues, such as zoning or land use, are part of the proposed project.
- Check that notices have been sent and applications are properly advertised.
- Check that COA applications and provided documentation (photos, floor plans, drawings) are complete.
- Determine whether the structures under review are “contributing” or “non-contributing” to the historic district.¹
- Confirm that designated HPC member(s) have visited all the properties under review.
- Check that paperwork is in order.

¹ A contributing resource is essential to the full significance of a historic district. It may be of limited individual significance but nevertheless functions as an important component of the district. A noncontributing resource does not contribute to the architectural or historic significance of a historic district. Noncontributing resources are often not yet fifty years of age, and therefore do not meet the age requirement for contributing historic resources. Other noncontributing resources may be historic but have lost their architectural integrity due to changes or alterations.

At the review meeting, the applicant (or a representative of the applicant) should present the proposed project to the Commission. Clarification of any parts of the proposal may be made at this time. Planning staff, the audience, or any public agency may make comments as well. At this time, the HPC should critique the proposal. This process should involve consideration of the following questions:²

- How old is the property?
- How significant is the property? Has it retained its historic, and, if a building or structure, its architectural integrity?
- What is the context of the property or group of properties under review? In other words, what is the character of the surrounding block/adjacent buildings? Is the area very intact or have there been non-historic intrusions?(Remember that the review is of the impact of the proposed design upon its specific property as well as upon the property's surroundings).
- How significant is the surrounding environment? (If nearby buildings are especially important or if the project is in a concentration of historic structures, you may be more stringent in applying certain guidelines than you would if the same project were proposed in another area of the district).
- What are the basic elements of the proposed design? For example, how would you describe the character of the proposed design?
- What is the anticipated impact of the proposal upon the property and its surrounding area?
- Does this design set a precedent for others? Is this a precedent that should be established?
- Does this design strengthen the design goals for the area or weaken them? For example, if the design is for a building with historic significance, how does the proposed design affect its integrity?
- Which design guidelines are relevant to this project? Depending on the type of design and its location in the district, certain guidelines will be more important than others. Decide which ones will be most significant in reviewing the proposal.
- In a final and broad view, how will the proposed design meet the goals of the district? The result of design review should ultimately contribute to the overall betterment of the community.

In reviewing applications, the HPC should also take into account the following elements to insure the preservation of the district's historic visual character:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
2. The setback and placement on the lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.
3. Exterior construction materials, including textures and patterns but not to include color.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials.
5. Roof shapes, forms and materials.
6. Proportions, shapes, positioning, and locations, patterns and sizes of any elements of

² The list of standard questions for HPC critique of COAs is largely based on information provided on pages 38 and 39 of Nore V. Winter's *Design Review for South Carolina Historic District Commissions*, 1988.

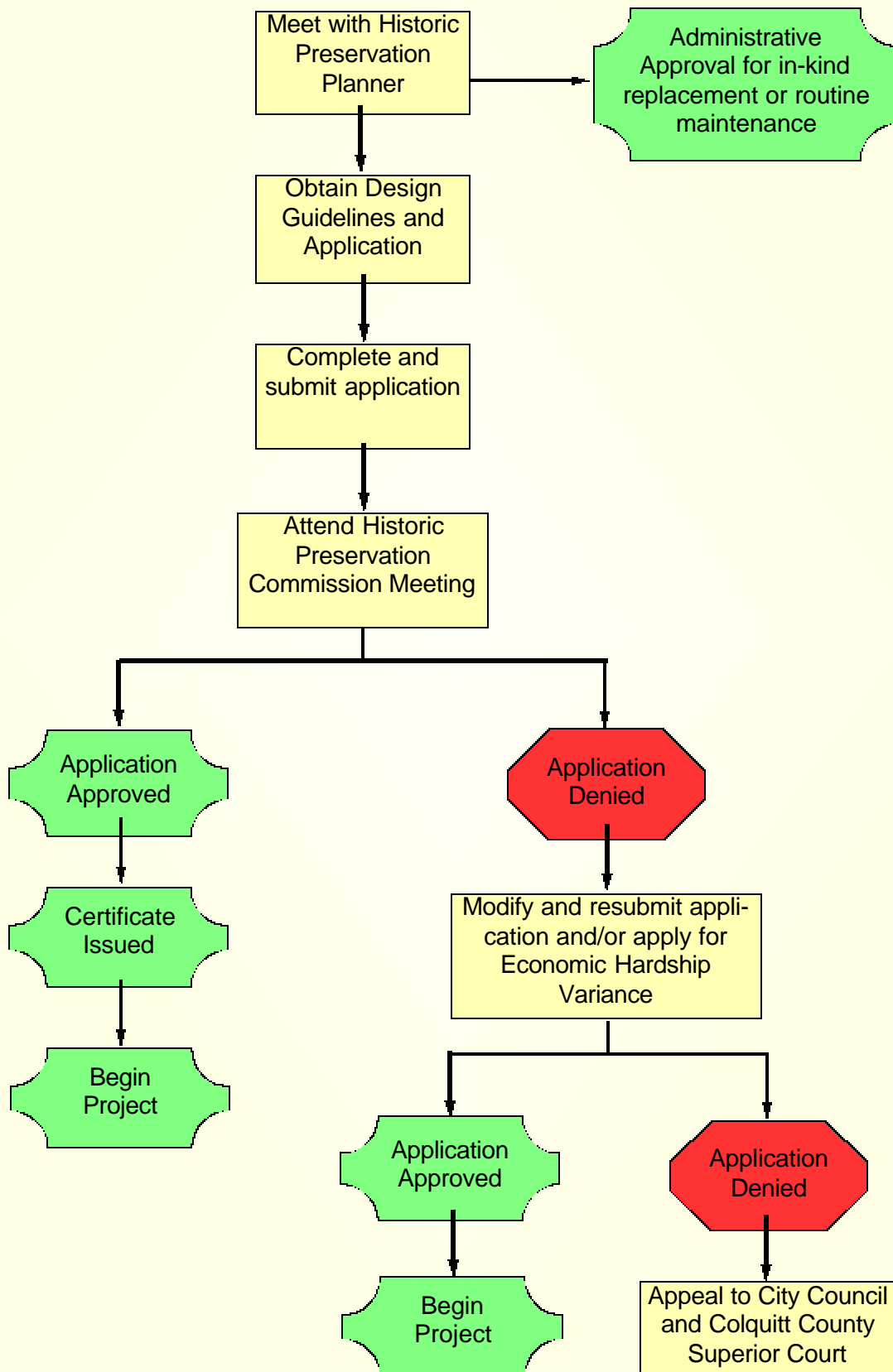
design and placement of windows.

7. General form and proportions of building structures.

8. Appurtenant fixtures and other features such as lighting.

9. Structural condition and soundness.

DESIGN REVIEW PROCESS FLOW-



SECTION 2: HISTORICAL SKETCH OF DOWNTOWN MOULTRIE¹

Moultrie, Georgia, the governmental seat of Colquitt County, was founded in 1859. That same year Moultrie was designated by the Georgia Legislature as the governmental seat of Colquitt County and as the "Township of Moultrie" under a preliminary charter. At the time, Colquitt County had itself existed for only three years, having been created in 1856. From its designation as a township in 1859 until the arrival of the railroad in 1893, Moultrie was little more than a crossroads settlement in a very rural, sparsely-populated county. The great majority of the county's residents lived on farms and were engaged in some form of agricultural activity, most commonly the raising of cattle, hogs, and sheep.

Moultrie's first permanent resident is believed to have been Robert Bearden, who operated a general store at the intersection of the Nashville-Camilla and Thomasville-Albany roads. This crossroads is the present-day intersection of Central Avenue and Main Street, at the northwest corner of the courthouse square. An 1881 map of Moultrie drawn by M. M. Blanton indicates that Blanton and Bearden were the only shopkeepers in Moultrie in 1881,



1911 Postcard shows Colquitt County Courthouse (from A Pictorial History of Colquitt County).

although the town also boasted two stockades and a hotel as well as a school. Also shown on Blanton's map is the courthouse, with a jail directly to the east, and ten dwellings. Moultrie's original courthouse burned in the spring of 1881, just after Blanton sketched his map, and was apparently replaced by a rather primitive, one-story log structure. A more permanent, two-story courthouse was completed within a year or two and served until the present structure was built in 1902.

Shole's Georgia State Gazetteer, Business and Planters Directory of 1881-1882 provides the following description of Moultrie:

County seat. Is 28 miles northeast of Thomasville, the nearest telegraph, express and shipping station, via of which the distance to Atlanta is 205 miles. The Ochlochnee furnishes power to operate one saw and grist mill. Wool, cotton, and syrup form the principal export. Stage communication weekly from Camilla. Population 75. Methodist and Baptist churches. Mail daily.

Moultrie was incorporated in December of 1890 and given an official township charter, but while several relatively nearby towns such as Valdosta, Quitman, and Thomasville had enjoyed significant growth and prosperity during the 1870s and 1880s, Moultrie remained an insignificant outpost in the heart of Colquitt's pine forests and wiregrass. The singular reason for this lack of development was that Colquitt County had been bypassed by the railroads, and without the obvious benefits of access to modern transportation the town was destined to languish. The Boston and Albany Railroad arrived in Moultrie in February 1893, and in November 1894 the line changed its name to the Georgia Northern Railroad. This significant transportation improvement allowed Colquitt County to further develop an already growing lumber and turpentine business, and Moultrie's importance as a regional trade center grew with incredible speed after the railroad's arrival.



Gathering at the Moultrie Grocery Company in the early 1900s (from A Pictorial History of Colquitt County).

The arrival of the Georgia Northern had a profound impact on the subsequent development of Moultrie's downtown commercial area, as most of the extant historic commercial structures date from after the railroad's arrival and were built in response to the surging local economy. The main line of the Georgia Northern was situated in the right-of-way of what was then Hornsay (4th) Street, four blocks to the east of the courthouse square. This meant that most railroad-related development was not in close proximity to what in 1893 was a very compact commercial area. Spur lines were extended into downtown in several locations, including a line to the Georgia Northern Freight Depot (no longer

extant) which originally fronted onto SE 1st Street just below SE 2nd Avenue.

The railroad's arrival caused the pace of growth and development in Moultrie to increase as never before. By 1895 the city had outgrown its township charter, and in December of that year Moultrie was re-incorporated by the Georgia Legislature as the City of Moultrie. This action expanded the corporate limits of the town from a half-mile in all directions from the square to three-quarters of a mile. Other indicators of progress between the arrival of the railroad in 1893 and



Ox carts were used to transport heavy supplies at the turn of the century (from A Pictorial History of Colquitt County).

the turn of the century included the founding of the city's first newspaper, the Moultrie Observer, in March 1894, and the establishment of the first long-distance telephone line in November of that year. Sometime in 1895 Moultrie became known in the region as "Magic City" due to its sudden growth and prosperity. The Moultrie Banking Company, Colquitt County's first bank, was organized in April of 1896 and opened for business in May. Electric lights came to Moultrie in March of 1898. Population figures for 1890 and 1900 confirm that the city was booming. From a total of only 65 residents in 1890, Moultrie had by 1900 grown to a population of 2,221; by 1902 the town contained more than 3,000 residents.

By the early 1900s, the small cluster of frame business establishments that had stood in downtown had been nearly completely replaced by a grouping of substantial brick buildings, and within a decade the courthouse square was fully surrounded by commercial structures and several businesses extended north from the square on Main Street and south from the square on SE 1st Street. The 1903 Sanborn Fire Insurance Map presents a Moultrie commercial area almost as extensive as that of the present day.

In April of 1900 Moultrie Cotton Mills was established. While this business was located outside the downtown commercial area, it nevertheless had considerable impact on the economic prosperity of Moultrie and the development of commercial activities in the town. Even though the boll weevil virtually brought the raising of cotton to an end in Colquitt County in the late 1910s, the mill continued to grow through the 1920s and by the late 1930s was employing approximately 350 persons. The stability of the mill during periods of decline in the lumber and cotton industries, as well as during the Depression, played a major role in the economic strength of Moultrie's commercial district and that of the town as a whole.

The present Colquitt County Courthouse also dates from the first years of the twentieth century, completed in 1902 at a cost of \$27,000. The need for a new courthouse was obviously due primarily to the rapid growth of Moultrie and the increasing activity throughout the county. Space constraints eventually became problematic again, and in 1956 the courthouse underwent a major renovation during which the interior was substantially gutted and



The Moultrie Rifles, a state militia unit, shown during a downtown review July 4, 1905 (from A Pictorial History of Colquitt County).

a third level added.

Another significant early-twentieth-century event occurred when in 1907 the Moultrie Library Board was created through an ordinance passed by the City Council. A \$10,000 appropriation from the Carnegie Library Fund was secured for the construction of a library building in Moultrie. The building was completed at the southwest corner of Main Street and NW 1st Avenue in 1908.

The second decade of the twentieth century saw continued growth and development both in downtown Moultrie and in the community as a whole, and in fact the city's population grew at a greater rate between 1910 and 1920 than it had the previous decade. In 1911 Riverside Manufacturing Company was organized as a producer of mattresses and bed pads. The venture proved successful, and in 1923 the company expanded into production of pants, overalls, and children's clothing. The company's business in clothing production flourished, and within two years Riverside was making shipments to nearly every state in the country.

In December of 1914 the Moultrie Packing Company began operations and proved to be of great importance to the local economy. Around 1910 several important Moultrie businessmen began to realize that the lumber and turpentine industries would soon lose their importance for the county due to the imminent exhaustion of the timber supply. This resulted in the establishment of the meat packing industry in the city. In 1917 Moultrie Packing Company was taken over by Swift and Company. By 1925 this company employed approximately 600 people. The livestock industry became firmly established in Colquitt County as a replacement for the timber industry and would be of great importance to the area's economic stability during the 1930s.

Moultrie's population increased to 6,789 in 1920, and rose to 8,025 by 1930. The city's prosperity continued through the end of the decade. Several new structures were built in the commercial area during the 1920s, including a number of agriculture-related buildings east and northeast of the courthouse square near the railroad and the new Hotel Colquitt at the intersection of Central Avenue and Main Street. During the Depression, Moultrie was able to avoid the severity of economic decline experienced by many south Georgia towns due to its diverse economy, though the period was certainly not without difficulty. Moultrie's population continued to increase during the 1930s to 10,141.

In 1941 it was announced that an Army Air Corps single engine advanced pilot training facility would be established just southeast of Moultrie. This event had a great impact on the local and county-wide economy. Named after World War I hero Thomas Spence, a native of Thomasville, Spence Field functioned as an Army Air Corps training facility until the war's end when it was deactivated. The facility was leased by the Hawthorne School of Aeronautics for the training of Air Force pilots until the early 1960s. In recent years, Spence Field has become an important industrial site and the location of the annual Sunbelt Agricultural Exposition.

In the post-World War II era, Moultrie has continued to grow and prosper as a regional trade center of southwest Georgia. The downtown commercial area remains the center of commercial activity in Moultrie and Colquitt County.

¹ This historical sketch has been taken from "Moultrie Commercial Historic District," National Register of Historic Places Nomination Form, Historic Preservation Division, Georgia Department of Natural Resources, 1991.



LOCAL MOULTRIE COMMERCIAL HISTORIC DISTRICT

NOT TO SCALE



SECTION 3: HISTORIC RESOURCES OF DOWNTOWN MOULTRIE

Downtown Moultrie consists of historic commercial, institutional, and industrial buildings constructed from the late-nineteenth century into the mid-twentieth century, all set within a historic landscape of a grid pattern of streets and sidewalks, street trees, and open green spaces.



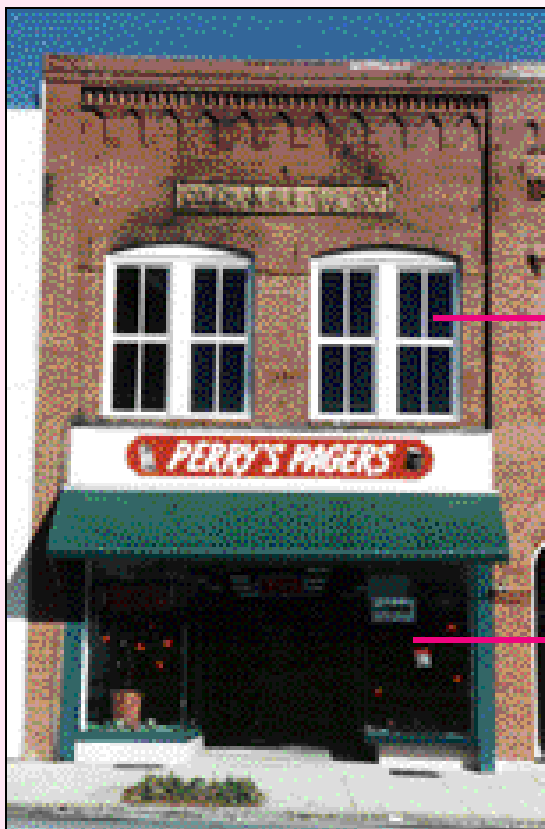
COMMERCIAL BUILDINGS

The majority of commercial buildings are one- to four-story, attached, brick structures that form commercial blocks lining the streets of downtown. These commercial buildings can be categorized by both building type and architectural style.

BUILDING TYPES

Two-Part Commercial Block

The Two-Part Commercial Block is the most common commercial facade type and was constructed from the mid-nineteenth century through the 1950s. Commercial buildings of this type are from two to four stories in height and are divided into two distinct parts—the ground-level storefront and the upper floors. The ground level storefront with large display windows and a prominent entrance houses public spaces such as shops or restaurants and is separated from the upper floors by a cornice. The upper floors house more private spaces such as apartments and offices and are marked by rows of windows.



upper floor

ground-level storefront

One-Part Commercial Block

The One-Part Commercial Block is a simple box with a front facade that consists of a storefront topped with a cornice. The storefront contains large display windows and a prominent entrance, and the facade surrounding the storefront may range from very plain to ornamented. Like the Two-Part Commercial Block, this building type was constructed from the mid-nineteenth century into the 1950s.



cornice

storefront

Two-Part Vertical Block

The Two-Part Vertical Block is three to ten stories in height with a well-defined lower zone of one or two stories that serves as a visual base for the remaining upper floors. These buildings typically function as office buildings, banks, hotels, and large department stores.

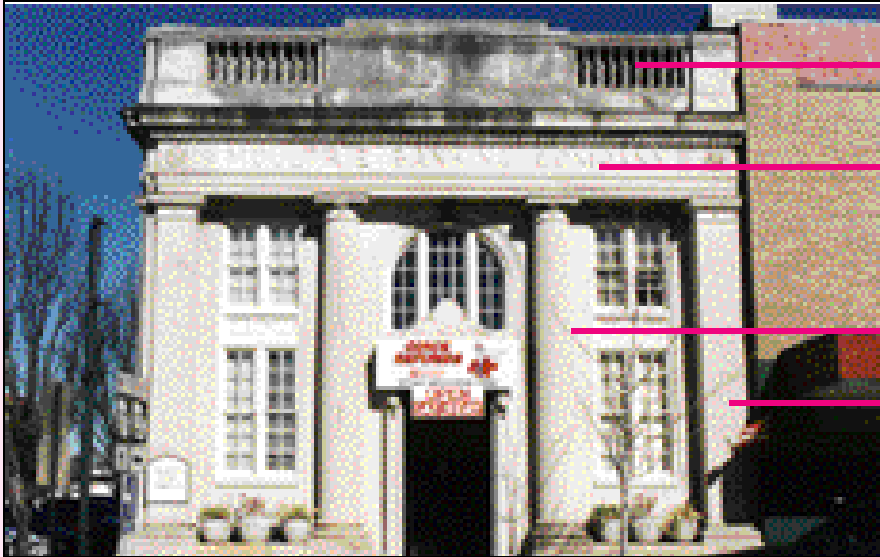


upper zone

lower zone/visual base

Temple Front

The Temple Front is defined by a front facade derived from the temple fronts of classical architecture and became popular at the turn of the twentieth century due to the renewed interest in classical architecture. The type was most commonly used for banks. The front facade has a temple design with pilasters or columns supporting a pediment or classical entablature.



parapet wall

classical entablature

column

pilaster

Enframed Window Wall

The Enframed Window Wall became popular around the turn of the twentieth century and developed from an effort to give greater order to commercial facades. The facade consists of a large, central area of glass enframed by a prominent border.



enframing border

large, central area of glass

Transportation-Related Resources

Downtown Moultrie has several remaining historic structures designed specifically for transportation-related functions. Gas stations, constructed during the 1920s and 1930s, were located throughout downtown usually on corner locations for easy access. Projecting canopies, garage doors, and large display windows are typical features of gas stations. Early automobile dealerships and repair shops were housed in commercial buildings with large windows for displaying the newest automobiles and garage bays that provided access to work space.



This combination auto garage and gas station was constructed by 1929; the gas pumps were located under the canopy.



This former gas station was constructed in the 1930s and retains its typical gas station features.

ARCHITECTURAL STYLES

Italianate

The Italianate style was popular for commercial buildings during the mid- to late-nineteenth century. Its features include segmentally arched window openings, decorative window hoods, and a cornice with brackets or corbeled brickwork.



corbelled brick cornice

segmentally arched
window openings

Neoclassical Revival

The Neoclassical Revival style was used for commercial buildings during the early- twentieth century and includes a variety of classical details in an orderly, usually symmetrical, design. A building facade may appear to have a classical portico with pilasters or columns supporting a pediment or entablature or may simply have a few classical details such as a cornice with dentils or modillions and corner pilasters.



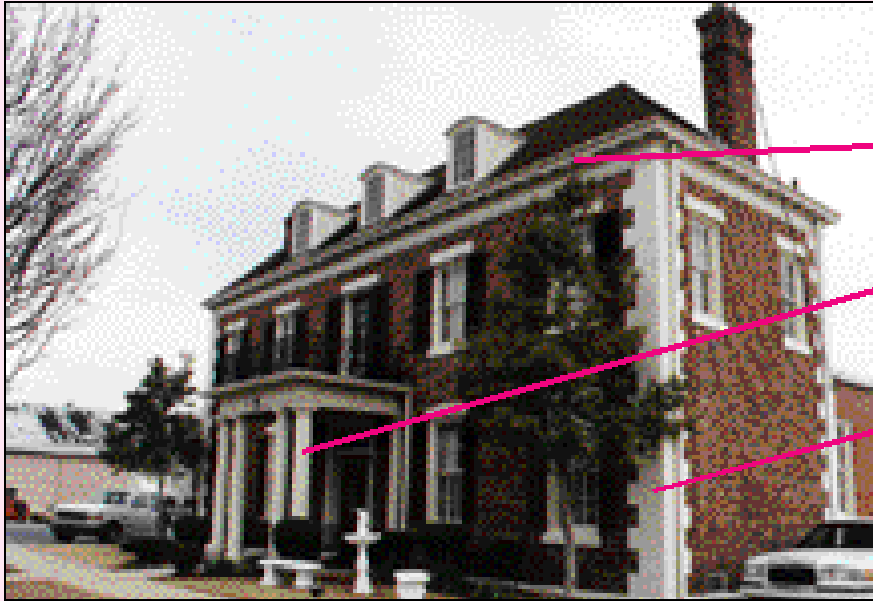
classical entablature

classical column

pilaster

Colonial Revival

The Colonial Revival style was based on the revival of America's colonial architectural heritage. While more often used as a residential style, some commercial and institutional buildings were constructed in the style to give them a more residential appearance. Colonial Revival features include corner quoins, a cornice with dentils or modillions, and a small entrance portico with columns supporting an entablature.



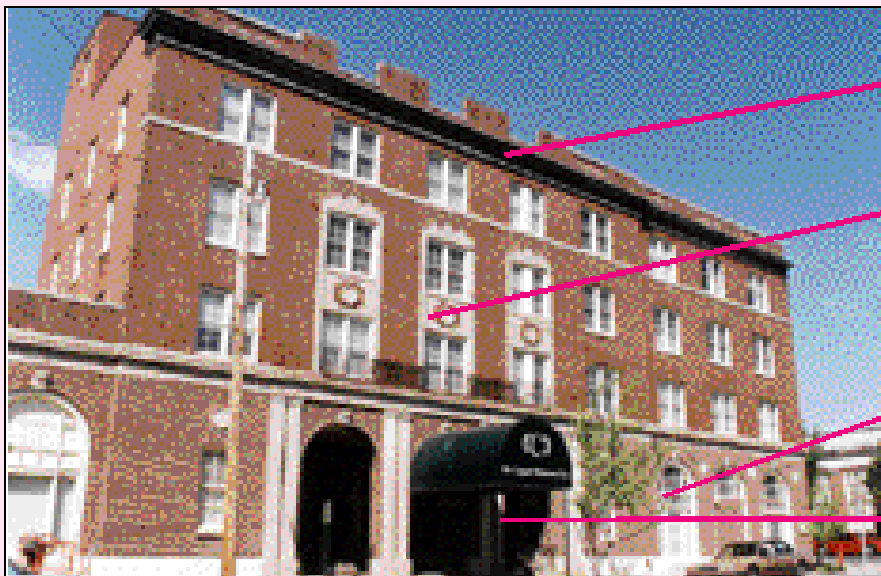
cornice with modillions

entrance portico

corner quoins

Italian Renaissance Revival

The commercial expression of the Italian Renaissance Revival often appears as a large block with symmetrical facades, an arcaded ground floor, recessed entrance porch, decorative window surrounds, and a classical cornice.



classical cornice

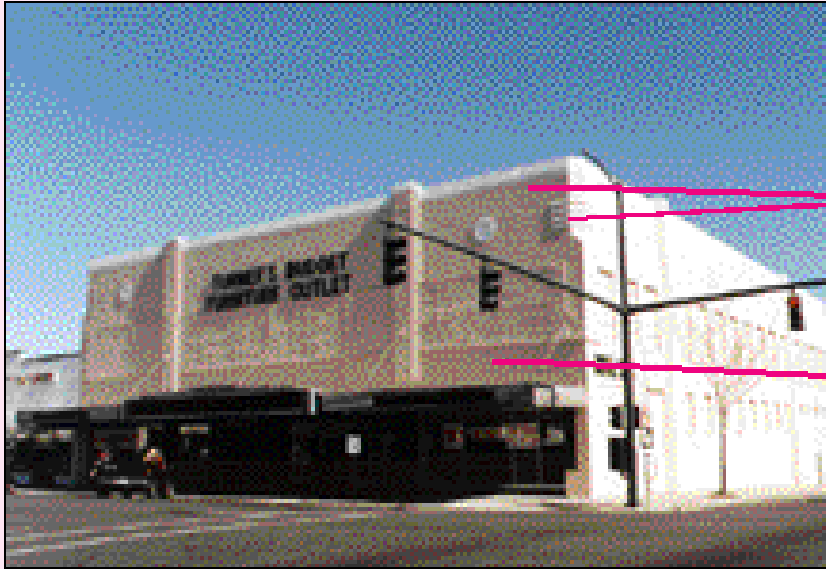
decorative window
surrounds

arcaded ground floor

recessed entrance porch

Art Deco

The Art Deco style was used for commercial buildings during the 1930s and 1940s. The style emphasized the modern movement toward smooth surfaces and simple ornament. Art Deco-style buildings have smooth surfaces, often stuccoed, and their ornament is simple and geometric.



simple, geometric ornamentation

smooth exterior surface

Art Moderne

The Art Moderne style is similar to Art Deco and was also used for commercial buildings during the 1930s and 1940s. The Art Moderne also uses smooth, streamlined surfaces that are often rounded at the corners.



rounded corner

smooth exterior surface

INSTITUTIONAL BUILDINGS

The institutional buildings of downtown Moultrie are freestanding buildings that have historically housed governmental, educational, and community facilities. These buildings tend to be more stylistic than most downtown commercial buildings and are often architect-designed.



Colquitt County Courthouse

Constructed in 1902, the county courthouse serves as the centerpiece of downtown. A fine example of the combination of Neoclassical and Colonial Revival styles, the building was designed by A. J. Bryan and Company as a two-story, brick structure with columned porticoes and central cupola. In 1956, the two-story interior was gutted and replaced with three floors. Windows in the building were also replaced to reflect the new interior arrangement.



Federal Building

The Federal Building was constructed in 1917 for use as the post office. It is an example of the Federal Revival style with its flat symmetrical facade, round-arched window and door openings with delicately detailed fanlights, and parapet railing. The building is now used as office space.

Carnegie Library

Constructed in 1907-1908, the Carnegie Library building is a two-story, brick structure. An example of the Italian Renaissance Revival style, the building features round-arched window openings, corner quoins, and a modillioned cornice. Construction of the building was funded with \$10,000 from the Carnegie Library Fund.



Colquitt County Jail

The Colquitt County Jail was constructed in 1915 to replace an earlier, much smaller jail facility nearby. The three-story, brick building with fourth-story tower has distinctive features such as the castellated parapet walls that help define its function as a jail. The building now houses the Chamber of Commerce and Colquitt County Historical Society.



YMCA

The former YMCA building was built in 1916 and served as the "Y" until 1974. It is a two-story, brick-veneered building with widely overhanging roof eaves and distinctive brick chimneys. The building's windows have been largely replaced, and a business is now housed in the structure.



INDUSTRIAL BUILDINGS

Downtown Moultrie's industrial buildings are located near the railroad lines and include large brick and frame warehouses, industrial and manufacturing buildings, a municipal electric light plant, and the municipal water works. These buildings were historically used to house and manufacture agricultural and industrial products shipped by railroad. Some of the industries once located in the area included Peoples Warehouse storing cotton seed and corn, Moultrie Machine and Foundry Company, Moultrie Mill and Elevator Company, a bottling works, and a grain mill.

WAREHOUSES



stepped parapet wall

wide door openings

brick masonry walls

Georgia-Atlantic Company Warehouse constructed during the 1930s to house tobacco.



Frame warehouse constructed during the 1930s-1940s in a triangular shape due to a railroad spur line cutting across the block.



Peoples Warehouse (now Loblolly Lumber Company) constructed by 1929 to house cotton seed and corn.

INDUSTRIAL & MANUFACTURING BUILDINGS



Robinson Brothers Garage constructed with cast-concrete blocks.



Moultrie Machinery and Foundry Company constructed by 1912 with a cast-concrete block front facade.

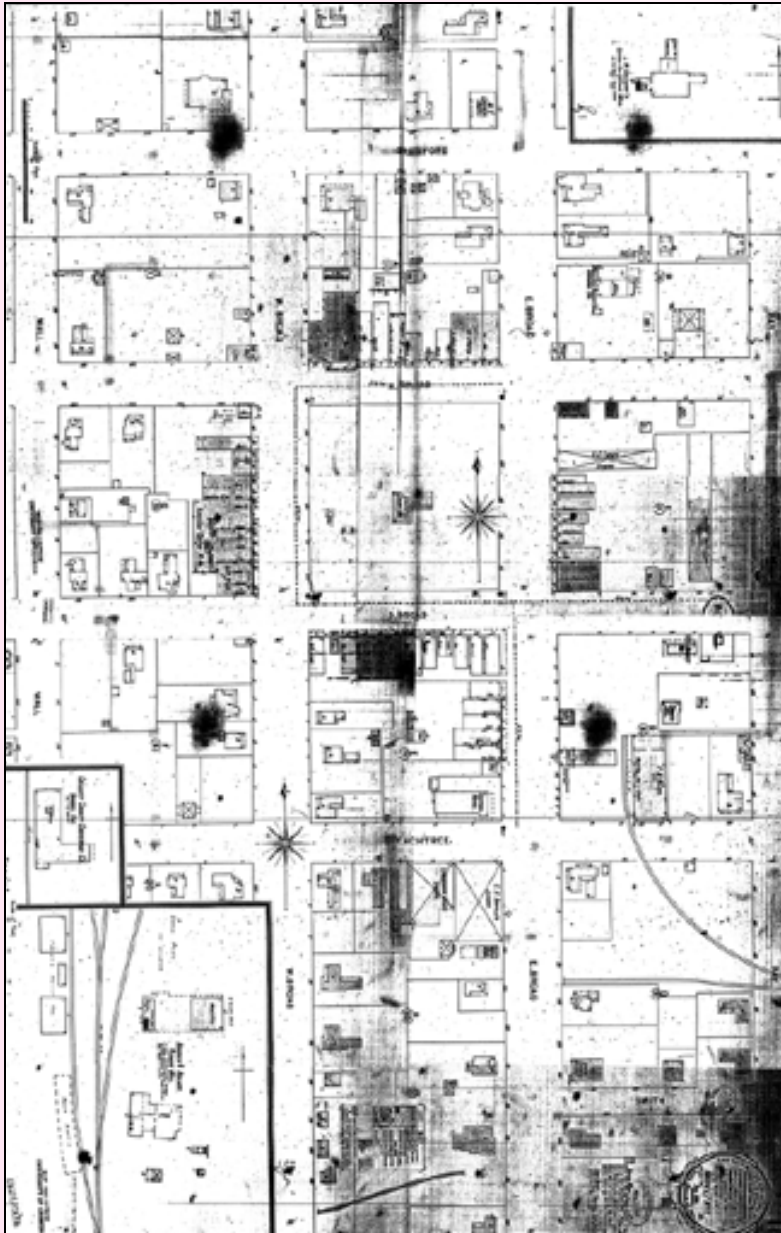


Municipal Electric Light Plant constructed during the 1920s.

LANDSCAPE RESOURCES

TOWN FORM

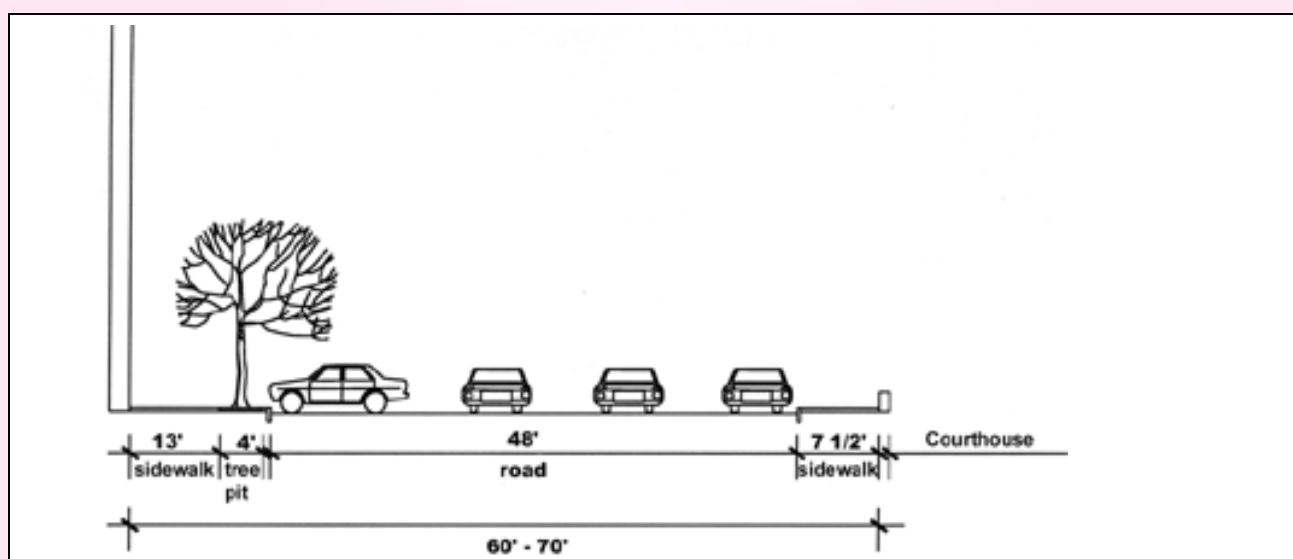
Moultrie's town plan, laid out in 1859, is one of the community's most distinctive features. The present day intersection of Central Avenue and Main Street, at the northwest corner of the Courthouse Square, was the original location of the settlement that became Moultrie. The town plan has a north-south/ east-west grid street orientation. Minor changes to this overall street pattern have not altered the original plan.



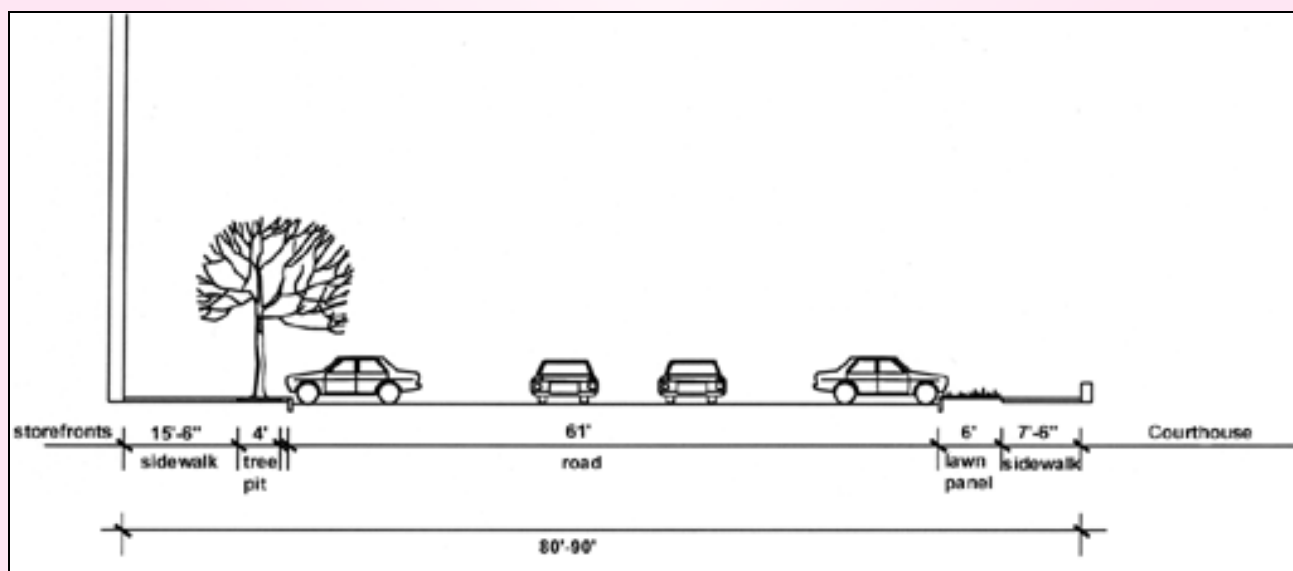
1899 Sanborn Map of downtown Moultrie

STREETSCAPE SECTIONS

Moultrie's town plan features two predominant public right-of-way dimensions, one for the east-west streets and one for the north-south streets. Rough measurements in the field confirmed that the north-south streets within the district are typically 80-90 feet wide, while the east-west are typically 60-70 feet wide. Today all the streets that are north-south are referred to as streets and all the east-west are avenues. The right-of-way space is usually divided into the following elements: 1) asphalt road, 2) raised curb of both concrete or granite; and 3) a sidewalk, paved in concrete. Some streets have an additional feature in its section: a green space planted with grass and/or trees separating the sidewalk from the road, sometimes referred to as a lawn panel.



Typical Section: East/West Avenues



Typical Section: North/South Streets

GRANITE CURBS

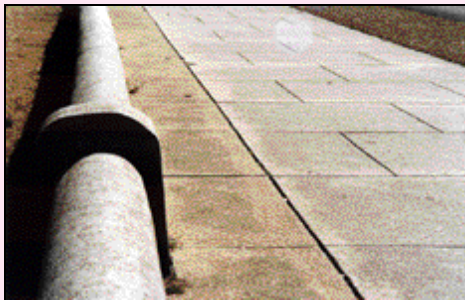
Some of the historic roadways in Moultrie have retained their historic granite curbs. These include most of the curbs around the Courthouse Square as well as some side streets. The curb is 6" wide and its height, normally 6", may vary with slope. The granite curb has a rough finish on all exposed sides.



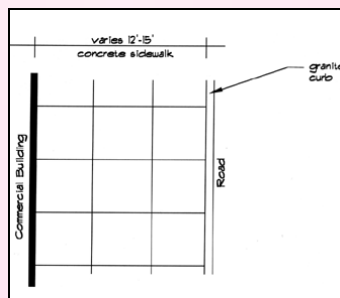
CONCRETE SIDEWALKS

The dominant historic paving material for sidewalks in Moultrie appears to have been poured concrete. Two dominant patterns remain and are found in sidewalks surrounding the Courthouse Square and along sidewalks at the commercial buildings facing the square. A 2001 streetscape project will replace these existing sidewalks.

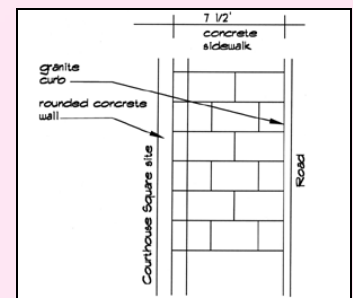
- **Courthouse Square Paving** - The historic concrete sidewalk around the courthouse is 7 1/2' wide. The scoring is a 1'x 3' grid laid out in a running bond pattern. This walk is edged by a low rounded concrete wall on the courthouse side and typically a granite curb on the roadway side. The walk may date from the 1930s WPA period, since it resembles similar walks documented as WPA construction in other Georgia communities.
- **Commercial Block Paving** - Walks containing original paving along the commercial buildings facing the square are typically 12'-15' feet wide and divided into three equal sections. These walks have a broom finish and are typically bordered by a granite curb.
- **Other Sidewalks** - The rest of the sidewalks range in width from 4' to 15' wide. Since most of the sidewalks do not have greenspaces, they include a 4'x 4' tree pit. In a few cases there are lawn strips where space permits. Several walks have been replaced and new paving is virtually scoreless, contrasting with the detail found in historic paving.



Paving around Courthouse Square



Commercial Block Paving Pattern



Historic Courthouse Square Paving Pattern

VEGETATION

Some of the identified varieties of trees that are prominent within the historic district include the following: Ginkgo (*Ginkgo biloba*), Southern Magnolia (*Magnolia Grandiflora*), Bradford Pear (*Pyrus calleryana* 'Bradford'), Crape Myrtle (*Lagerstroemia indica*), American Holly (*Illex opaca*), Sycamore (*Platanus occidentalis*), Water Oak (*Quercus palustris*), Loblolly Pine (*Pinus taeda*), Live Oak (*Quercus virginiana*), Chinese Elm (*Ulmus parvifolia*), Eastern Red Cedar (*Juniperus virginiana*) and Dogwood (*Cornus florida*).

Street trees are placed in formal arrangements. Formal layouts include rows of trees of identical varieties. Many of the trees, particularly the ginkgos and Bradford Pears, are recent additions. Palmetto trees have been noted as a tree historically used in downtown, though few examples exist today.

GREENSPACE

The courthouse square is the major open space in downtown Moultrie. The only other greenspaces in the commercial business district are the landscape areas within the public right-of-way. These spaces are significant contributors to the visual quality of downtown. These greenspaces accommodate grass and/or street tree plantings. Most of these, which are still intact, are south of the courthouse.



LIGHTING

Moultrie has several areas that retain historic streetlights, such as those pictured here around the Courthouse Square. These lighting features are an important component of the historic streetscape within the district. These original light standards feature a round pole, approximately 20' in height, on a decorative rectangular base with a finial on the top. An arm extends to hold the light source, which is placed in a teardrop shaped fixture. There is a place to mount seasonal banners within the pole of the fixture. Light standards serve both vehicles and pedestrians. Moultrie's streetlights have an original base and pole, but the fixture was replaced around 1950. New street lighting to complement the existing lights will be added as part of a planned streetscape project.





SECTION 4:

HISTORIC PRESERVATION

PRINCIPLES AND APPROACHES

Before any preservation project is begun, a number of fundamental decisions need to be made. How will the property be used? Will the property be restored to its original condition or rehabilitated for contemporary use? How can the significant architectural and historical features of the building be preserved? What steps need to be taken?

Presented in this section are some of the most widely accepted and essential principles of historic preservation. A review of this material will provide the prospective Certificate of Appropriateness applicant with a better understanding of the concerns of the Historic Preservation Commission and why it is important to use a carefully thought-out approach when working with historic resources.

An excellent source of information on architectural rehabilitation and maintenance is the *Preservation Briefs Series* available from the National Park Service. [See *Sources For Maintenance and Resource Rehabilitation* found in Appendix D of this document for a more complete reference.]

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The U.S. Secretary of the Interior's *Standards for Historic Preservation Projects* were initially developed for use in evaluating the appropriateness of work proposed for properties listed in the National Register of Historic Places. Revised in 1990, the U.S. Secretary's *Standards for Rehabilitation* are considered the basis of sound preservation practices. They allow buildings to be changed to meet contemporary needs while ensuring that those features that make buildings historically and architecturally distinctive are preserved. They have meaningful application to virtually every type of project involving historic resources.

The Secretary's *Standards for Rehabilitation* provide the framework for these design guidelines and will be used by the Historic Preservation Commission in reviewing applications for Certificates of Appropriateness. These standards are listed as follows:

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

avoided.

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

4 Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5 Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic 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 historic integrity of the property and its environment.

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

PRESERVATION METHODS

Preservation is defined as the taking of steps to retain a building, district, object or site as it exists at the present time. This often includes an initial stabilization effort necessary to prevent further deterioration as well as more general maintenance work. But “preservation” has become the term most often used when referring to a wide range of conservation practices.

Following is a list and definition of the four principle preservation methods. The condition of the property, degree of authenticity desired, and the amount of funding available usually dictate the method used to preserve a historic property. Although “rehabilitation” and “restoration” might sound alike, the end result is quite different.

Stabilization entails making a building weather resistant and structurally safe, enabling it to be rehabilitated or restored in the future.

Stabilization techniques include covering the roof and windows so that rainwater cannot penetrate, removing overgrown vegetation, exterminating, carrying out basic structural repairs, securing the property from vandalism, and other steps to prevent additional deterioration of the property. This approach is usually taken on a building not currently in use to “mothball” it until a suitable use is found.

Rehabilitation involves undertaking repairs, alterations, and changes to make a building suitable for contemporary use, while retaining its significant architectural and historical features.

Rehabilitation often includes undertaking structural repairs, updating the mechanical systems (heating and air conditioning, electrical system, and plumbing), putting on additions for bathrooms, repairing damaged materials such as woodwork and roofing, and painting.

Rehabilitation can accommodate the adaptive use of a building from residential to office or commercial use. Physical changes, such as additions for offices, parking lots, and signage, may result.

If a rehabilitation is sensitive, those changes are made in a way that does not detract from the historic character and architectural significance of the building and its setting.

Restoration includes returning a building to its appearance during a specific time in its history by removing later additions and changes, replacing original elements that have been removed, and carefully repairing parts of the building damaged by time.

Restoration is a more accurate and often more costly means of preserving a building. It entails detailed research into the history, development, and physical form of the property; skilled craftsmanship; and attention to detail.

Reconstruction entails reproducing, by new construction, the exact form and detail of a vanished building, or part of a building, as it appeared at a specific time in its history.

EIGHT STEPS TO COMPLETE A PRESERVATION PROJECT

Following is an outline of an accepted approach to planning and implementing preservation projects. Property owners should review these points carefully and consider their importance. The planning phase should be completed prior to the submission of a Certificate of Appropriateness application. These steps are explained in recommended order.

STEP 1

Inspect the Property and Make a Wish List

A thorough inspection of the structure or site will allow for an understanding of specific problems that may exist as well as special conditions and features that need to be considered. This inspection should also take into account the character of the surrounding area (area of influence), with special attention given to how the property in question relates to nearby buildings and sites. Develop a wish list of what needs to be done and what improvements and/or changes are desirable but not necessary to the physical soundness of a property.

Existing conditions should be documented, through photographs, before any work is undertaken. This is especially true when tax credits are being sought for the rehabilitation of an income-producing property. Property owners should consult with the State Historic Preservation Office if they anticipate applying for federal tax credits.

STEP 2

Define the Project and Develop a Preliminary Concept

At this stage the property owner must determine the type (stabilization, rehabilitation, restoration, or reconstruction) and extent of the project to be undertaken. Cost will likely be an issue and therefore it is advisable to consult with an architect, landscape architect, interior designer, or preservation planner. These professionals can assist the owner in defining the basic components of the project. At this stage, the preliminary concept should be presented to the Historic Preservation Commission for initial comments.

STEP 3

Refine Preliminary Concept and Develop a Master Plan

This is the final step of the planning process - the end result of which is what might be called a Master Plan. The Master Plan should outline the principal goals of the project and the efforts needed to complete Steps 4 through 8. At this point, the property owner should apply for a Certificate of Appropriateness.

STEP 4

Stabilize the Building

Before any new work is undertaken, the property must be in a stable condition with all deterioration halted. An example would be the repair of a leaking roof so that further moisture will not enter the structure after new work has been completed.

STEP 5

Carry Out Structural Repairs

Once deterioration has been halted, any structural damage must be corrected. This type of work needs to be completed as one step rather than in phases. If the approved project involves an addition to the building, it should be made only after all structural repair work has been completed.

STEP 6

Carry Out Infrastructure Repairs

Repairs and improvements to mechanical systems (i.e., cooling and heating systems, electrical systems and plumbing) are essential to achieving the highest degree of comfort and economy in any building. Attend to this type of work fairly early in the overall project rather than delaying or even neglecting to complete it. Infrastructure improvements can be costly, which is yet another reason for placing this work early in the project schedule.

STEP 7

Carry Out Energy Conservation Improvements

Most steps to improve energy efficiency are generally quite straightforward and sometimes surprisingly inexpensive. This type of work can, therefore, usually be put off until more complicated and expensive tasks have been completed.

STEP 8

Carry Out Cosmetic Work

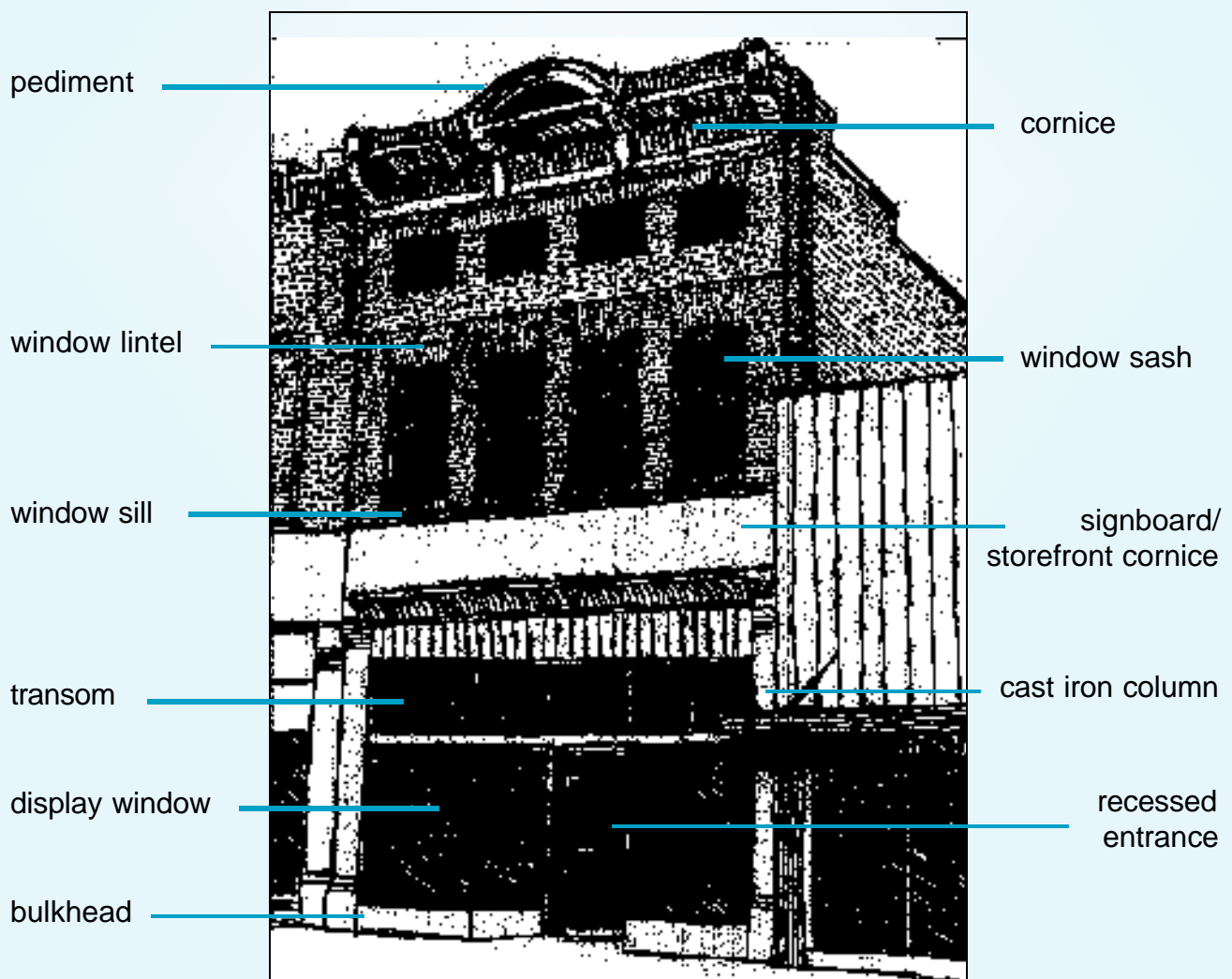
Finishing work, such as exterior painting, minor siding repairs and porch reconstruction, should be the final stage of a preservation or rehabilitation project. This is the work that will generally create the greatest visual impact, and it is essential that all preliminary work (stabilization, structural repairs, infrastructure improvements) be completed beforehand so that nothing will have to be done twice.



SECTION 5: COMMERCIAL REHABILITATION GUIDELINES

Following are rehabilitation guidelines specific to downtown Moultrie's commercial buildings. These guidelines provide guidance to property owners in making sound decisions when planning and carrying out a rehabilitation project as well as technical information regarding historic materials and appropriate rehabilitation methods.

The guidelines are illustrated by specific examples from downtown Moultrie. Each example has a caption that explains what is appropriate or not appropriate. Appropriate examples are accompanied by a ✓. Inappropriate examples are accompanied by a ✕.



Typical Features of a Historic Commercial Building

STOREFRONTS

The elements and arrangement of the first-floor storefront space identifies a building as a commercial enterprise open to the public. A storefront consists of specific elements such as large glass windows for displaying merchandise and an entrance that may be recessed to provide a covered entry for the customer. Transom windows are often placed across the top of the display windows to allow more light into the interior space. A storefront cornice tops the storefront.



✓ An intact historic storefront.



✓ A historic storefront addition that has become significant and should be retained.



✓ A reconstructed compatible storefront with all elements of an original storefront.

Guidelines

- Retain original elements and their arrangement when rehabilitating an intact storefront.
- If the original storefront has been partially or completely removed, reconstruction of the storefront should be based on historical, pictorial, or physical documentation.
- If no documentation or evidence of the original storefront can be found, the new storefront design should have elements compatible with the size, scale, materials, and arrangement of similar historic storefronts.
- Historic storefront additions that have become significant should be preserved.
- Historic storefronts should not be covered with materials that hide character-defining elements and their arrangement. The removal of these nonhistoric materials is encouraged.



X A storefront that has been infilled with incompatible materials and elements.



X The openness of this building's street-level storefronts has been replaced with solid wall materials punctuated only by single windows.



X Original elements of this storefront are hidden by incompatible materials.

ENTRANCES

Besides storefronts, commercial buildings have other types of entrances on their street-level facades that provide a welcoming introduction to the business establishment within. These may include the entrance to a hotel lobby and the stairway entrance leading to a building's upper floors.

Guidelines

- Retain original entrances and their configurations when rehabilitating a building's intact facade.
- Original entrances should not be covered or infilled.
- If replacement or reconstruction of entrance area doors, windows, and details is required, the replacement features should be compatible in size, scale, materials, and arrangement to original or similar historic features.



The main entrance to the lobby of the former Hotel Colquitt.



Well-maintained entrance to this building's stairway to the second floor.



UPPER FLOOR SPACES

The upper floors of commercial buildings typically contain private spaces such as offices, storage areas, and residential living space. Rows of windows distinguish this upper-floor use from the first-floor public storefront space. The upper part of a commercial building's facade is often the location of stylistic details such as decorative window hoods, pilasters, and cornices.

Guidelines

- Upper floors should not be covered with materials that obscure the facade's character-defining elements and their arrangement.
- Removal of nonhistoric materials covering original or historic upper facades is encouraged.
- Upper-floor window openings should not be infilled with any nonhistoric permanent materials.



✓ Intact original upper facade with corbeled brick cornice and segmentally arched windows; the upper-floor space is well-used and gives the building an occupied look.

✓ Portion of an intact original upper facade with corbeled brickwork and original terra cotta sign panel.



X This historic upper facade, its windows, and details (and storefront) have all been covered with nonhistoric corrugated metal.



X The original upper facade has been completely obliterated by a later design and materials.



X This building's brick front facade has been covered with stucco, completely altering the building's original character.

ARCHITECTURAL DETAILS

Architectural details are usually focused on a commercial building's primary facade. These details include decorative window hoods or arches, pilasters, cornices, brickwork, parapet walls, and other features that show the influence of design and architectural style. These features help define the character of the commercial building.

Guidelines

- Retain original architectural details on commercial buildings and keep them well-maintained.
- Removal of original details or application of details inappropriate to the period or style of a building is discouraged.
- Repair rather than replace damaged elements whenever possible. Repair of damaged features should retain as much original material as possible.
- All replacement features should be of compatible design to the original and documented by historical evidence.



✓ Corbelled brick cornice and segmentally arched window lintels.

✓ Arcaded first floor of the Hotel Colquitt.





✓ Geometric Art Deco-style details.



✓ Columns, pilasters, entablature, and balustraded parapet wall of the Neoclassical Revival style.



✓ Original transom window.



✗ The introduction of a Colonial Revival-style entrance is inappropriate to this building's existing character.



✗ This brick parapet wall has been covered with both stucco and siding.

WINDOWS

Windows in historic commercial buildings provide light into upper floors and help define the building's character and style. Infilled window openings give a "blank" appearance to a building's upper facade. When original windows have been replaced with inappropriate substitutes, the character of the building changes.

Guidelines

- Historic windows, including window sash, glass, lintels, sills, frames, moldings, and all hardware should be retained and repaired through routine maintenance whenever possible.
- When deteriorated window elements must be replaced, new elements should be compatible with the original in terms of materials, design, and hardware.
- If it is necessary to replace an entire window, the replacement should be sized to the original opening and should duplicate the proportions and configurations of the original window.
- Upper-floor window openings should not be infilled with any nonhistoric permanent materials. Restoration of infilled windows to their historic appearance is encouraged.



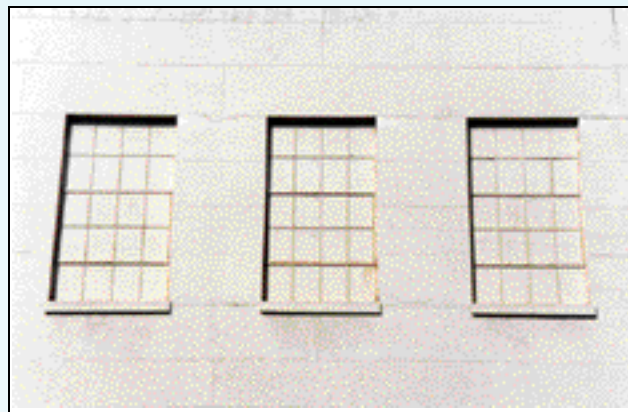
✓ These wood windows with two-over-two sash and segmentally arched lintels date from the late-nineteenth century.



✓ These one-over-one sash windows with flat brick lintels and concrete sills date from the early twentieth century.



✓ These metal-frame windows and their brick surrounds date from the 1950s and will soon be considered historic.



✓ These metal industrial sash windows on a building's side facade are intact even though they have been painted over.



✗ These window openings have been partially infilled because the replacement windows are not appropriately sized to the openings.



✗ These window openings retain their distinctive granite lintels and sills but the window sash has been replaced with inappropriate aluminum-sash windows.



✗ These window openings have completely lost their character with the removal of their windows and their replacement with fixed glass.



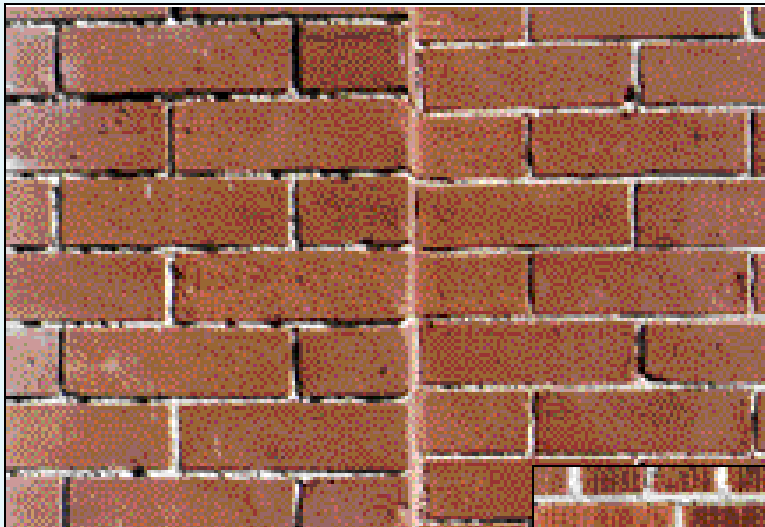
✗ These replacement windows are inappropriate substitutions for this building's original windows.

EXTERIOR MATERIALS

A variety of exterior materials was historically used on commercial buildings. The majority of late-nineteenth- to mid-twentieth-century commercial buildings were constructed of brick. Stone masonry construction was less common. Stucco, terra cotta, and pressed metal were sometimes used as exterior surface materials. Brick and stone as well as terra cotta, pressed metal, and wood were also frequently used for decorative features and as accent materials. Cast iron, wood, bronze, and Carrara glass were often found on storefronts.

Guidelines

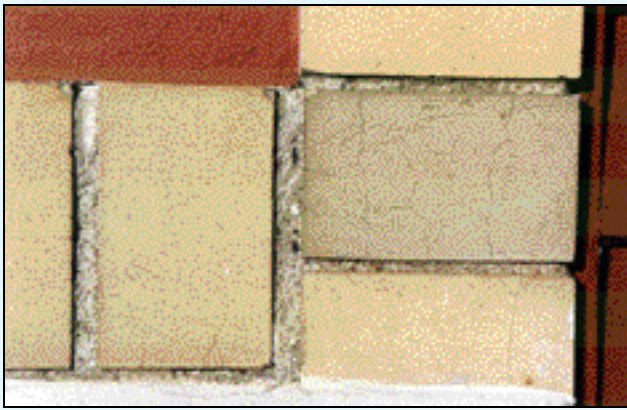
- Preserve original exterior materials to the greatest extent possible. Work on these materials should be done with care.
- If replacement of historic materials is necessary, the new materials should match the old in design, color, texture, and other visual qualities. Materials should be replaced in kind.
- Avoid cleaning methods that damage original materials, such as sandblasting.
- The application of any exterior finish material, such as exterior insulating finishing system(EIFS) "dry-vit," to historic exterior materials is discouraged.



✓ Smooth brick with narrow mortar joints used in the construction of many commercial buildings.



✓ Textured brick popular from the 1930s to the 1950s.



- ✓ Glazed terra cotta blocks used in construction during the early twentieth century



- ✓ Smooth stone blocks used for details.



- ✓ Rusticated cast-concrete blocks.



- ✓ ✗ Historic stuccoed surface suffering from cracking and paint spalling (chipping off) probably due to moisture.



- ✓ Pressed metal cornice.



✓ Rusticated stone blocks.



✗ The application of exterior insulating finishing system (EIFS) "dry-vit" over historic building materials is not appropriate.



✗ Inappropriate materials, such as this "tabby," should not be applied over original or historic materials.

REPOINTING & MASONRY REPAIRS

The vast majority of commercial buildings in downtown Moultrie are masonry structures—predominantly brick. Although brick is one of the most durable historic building materials, it is susceptible to damage due to harsh or abrasive cleaning methods. The mortar used to bond the brick together is also very vulnerable to inappropriate repair or maintenance techniques. Correct and timely maintenance of masonry exteriors is vital to the structural health and architectural integrity of historic masonry buildings.



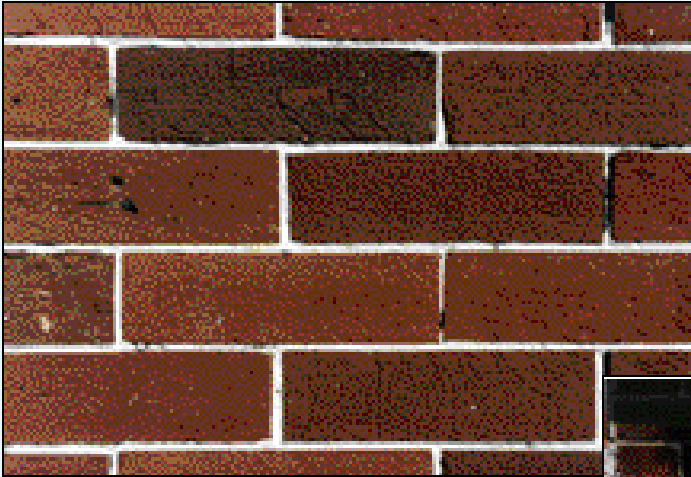
X Excessive moisture has caused extensive loss of mortar, peeling paint, and spalling (breaking off) brick surfaces



X Repointing of these mortar joints was poorly done; the new mortar appears to be inappropriate hard Portland cement that has been spread far beyond the original mortar joint width.

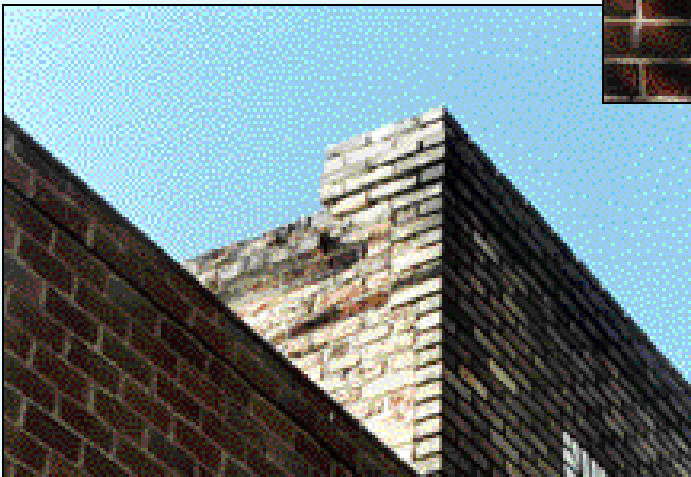
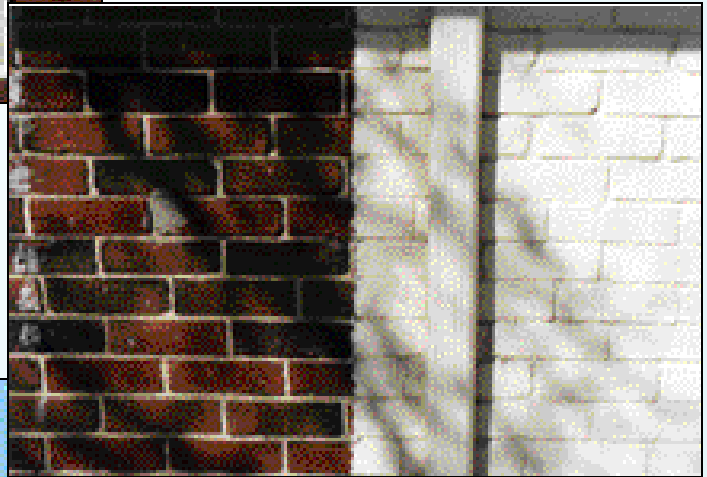
Guidelines

- Avoid cleaning methods that damage historic masonry, such as sandblasting or harsh chemical treatments. Use the gentlest means possible when cleaning masonry.
- Repointing of masonry joints should be undertaken only if necessary.
- When repair or replacement of old mortar is needed, the new mortar should duplicate the old in strength, composition, color, texture, and mortar joint width.
- A new mortar with a high content of Portland cement should not be used in repointing historic masonry joints, unless that is the content of the historic mortar. Portland cement can create a bond that is stronger than the historic materials and can cause damage to the historic masonry as the mortar expands and contracts with temperature changes.
- Appropriate repointing techniques and tools should be used to avoid damage to historic masonry and masonry joints.
- Unpainted historic masonry should not be painted unless it has been severely damaged.



X This brick wall has been sandblasted; the hard outer surface of the brick has been removed, and the soft inner core will deteriorate from exposure to the weather.

X Painting historically unpainted masonry creates other maintenance problems such as peeling paint due to moisture. Masonry may be painted in order to preserve it only if it has been severely damaged.



✓ Brick parapet walls and their mortar joints should be well-maintained to avoid damage from exposure to weather.

SIGNAGE

Signage on the exterior of commercial buildings is a vital component of a business's promotion of itself. It not only helps customers identify and find a place of business, but it also provides an image for a business. Therefore, it is important that signage is designed and placed in a manner that is both visible and complimentary. Signs that are too large overwhelm the building on which they are located and detract from the building's architectural qualities. Appropriately designed and sized signage help make the downtown commercial area unique and attractive to customers. Downtown Moultrie has many creative and well-designed signs that should be retained.

Sign Ordinance

When designing new signs or replacing old ones, be sure to consult the Colquitt County Sign Ordinance. Developed as part of the County's Comprehensive Management Plan, the sign ordinance provides community-wide standards for sign design and placement.



✓ A very creative and perhaps historic hanging sign that should be retained.

✓ The Art Deco-style "Friedlander's" sign has a significant historic association for the community.



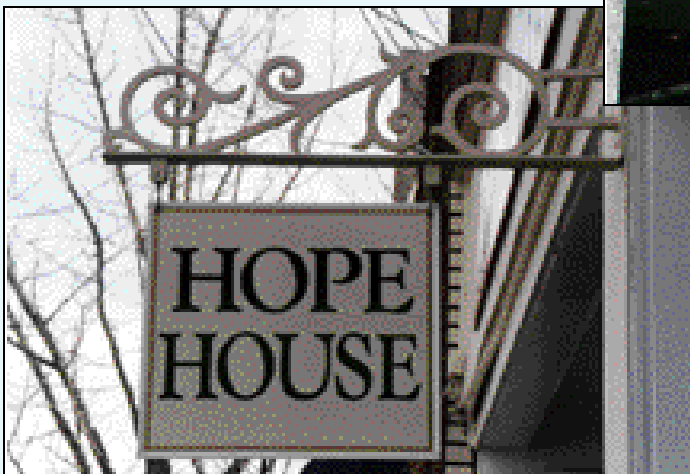
Guidelines

- Retain historic signs whenever possible, particularly when they have a historic association for the community or are significant for their design.
- New signs for historic buildings should respect the size, scale, and design of the historic building and should not overpower the building.
- New signs should not obscure significant features of a historic building, such as transoms, windows, or other architectural details.
- New signs should be attached to a building carefully to avoid damage to historic fabric. Fittings should penetrate mortar joints rather than the masonry.
- Signs can be in the form of paint on window glass or exterior walls, attached signs in the signboard area, or hanging signs. A building's historic features and details can often suggest a motif for new signs.
- Sign materials should be characteristic of a building's period and style.
- Creativity in designing new signs is encouraged to create interest within downtown.



✓ This well-designed sign is mounted at eye-level on the building's corner to be visible to pedestrians.

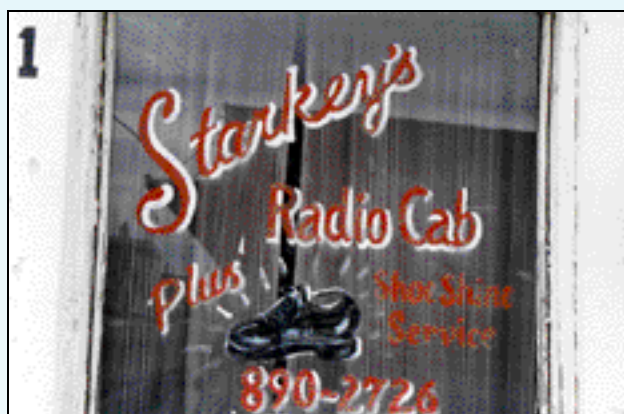
✓ This c.1950s sign is appropriately placed in the signboard space above the storefront and will soon be historic.



✓ A well-designed hanging sign that is visible to pedestrians.



- ✓ An appropriate freestanding sign in front of a freestanding building.



- ✓ A historic painted window sign that should be retained.



- ✓ A new and creative painted window sign that easily identifies the business.



- ✓ A creatively designed hanging sign that evokes a strong image.



- ✓ A well-designed neon sign that does not obscure the transom behind it.



- ✓ A historic sign in the terrazzo floor of a former department store that remains part of the existing storefront.



✓ A painted sign on a side or rear wall surface can be an effective advertisement.

✗ This sign is too large and overwhelms the front facade of the building.



✗ This sign is not sized and shaped appropriately for the signboard space.



✗ This sign replaced an older sign whose shadow is still visible. Remnants of older signs should be completely removed before applying new signs.

AWNINGS

Awnings were historically used on commercial buildings to provide protection from the weather for both the customer and the storefront itself. They continue to be used for this purpose today as well as to provide a visual enhancement for commercial building facades and an appropriate place for signage.

Guidelines

- Awnings placed over display windows are encouraged and often are suitable locations for signage. They should be mounted inside the storefront opening.
- Canvas awnings are recommended. Metal and bubble awnings are discouraged.
- The design for a new awning should consider the color, shape, and height of surrounding awnings as well as the "line" other awnings create.
- Historic awnings that lend character to a building should be retained and repaired whenever possible.



Decorative Art Deco-style metal awning that should be retained.



A wood-shingled awning is not appropriate for a historic commercial building.



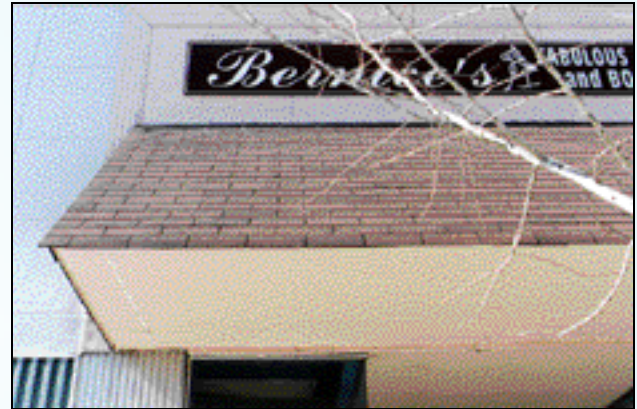
- ✓ Canvas awning with an emblem that creatively identifies the business.



- ✓ This canvas awning is appropriately placed within the storefront's masonry surround.



- ✗ Flat metal awnings are often used over storefronts; unless the metal awnings are decorative and/or historic, canvas awnings are preferred.



- ✗ Solid wood awnings cover much of a building's facade and its details.



- ✗ This metal awning with supports is too large and overwhelms the historic building as well as intruding on the sidewalk.

ROOFS

The majority of commercial buildings have flat or very slightly pitched roofs hidden by masonry parapet walls. A commercial building's roof form is a very important character-defining feature.

Guidelines

- Maintain a building's original roof form.
- Roof additions that would be visible from the right-of-way are discouraged. If an addition is necessary, it should be placed away from a building's prominent facades so as to have minimum visual impact.
- Historic roofing materials such as clay tile or standing seam metal should be repaired rather than replaced. Parapet wall copings made of clay tile, terra cotta, or similar materials should also be retained and repaired whenever possible.
- If replacement of historic roofing materials is necessary, new materials should match as closely as possible the scale, texture, and coloration of the historic roofing materials.



- ✓ Clay tile roof canopy supported with wood brackets.



- ✓ Most commercial buildings have relatively flat roofs hidden by parapet walls.



- ✓ This former hotel building has a hipped roof covered with pressed metal shingles.

REAR ENTRANCES & SIDE FACADES

With the majority of attention focused on the front facades of commercial buildings, rear entrances and side facades are often left unkempt and forgotten. Rear and side entrance access, however, can be attractive and convenient secondary entry points and advertisement opportunities for businesses.

Guidelines

- Retain and respect historic entrances on the rear and side facades. Keep them well-maintained and attractive to customers and employees.
- New entrances on rear and side facades should be in keeping with a building's architectural style, details, and materials.



This attractive rear facade is well-maintained and used.



This row of rear facades is very visible and is largely well-maintained.



This rear facade has been neglected and is deteriorating.



This rear facade is very visible from a parking lot but is a jumble of untidy rear entrances and mechanical services; a little work could make it more attractive.

GUTTERS & DOWNSPOUTS

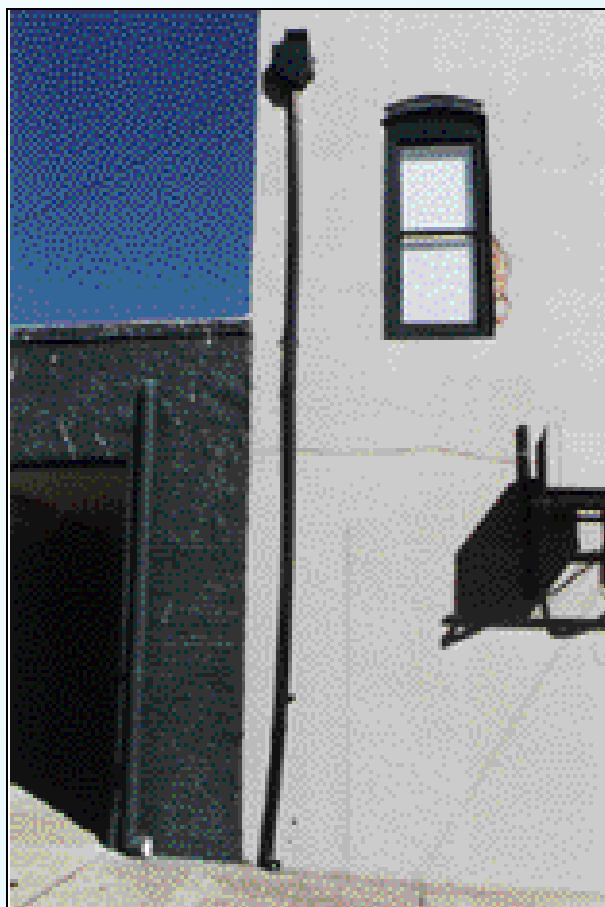
Adequate roof drainage is necessary to (1) ensure that roofing materials provide a weather-tight covering and (2) prevent water from splashing against walls or draining toward buildings. Inadequate drainage often leads to moisture damage in walls and other features of buildings. Most gutters and downspouts are located on the rear walls of commercial buildings toward which their flat or slightly pitched roofs usually drain.

Guidelines

- Gutters and downspouts should be maintained in their original appearance and location.
- Keep existing gutters and downspouts unobstructed and directed so that water drains away from the building.
- If gutters and downspouts are deteriorated and need to be replaced, new gutters and downspouts should be similar to the original in materials and appearance.



X The downspout is missing on this building's rear facade, allowing water to deteriorate the brick and mortar joints.



✓ This gutter and downspout are well-maintained and direct water from the roof away from the building's masonry wall.

MECHANICAL SERVICES

Mechanical services are a necessary part of occupying a historic commercial building. Most mechanical equipment is placed at the rear or side facade of a building, or even on a building's roof, rather than at the front facade.

Guidelines

- Air conditioners and similar mechanical equipment should be placed so as not to detract from the historical integrity of a building.
- The primary facade(s) of a building should not be disrupted by the addition of mechanical services.



Mechanical units are neatly placed on the rear facade of this building.

HISTORIC ADDITIONS & ALTERATIONS

Additions and alterations may have been made to commercial buildings over the years that are of quality workmanship and illustrate the evolution of commercial design. This is especially true of storefronts, where new materials and designs may have been introduced onto older commercial buildings to "modernize" the storefronts. The addition of Carrara glass panels to storefronts was a popular treatment during the 1930s and 1940s. These additions and alterations made during the historic period may have become significant in their own right and worthy of preservation.

Guidelines

- Historic additions and alterations that have acquired significance in their own right, particularly storefront additions, should be preserved.



A historic storefront addition that has become significant and should be retained.

ADDITIONS TO HISTORIC BUILDINGS

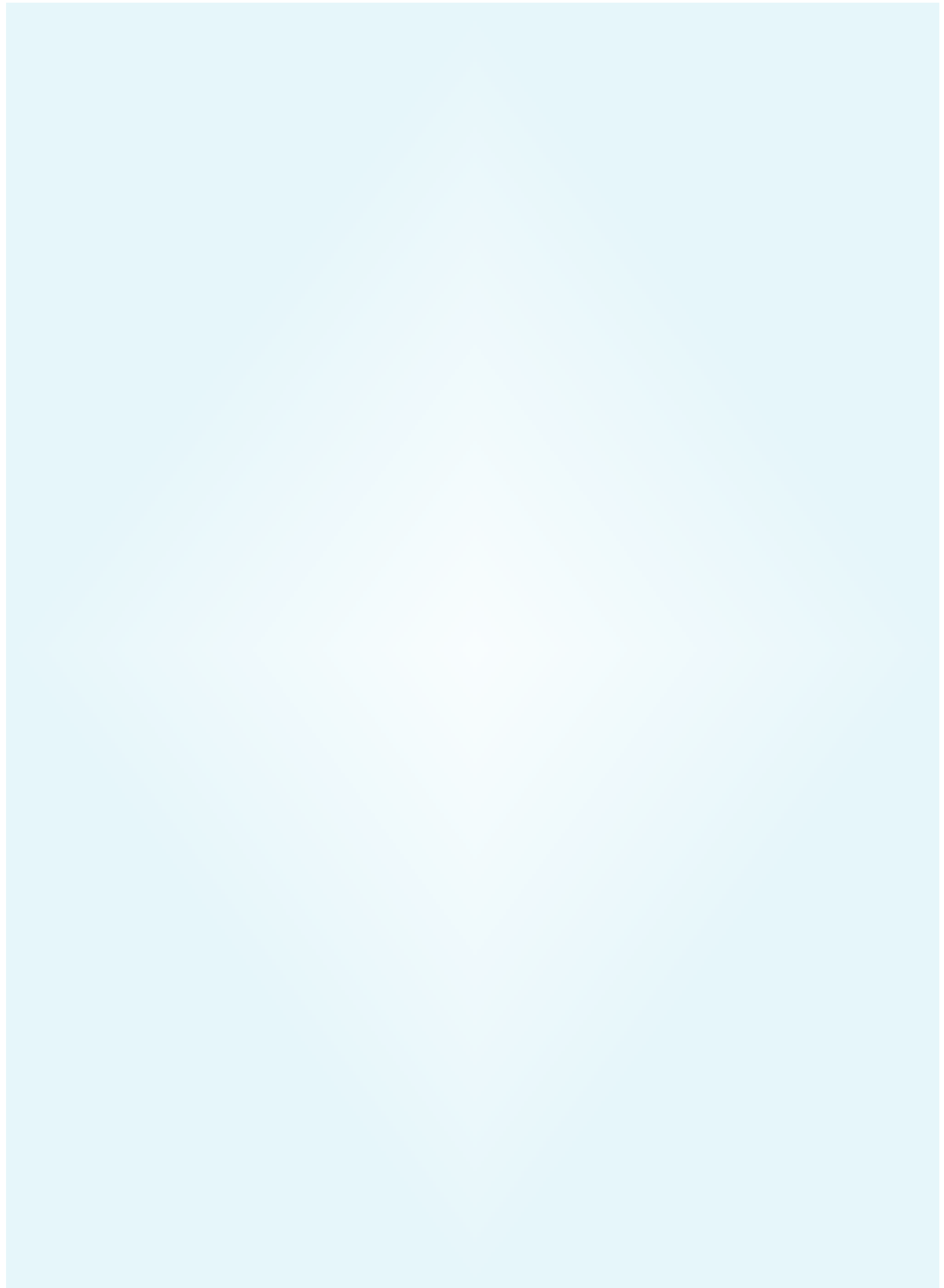
New additions to historic commercial buildings are not common and are generally made to the rear of a building, especially on attached buildings in a commercial row where space for expansion is limited.

Guidelines

- Commercial building additions should be placed to the rear of the building and should be compatible with the existing structure.
- The design of the addition should be clearly differentiated so that the addition is not mistaken for part of the original building.
- The new addition should be designed so that a minimum of historic materials and character-defining elements are obscured, damaged, or destroyed.



✓ ✗ This addition was placed on the rear of the building but could have been more compatible with the original building in design and materials.



SECTION 6: INSTITUTIONAL REHABILITATION GUIDELINES

The following guidelines provide rehabilitation information for downtown Moultrie's institutional buildings. These include governmental buildings such as the county courthouse, the former library, and the jail, as well as community buildings such as the former YMCA. Many of the guidelines in *Section 5: Commercial Rehabilitation Guidelines* should also be used to guide rehabilitation of institutional buildings.



DISTINCTIVE FEATURES

Institutional buildings tend to be the most stylistic buildings, and many are architect-designed. Their distinctive features are therefore especially important to their design and integrity.



✓ Distinctive features of the county courthouse include the columned portico and octagonal cupola.

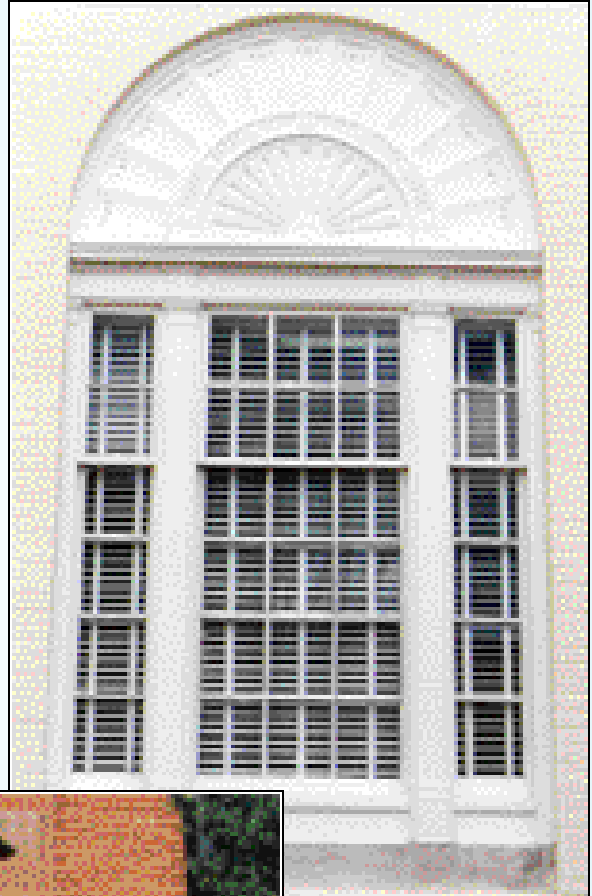
✓ The distinctive castellated parapet walls of the former county jail are a significant character-defining feature of the building.



Guidelines

- Retain distinctive features that characterize historic institutional buildings and make them visually prominent landmark buildings.
- Deteriorated features should be repaired rather than replaced.
- When replacement is required, new features should match the old in design, color, texture, and where possible, materials.
- Replacement of missing features should be substantiated by documentary, physical, or pictorial evidence.

✓ The round-arched window and door openings with delicately detailed fanlights of the Federal Building are distinctive stylistic features.



✓ The main entrance surround is a significant feature of the former Carnegie Library that should be retained.

ALTERATIONS AND ADDITIONS

Alterations and additions to institutional buildings are often made to provide more space and accommodate new needs.

Guidelines

- Alterations and the placement of additions on institutional buildings should be accomplished without compromising the historic character of these structures.
- Additions should not be placed on the front facade and should have minimal visual impact from the public rights-of-way.
- Alteration of an institutional building's front facade is discouraged.



X This addition on the rear of the former YMCA building is incompatible with the historic building and has compromised the building's roof line.



X The alteration of the former YMCA building's windows has drastically changed the building's character.

ADAPTIVE USE

Historic institutional buildings may accommodate new uses successfully in order to remain an active part of a community. Many institutional buildings have large spaces that can be easily adapted for a number of compatible uses.

Guidelines

- Proposed new uses for institutional buildings should be compatible with the historic property so that minimal changes are necessary.
- Institutional buildings adapted for new uses should retain the distinctive features and historic character of their original appearance and use.



The Federal Building and former post office has been adaptively used for offices.

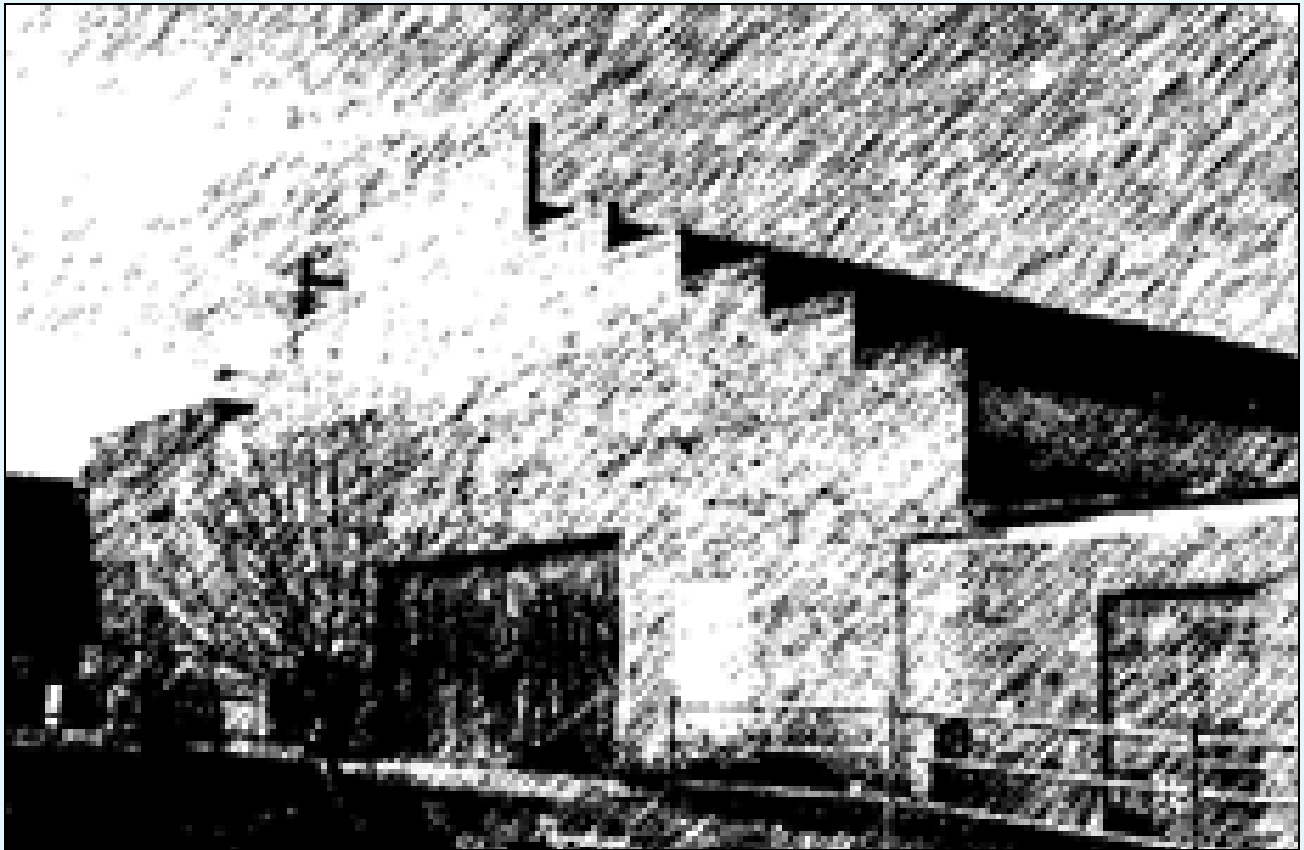
Recommendation

- Interior space changes should have minimal impact on original materials and floor plan. In particular, primary public spaces should remain intact. When at all possible, changes should be "temporary" in nature, allowing for future complete restoration of the interior space. If original details and materials are removed, they should be retained and stored for possible future replacement.



SECTION 7: INDUSTRIAL REHABILITATION GUIDELINES

Following are guidelines specific to the historic industrial buildings located in and around downtown Moultrie. Many of the guidelines presented in *Section 5: Commercial Rehabilitation Guidelines* and *Section 6: Institutional Rehabilitation Guidelines* may also be applied to industrial buildings. Industrial buildings are generally utilitarian structures with simple forms and details and little architectural ornamentation. However, they played an important role within a community's economic and commercial history. The majority of downtown Moultrie's industrial buildings are located on the east side of downtown near the rail-road corridor.



DISTINCTIVE FEATURES

Historic industrial buildings include warehouses, manufacturing, and utility buildings that generally have features distinctive to industrial buildings. Perhaps the most distinctive feature of industrial buildings is the stepped parapet wall often found at each end of a warehouse's gabled roof. Other industrial features include wide door openings and loading docks.



Guidelines

- Retain the simple but distinctive features that characterize historic industrial buildings.
- Deteriorated features should be repaired rather than replaced.
- When replacement is required, new features should match the old in design, color, texture, and where possible, materials.

✓ A distinctive entranceway into the office area of an industrial building.



✓ This brick warehouse and former stable has a very distinctive stepped parapet wall that should be preserved.



✓ An example of the type of wide door openings utilized for moving merchandise and equipment in and out of many industrial buildings.

EXTERIOR MATERIALS

Exterior materials historically used for industrial buildings included brick, wood, metal, and cast-concrete block. Stone was less commonly used for industrial construction.

Guidelines

- Preserve original exterior materials to the greatest extent possible. Maintain original materials rather than allowing them to deteriorate.
- If replacement of historic materials is necessary, the new materials should match the old in design, color, texture, and other visual qualities. Materials should be replaced in kind.
- Avoid cleaning methods that damage original materials, such as sandblasting.



X This brick wall is deteriorating from excessive moisture and settling, causing the brick surfaces to spall (break off) and a large crack in the wall.



X The wood rafters of this wood-frame and metal warehouse are deteriorating due to moisture and lack of maintenance.

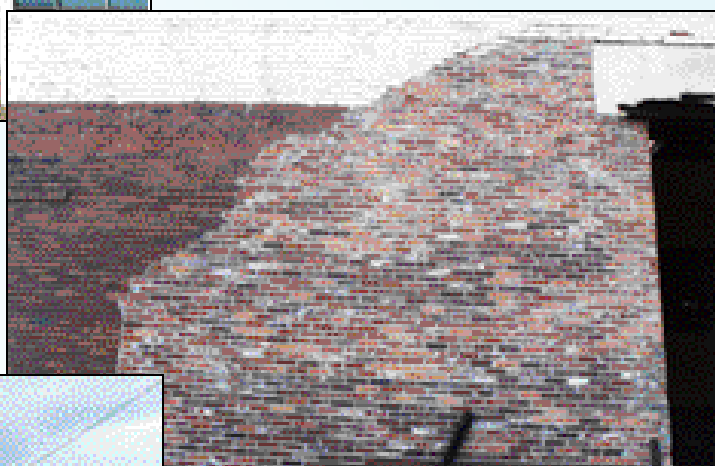


X The metal gutter of this brick warehouse has rusted through, allowing moisture to run directly down the brick walls.

ALTERATIONS AND ADDITIONS



X Incompatible metal panels have been added to this brick warehouse.



X The brick exterior of the former Municipal Electric Light Plant has been inappropriately covered with textured stucco, and a new metal roof has been added.

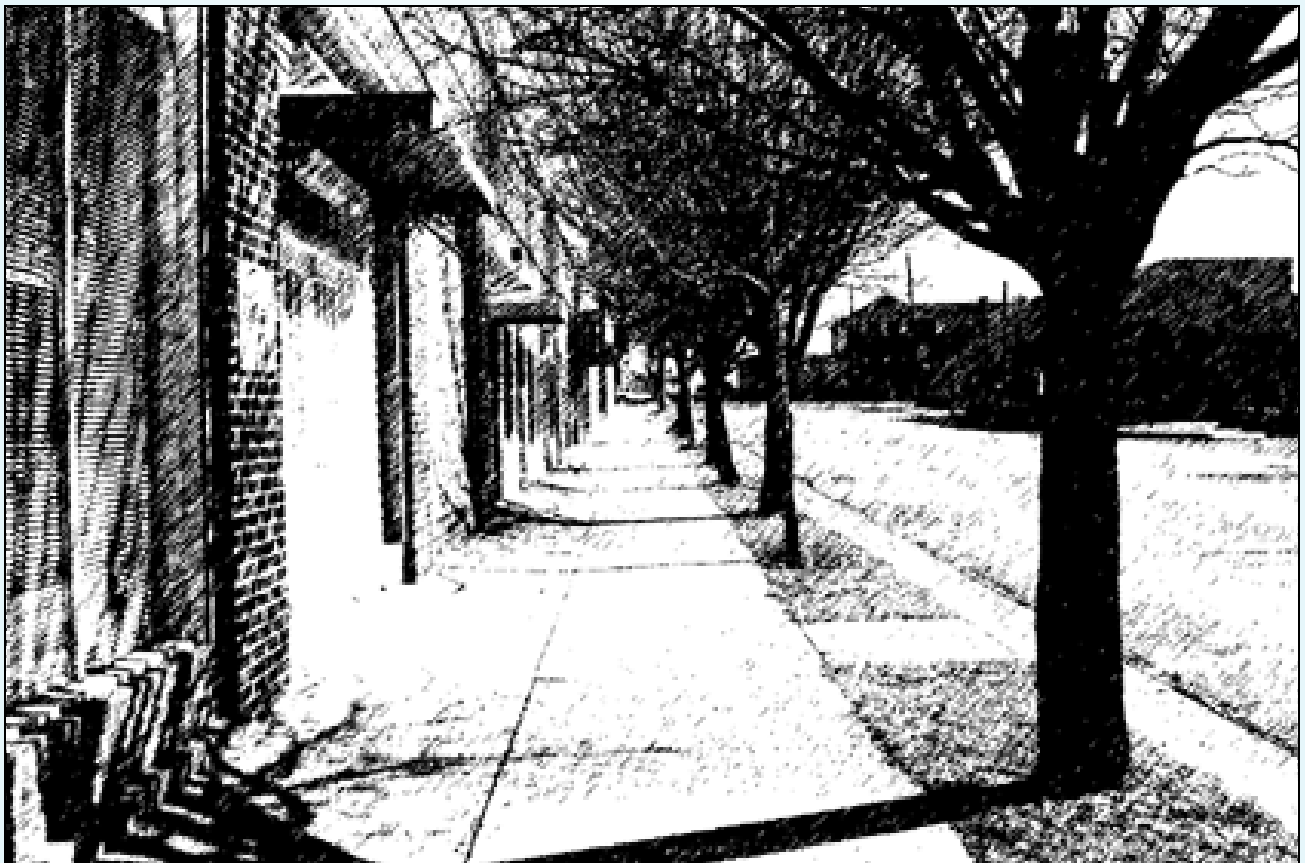
X A large section out of the end wall of this brick warehouse has been replaced with new brick and poorly repointed.



X The once-open bays of this warehouse have been inappropriately infilled with solid materials and small windows.

SECTION 8: HISTORIC LANDSCAPE ARCHITECTURE AND SITE DESIGN GUIDELINES

The following are guidelines for the protection and enhancement of Moultrie's historic landscape elements, as well as recommendations for landscape treatments in new construction.



TOWN FORM

Moultrie's town form, which is a grid layout, is the foundation of the historic district's built environment. Public rights-of way should be considered "sacred", as they are the basis of the city's historic fabric. Without the intact form of the town plan, Moultrie's historic resources would lose much of their meaning and context. Alterations to this framework should be avoided in order to retain the district's historic integrity. Elements of the town plan to protect and preserve include the granite curb, greenspace, and historic paving material and patterns.

Guidelines

- The historic right-of-way sections of the district's streets should be maintained, including greenspace, sidewalk, granite curbing, and the road.
- The standard street widths (80'-90' wide north-south running streets and 60'-70' east-west) should be preserved.
- Curb cuts into the public right-of-way should be minimized.

VEGETATION

The criteria to be used in selecting future street tree plantings include the following: 1) selection of historic plant varieties or new species which are compatible with the character of historic street tree cover; 2) placement of the trees in locations appropriate to the plant's specific growing habit; and 3) selection of plant materials which are tolerant of urban growing conditions.

Native plants are strongly encouraged in all types of landscape improvement projects for the following reasons: 1) reflection of regional identity; 2) tolerance of climate; 3) seasonal interest, particularly wildflowers and native grasses; 4) lower maintenance, once established and 5) increased biodiversity. Native plants are defined as plants naturally occurring in the soil and climate of a region. Native plants offer a sustainable approach to landscape enhancements since they do not require excessive watering and generally do not need fertilizer or pruning.

For a list of appropriate plant materials for the district reference back to page 3-10.

Guidelines

- Every effort should be made to preserve significant historic plant materials.
- Non-historic plant material may be removed if it detracts from the character of a property.
- Consider introducing only new plant materials that are native or that would have been available during the district's period of significance.
- Native hardwoods are recommended for any street tree placements.
- The mature size of trees should determine their most appropriate locations given the available green space or size of sidewalk at a given location.
- The presence or lack of overhead wires will determine tree height limits. Small native or non-native trees are appropriate where overhead wires are present; large native hardwood trees should be planted where overhead wires are absent.



X Bradford pears are an example of an inappropriate street tree. Bradford pears were not found within the district historically. They contrast in form with the native hardwoods that would have characterized the district in the historic period.

PARKING

Public parking in Moultrie's commercial district is accommodated by both on-street parking and small and large parking lots. Some of the smaller lots are located between attached commercial buildings, while other lots are more extensive and take up several city lots.

Guidelines

- Parking areas in the district could be improved through landscape improvements.
- Tree plantings within large open parking lots as well as on edges as buffers are suggested to visually improve these spaces.
- Improve directional signage to parking lots located to the rear of commercial buildings.



X Example of large scale off-street parking lot with dominance of paved surface. Opportunities exist for tree planting in grassed islands.



Example of small scale parking lot at rear of corner building.

COMMERCIAL STREETSCAPE ELEMENTS

Streetscape elements such as sidewalks, lights, benches and trash receptacles should support and not detract from the inherent historic character of the downtown area.

Guidelines

- Historic scoring patterns in sidewalks should be preserved in the downtown area. New paving should replicate historic precedents.
- Preserve or add street trees using recommended varieties.
- Use compatible street furnishings and lighting fixtures. Preserve the historic light standards around the Courthouse Square and replicate for use as a new lighting standard.



Typical existing historic bench around Courthouse Square.

RECOGNIZING PREVALENT CHARACTER OF EXISTING LANDSCAPE

When a new structure is built, it is important that it respects the existing landscape qualities of that area.

- What are the dimensions of the area's sidewalks, driveways and walkways?
- What types of distinctive paving patterns, historic landscape materials or light fixtures are in the area of influence?
- What kinds of mature vegetation are in the area?

Guideline

- Identify and respect the prevailing character of the surrounding landscape elements and qualities.

DEVELOPMENT PATTERNS

Commercial blocks in the downtown center are characterized by buildings set flush with the sidewalk. The loss of several historic/ non-historic commercial buildings in the past has created "holes" along some of the streets.

Guidelines

- Vacant spaces in the commercial blocks of downtown should be infilled with buildings of similar scale and detail and identical setbacks of the adjacent buildings.
- For spaces that remain vacant, open space opportunities exist for the addition of pedestrian amenities such as pocket parks. Any parking use in these spaces should be buffered.



X Example of vacant block. This is an opportunity for a pocket park.

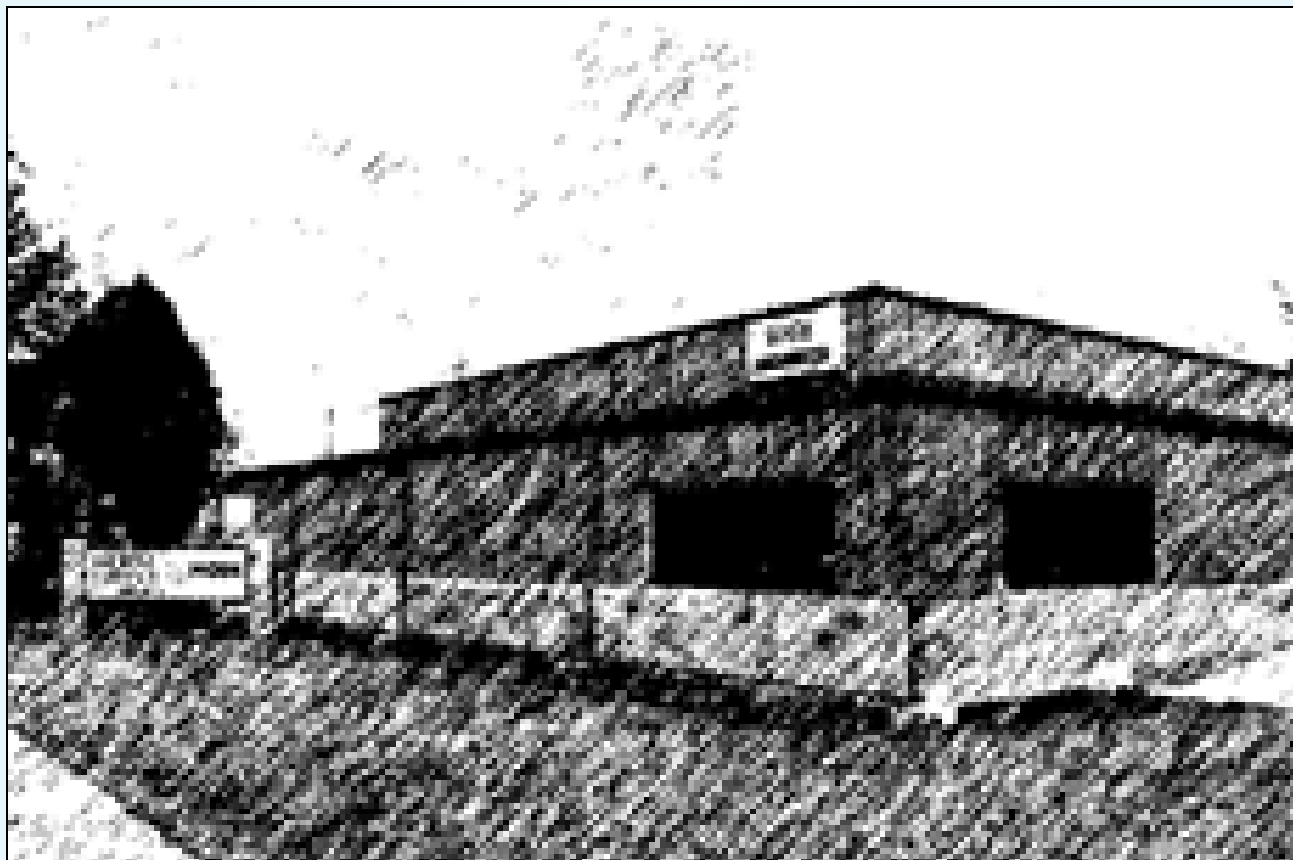
SECTION 9: NEW CONSTRUCTION GUIDELINES

New construction should be designed to be compatible with its historic surroundings by borrowing design characteristics and materials from adjacent buildings and integrating (not copying) these into a modern expression. Before designing new development, take time to evaluate what makes the property and its surrounding area distinctive. Then decide how the new development can best be designed to complement the property and area.

Guideline

- The underlying guideline for new construction and additions is to consider one's neighbors and nearby structures and to reinforce the existing historic character through sensitive, compatible design.

The following guidelines will assist in designing new development compatible with the existing historic district.

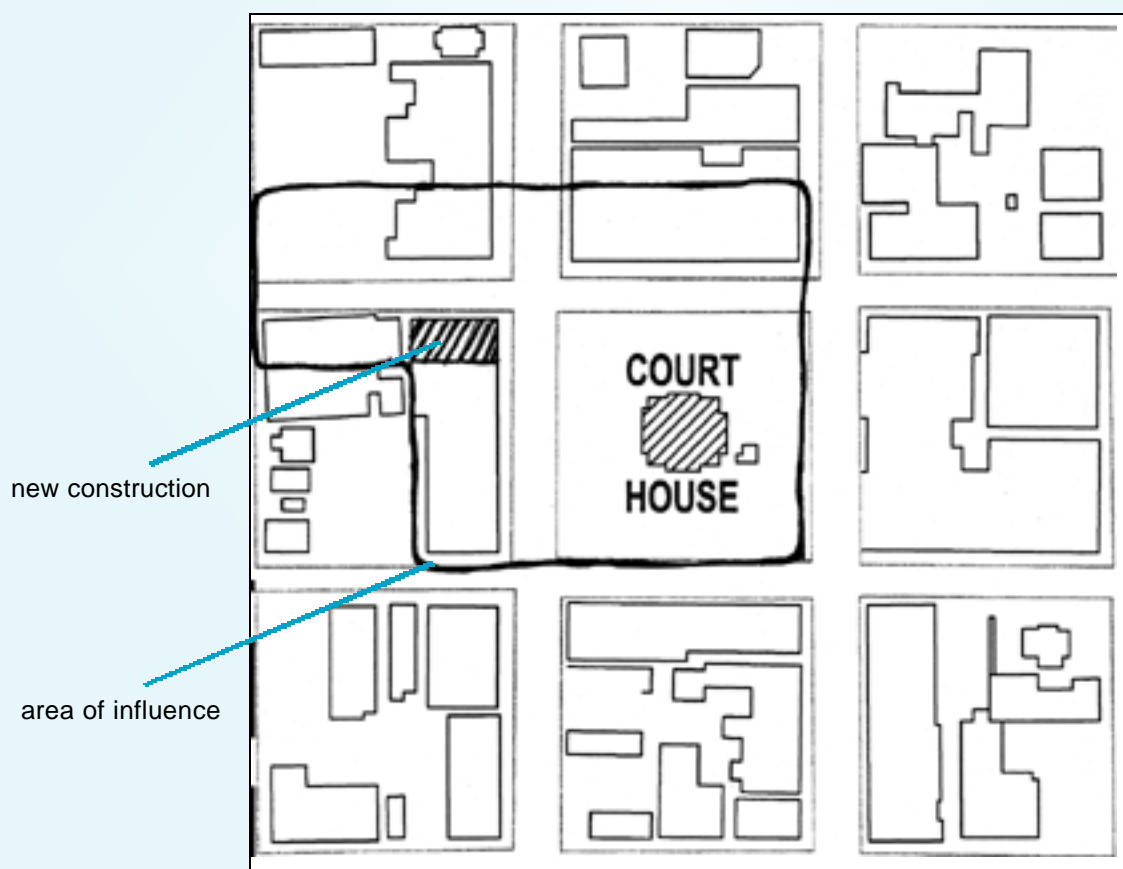


DEFINING THE AREA OF INFLUENCE

In considering the appropriateness of a design for a new building in a historic district, it is important to determine the area of influence which will be affected by the new development. The area of influence will be that area which will be visually influenced by the building. A consistent streetscape will result when new buildings are designed in consideration with what already exists.

Guideline

- Define the area of influence of the new development and what visual impact the new construction will have on the surrounding historic setting.



Area of influence: Each site within a historic district will have its own unique area of influence. Shown here is an example with a suggested minimum area that might be considered. Neighboring buildings should be examined to determine the consistent patterns of design concepts and architectural elements that are present.

RECOGNIZING THE PREVAILING CHARACTER OF EXISTING DEVELOPMENT

Every building, whether historic or modern, is a product of design, and the design of buildings is determined by the way in which basic design concepts are utilized. These design concepts include:

Building Orientation and Setback
Shape
Proportion
Scale

Directional Emphasis
Rhythm
Architectural & Site Elements

When a new structure is built among historic buildings, the level of success with which it relates to existing buildings—and whether it contributes or detracts from the area—will be determined by the ways in which its design recognizes the prevailing design expression in the area of influence.

Guideline

- Identify and respect the prevailing character of adjacent historic buildings and surrounding development.

Following are definitions for the basic design concepts listed above and guidelines for evaluating these concepts in proposed new buildings or additions. Line drawings illustrate the design concepts.

BUILDING ORIENTATION AND SETBACK

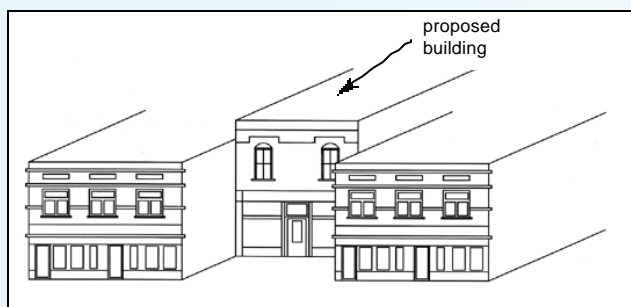
Building orientation refers to the directional placement of the building on the site, while setback refers to how far back the building is from the street and side lot lines. Typically, historic areas have strong predominant orientations and setbacks.

Guideline

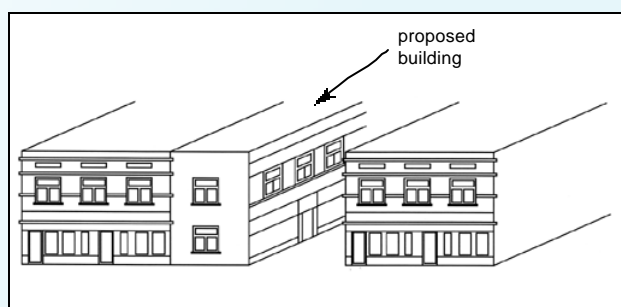
- The orientation of a new building and its site placement should be consistent with dominant patterns within the area of influence.



- ✓ Building Orientation/Setback – The proposed building in this illustration respects prevailing orientation and setback patterns.



- ✗ Building Setback – The proposed building is in violation of the established setback of the street.



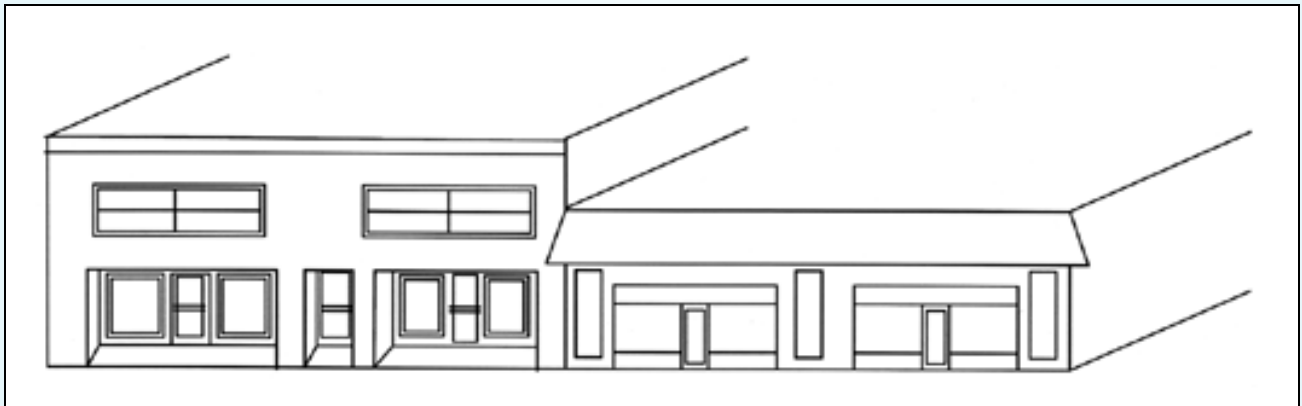
- ✗ Building Orientation – The proposed building in this illustration is inconsistent with the established front-facade orientation pattern of the adjacent commercial buildings.

DIRECTIONAL EMPHASIS

Most buildings are either vertical or horizontal in their directional emphasis. This is determined by a building's overall shape as well as by the size and placement of elements and openings on the building's front facade. Directional emphasis may also be influenced by surface materials and architectural detailing.

Guideline

- A new building's directional emphasis should be consistent with dominant patterns of directional emphasis within the area of influence.



✓ Directional Emphasis – The commercial buildings shown here exhibit horizontal directional emphasis.



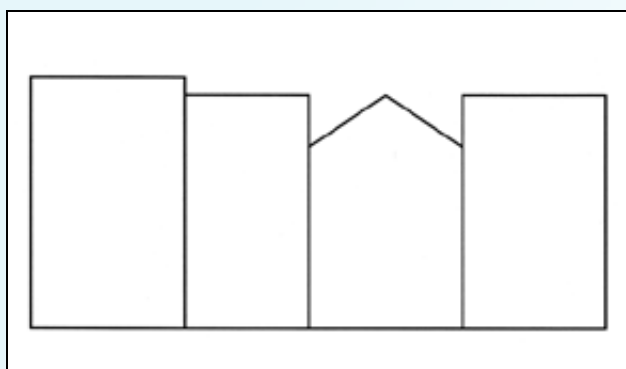
✗ Directional Emphasis – Shown here is a row of commercial buildings, each with a vertical directional emphasis, and a proposed building that is clearly horizontal in emphasis. This new building is neither sympathetic nor consistent with the established pattern of directional emphasis along this street.

SHAPE

A building's surfaces and edges define its overall shape. The overall shape, in concert with the shapes of individual elements—roof pitch, window and door openings, and porch form (institutional buildings)—is important in establishing rhythms in a streetscape. Shape can also be an important element of style.

Guideline – Roof Pitch

- The roof pitch of a new building should be consistent with those of existing buildings within the area of influence.



✗ Shape - Roof Pitch - This comparison depicts the relationship between historic and new buildings in terms of roof pitch. The gabled roof of the new building is inappropriate in this row of flat-roofed commercial buildings.



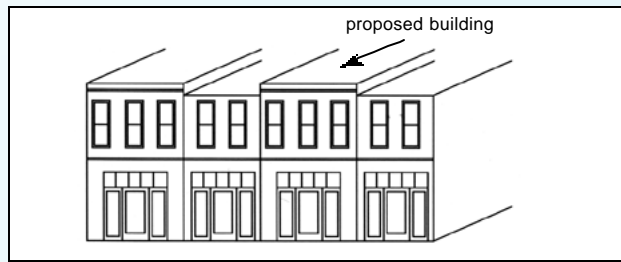
✓ Many institutional and some commercial buildings have hipped or gabled roofs. If historic pitched-roof buildings are in the area of influence, a pitched roof on new construction would be appropriate.

Guideline – Building Elements

- The principal elements and shapes used on the front facade of a new building should be compatible with those of existing buildings in the area of influence.



✗ Shape - Building Elements - The window and door openings of the new building are incompatible in shape with the elements of the surrounding historic commercial buildings.



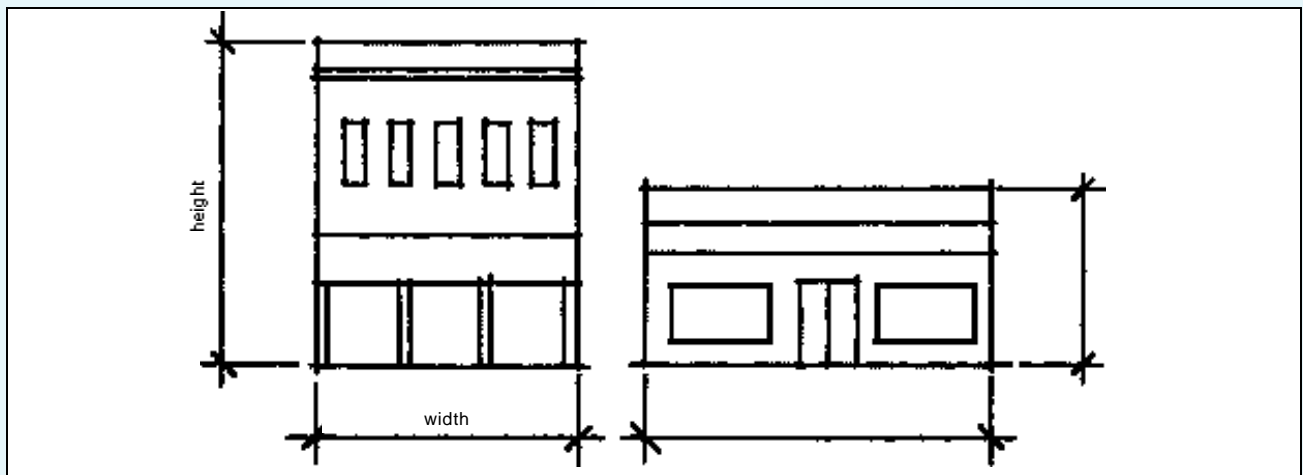
✓ The new building in this example has window and door openings compatible with those in its area of influence.

PROPORTION

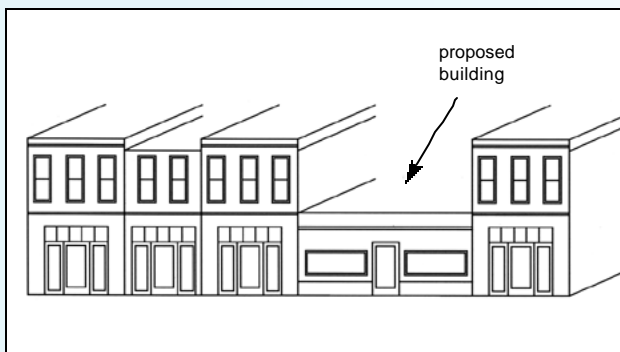
Proportion is the relationship of one dimension to another; for example, the relationship of the height to the width of a building, or the height and width of windows and doors. Individual elements of a building should be proportional to each other and the building.

Guideline

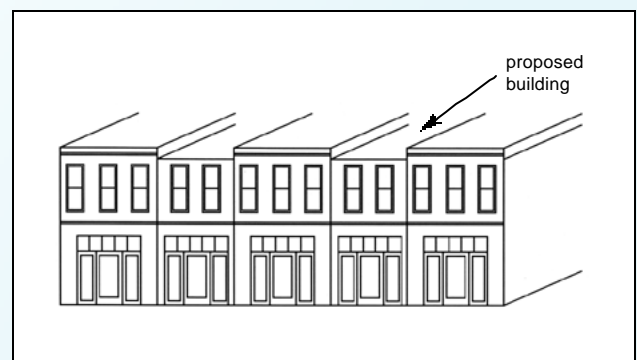
- The proportions of a new building should be consistent with dominant patterns of proportion of existing buildings in the area of influence.



Commercial Proportions: The graphic above illustrates the concept of proportion using commercial building dimensions.



X Proportion - The front-facade height-to-width ratio of the proposed building, resulting in a very horizontal expression, is incompatible with the vertical expression of existing buildings



✓ Proportion - The front-facade height-to-width ratio of this example has a vertical expression compatible with surrounding buildings.

RHYTHM

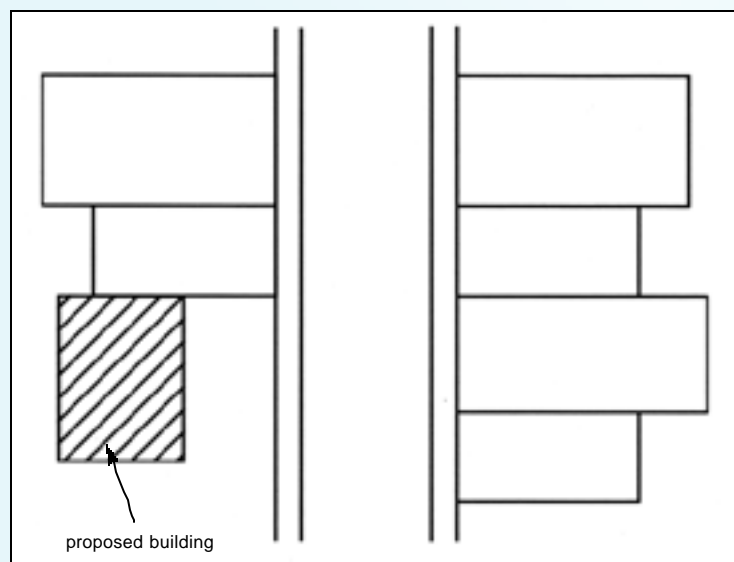
Rhythm is the recurring patterns of lines, shapes, forms, or colors (materials) on a building or along a streetscape. For example, the rhythm of openings on a building refers to the number and placement of windows and doors on a facade. Rhythm also occurs on the larger scale of streetscapes as created by development patterns (orientation and setback) and details of individual buildings (directional emphasis, scale, height, massing, etc.).

Guideline

- New construction in a historic area should respect and not disrupt existing rhythmic patterns in the area of influence.



Rhythm - This row of commercial buildings illustrates the rhythm created by storefronts and upper-story windows.



X Rhythm - Established Setback Rhythm: These two rows of commercial buildings along a street have an established setback. The proposed building disrupts the rhythm of the setback along the street.

SCALE

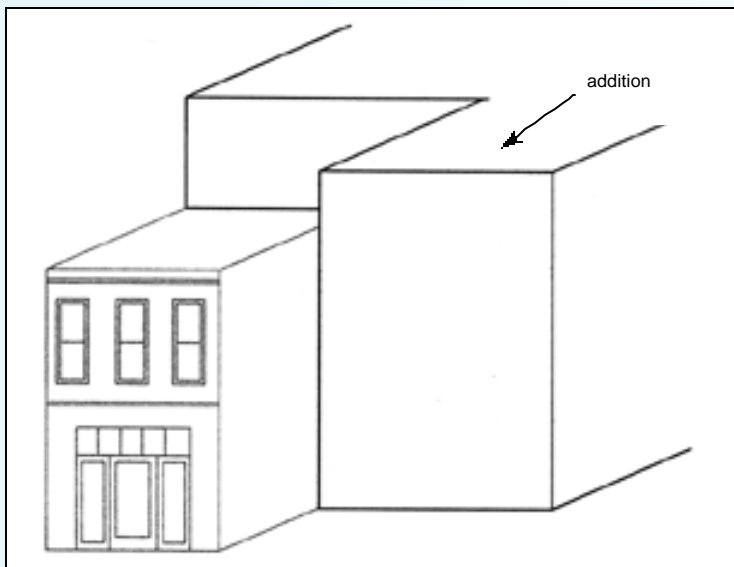
Scale refers to the apparent relationship between two entities, such as the relationship of a building's height to human height, the relationship between different buildings' heights and sizes, or the relationship between the size of an addition and the building to which it is attached. In a historic district the two most important issues are (1) the relationship of the scale of new construction to historic and (2) the relationship of the scale of additions to the historic building to which they are being added.

Guidelines

- A proposed new building should conform to the floor-to-floor heights of existing structures if there is a dominant pattern within the area of influence.
- New construction in historic areas should be consistent with dominant patterns of scale within the area of influence.
- Additions to historic buildings should not overwhelm the existing building.



X Scale - The scale of the proposed building is incompatible with other buildings in the area of influence. The floor-to-floor height and building elements are much larger scale than those of the surrounding buildings.



X Scale - This addition is too large and overwhelms the existing building.

ARCHITECTURAL AND SITE ELEMENTS

Predominant architectural and site elements in the area of influence should also be taken into account when designing new construction. The following elements should be considered:

Roofs – The majority of commercial building roofs are flat or only slightly pitched and hidden by parapet walls. Industrial buildings generally have more steeply pitched roofs and often very distinctive parapet walls. Some commercial buildings and many institutional buildings have hipped or gabled roofs that may be a predominant characteristic.

Walls – The surfaces of commercial building walls are relatively smooth and uninterrupted with the exception of building and storefront cornices and sometimes awnings. Institutional building walls may be broken by projecting windows, porches, and other architectural elements.

Windows and Entrances – First-floor storefront entrances are distinctive to commercial buildings and are important architectural elements. Other patterns of window and door openings, including placement, size, and ornamentation, may provide strong visual components in an area.

Details – Building and storefront cornices, parapet walls, masonry or cast iron storefront piers, and other decorative details can provide a pattern and scale to historic commercial buildings and areas.

Materials – Buildings may incorporate brick or stone masonry, stucco, cast-concrete block, wood, and other materials. These materials have different textures and shapes which give variety to the appearance of the buildings.

Landscape Elements – Street trees, sidewalks, and curbs are generally the dominant landscape elements in a commercial area. Larger green spaces with trees, shrubs, and lawn areas may be found around institutional buildings. These elements contribute to visual continuity along the street.

Guideline

- New construction should reference and not conflict with the predominant site and architectural elements of existing properties in the area of influence.

RESPECTING THE PREVAILING CHARACTER WHEN DESIGNING NEW DEVELOPMENT

After identifying the area of influence and assessing the prevailing character of the existing development within that area, the next step is to begin the design of the project. Each project is unique and needs to be taken on a case-by-case basis to meet the needs of the owner while at the same time protecting the historic character of the property and area. Following are some general concepts that can assist with the design of new development. Use these concepts along with those found in *Recognizing the Prevailing Character of Existing Development*.

NEW CONSTRUCTION

To be compatible with its historic environment, new construction should respect established design patterns within the area of influence.

Guidelines

- Build a new structure to the rear of a historic building where it will have little or no impact on the streetscape.
- If the new building will be visible from the street, respect the established setbacks and orientations of the historic buildings.
- Landscaping associated with a new structure should be compatible with that of the surrounding area.
- New construction should reference predominant design characteristics that make an area distinctive in order to achieve creative and compatible design solutions that are more than mere imitations of existing buildings.

NEW ADDITIONS TO HISTORIC BUILDINGS

Property owners considering making an addition to a historic building should ask themselves three questions:

- Does the proposed addition preserve the significant historic materials and features?
- Does the proposed addition preserve the historic character of the building and the surrounding historic district?
- Does the proposed addition protect the historical significance of the building by making a visual distinction between old and new?

Guidelines

- Additions to historic buildings should not be placed on the main historic facade or facades of the building. Locate the proposed addition away from the principal public view, ideally to the rear of the building.
- Respect the proportions of the building to which an addition is being added so that the addition does not dominate its historic environment.
- Do not obscure character-defining features of a historic building with an addition.
- Set an additional story well back from the roof edge to insure that the historic building's proportions and profile are not radically changed.
- Additions should respect the character and integrity of original buildings and incorporate design motifs that relate it to the historic building. They should always be of quality workmanship and materials.
- An addition should be designed so that at a later date it could be removed without compromising the character of the historic building.
- While the addition should be compatible, it is acceptable and appropriate for the addition to be clearly discernible as an addition rather than appearing to be an original part of the building. Consider providing some differentiation in material, color, and/or detailing and setting additions back from the historic building's wall plane.

ALTERATIONS TO NONCONTRIBUTING BUILDINGS WITHIN HISTORIC DISTRICTS

Guideline

- Do not add false historical details to try to make a nonhistoric property fit into a historic area but make every effort to insure that additions and alterations to the property do not detract even further from the character of the historic environment.

SECTION 10: MAINTENANCE, DEMOLITION, AND CODE COMPLIANCE

Maintenance and demolition are two of the most difficult issues relating to design review in local historic districts. Maintenance is vital to the preservation and protection of historic resources, just as it is for any real property—historic or nonhistoric. A lack of maintenance results in demolition by neglect, the preventable demise of a historic building due to willful lack of maintenance.

Compliance with health, safety, and accessibility codes is another significant concern for downtown buildings and businesses where services are provided for the public. Property and business owners want safe and accessible spaces for their customers.



MAINTENANCE

Maintenance is the most effective and economical way to preserve a historic building and its surrounding site. The Historic Preservation Ordinance states that historic property owners shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The Historic Preservation Commission is charged with monitoring the condition of historic properties, notifying owners of failure to provide maintenance or repair, and, in the event the condition is not remedied, performing the maintenance or repair necessary to prevent deterioration by neglect.

Guideline

- Provide regular maintenance to a historic building and its site features, thus minimizing the need to replace historic materials.



Maintenance of this rear facade has been neglected, and the building is deteriorating.

DEMOLITION

The Historic Preservation Commission has the authority to deny Certificates of Appropriateness for demolition or relocation of historic properties within the downtown historic district. A public hearing must be scheduled for each application for demolition or relocation. No Certificate of Appropriateness will be granted for demolition or relocation without the concurrent review of the post-demolition or post-relocation plans for the site. A site plan detailing proposed new development on the site will be required.

Demolition and relocation destroy the historic integrity of buildings and their sites. Each building proposed for demolition or relocation should be evaluated for historic and architectural merit as well as importance to the character of the site and historic district. If the historic building is significant, thoroughly investigate alternative uses that permit the continued preservation of the building on its original site.

Guidelines

- Significant historic buildings should not be demolished unless they are so unsound that rehabilitation is not possible.
- Likewise, significant historic buildings should not be moved off the property or relocated on the site, nor should other buildings be moved onto the site.

HEALTH, SAFETY, AND ACCESSIBILITY CODE COMPLIANCE

Historic commercial, institutional, and industrial buildings may require modifications to comply with current health, safety, and accessibility requirements. Acceptable solutions can be found that will be compatible with historic buildings while successfully accommodating these requirements.

Guidelines

- Compliance with health and safety codes and handicap accessibility requirements should be carried out with a minimum of impact to the character and materials of historic buildings.
- Fire escapes should be placed to the rear or on less visible sides of a building.
- The design and placement of ramps that provide access to entrances should be as unobtrusive as possible.



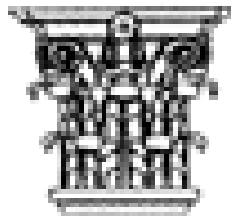
✓ This new fire escape is well-placed on the side facade of this building.



✓ This handicap ramp at the building's rear entrance is well-designed.

APPENDIX A:

CERTIFICATE OF APPROPRIATENESS APPLICATION FOR CERTIFICATE OF APPROPRIATENESS



MOULTRIE-COLQUITT HISTORIC PRESERVATION COMMISSION

Moultrie-Colquitt Historic Preservation Commission CERTIFICATE OF APPROPRIATENESS

Case Number:

Date:

Name of Applicant:

Address:

City:

The Moultrie-Colquitt Historic Preservation Commission APPROVED/DISAPPROVED
a Certificate of Appropriateness for the following changes:

1. Height of building
Change/No Change
2. Setback and placement on lot
Change/No Change
3. Construction materials
Change/No Change
4. Architectural detailing
Change/No Change
5. Roof shapes, forms and materials
Change/No Change
6. Windows, doors and awnings
Change/No Change
7. Form and proportion of building
Change/No Change
8. Signage
Change/No Change

POST OFFICE BOX 3368

MOULTRIE, GEORGIA

912-890-5405

**APPLICATION
CERTIFICATE OF APPROPRIATENESS**
City of Moultrie - Historic Preservation Commission

Application Number _____

1. Name of Applicant _____

You or your representative must be present at the Preservation Commission Meeting.

Address _____ Telephone _____

2. Relationship of the Applicant to the Property:

Owner (☐) Architect (☐) Contractor (☐)
Other (☐) please specify _____

3. Address of Property _____

4. Present Zoning of Property _____

5. Nature of Proposed Work:

(<input type="checkbox"/>) Structural Change	(<input type="checkbox"/>) Moving a Building
(<input type="checkbox"/>) Demolition	(<input type="checkbox"/>) New Construction
(<input type="checkbox"/>) Landscaping	(<input type="checkbox"/>) Other

6. Reason for Proposed Work _____

7. Description of Proposed Work _____

Note: Please attach detailed drawings and/or photographs for review. This would include site plan and elevations delineating proposed action. According to the City of Moultrie's requirements, drawings pertaining to structural changes shall be prepared by an architect or engineer licensed by the State of Georgia. This application must be filed with the Secretary of the Preservation Commission at least 10 days prior to the next meeting of the Commission. The regular meeting of the Commission is the second Monday of the month at 3:00 p.m., unless otherwise noted.

Please refer to The Secretary of the Interior's Standards for Rehabilitation. (You will find a condensed version of these Standards on the back of this application. A more detailed version is available.) All applicable items of the proposed project will follow these Standards. Incomplete applications will not be considered by the Preservation Commission.

Signature of Applicant

Date

(Over)

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Standard 1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

Standard 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.

Standard 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 of architectural elements from other buildings, shall not be undertaken.

Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Standard 5: Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Standard 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.

Standard 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.

Standard 8: Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

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

Standard 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.

APPENDIX B:

MOULTRIE HISTORIC PRESERVATION ORDINANCE

HISTORIC PRESERVATION*

Sec. 13½-1. Purpose.

In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Moultrie, Georgia, is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people;

In order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historical and aesthetic attractions to tourists and thereby promote and stimulate business;

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

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

The mayor and city Council of the City of Moultrie, Georgia, hereby declares it to be the purpose and intent of this chapter to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, landscape features and works of art having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the ordinance.

(Ord. No. 626, § 1, 6-16-92)

Sec. 13½-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Editor's note—Ord. No. 626, adopted June 16, 1992, did not specifically amend this Code; hence, inclusion of §§ 1-7 as Ch. 13½, §§ 13½-1-13½-7 was at the discretion of the editor.

Certificate of appropriateness means a document evidencing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

Exterior architectural features means the architectural style, general design and general arrangement of the exterior of a building or other 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 means all those aspects of the landscape or the development of a site which affect the historical character of the property.

Historic district means a geographically definable area designated by the city council as a historic district pursuant to the criteria established in section 13½-49(b) of this chapter.

Historic property means an individual building, structure, site, object or work of art including the adjacent area necessary for the property appreciation thereof designated by the city council as a historic property pursuant to the criteria established in Section 13½-4 of this chapter.

Material change in appearance means a change that will affect either the exterior architectural or environmental features of a historic property or any building, structure, site, object, landscape feature or work of art within a historic district, such as:

1. A reconstruction or alteration of the size, shape or facade of a historic property, including 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 visible from the public right of way; or

5. The erection, alteration, restoration or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

(Ord. No. 626, § 2, 6-16-92)

Sec. 139-3. Creation of a historic preservation commission.

(a) *Creation of the commission.* There is hereby created a commission whose title shall be "The City of Moultrie Historic Preservation Commission" (hereinafter "Commission").

(b) *Commission position within the city.* The commission shall be part of the planning functions of the City.

(c) *Commission members: number, appointment, terms and compensation.* The Commission shall consist of five (5) members appointed by the mayor and ratified by the city council. All members shall be residents of the city and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.

To the extent available in the city, at least three (3) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related disciplines.

Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year; two (2) members for two (2) years; and two (2) members for three (3) years. Members shall not receive a salary, although they may be reimbursed for expenses.

(d) *Statement of the commission's powers.* The commission shall be authorized to:

- (1) Prepare and maintain an inventory of all property within the city having the potential for designation as historic property;
- (2) Recommend to the city council specific places, districts, sites, buildings, structures, objects, or works of art to be

designated by ordinance as historic properties or historic districts;

- (3) Review applications for certificates of appropriateness, and grant or deny same in accordance with the provisions of this chapter;
- (4) Recommend to the city council that the designation of any place, district, site, building, structure, objects, or work of art as a historic property or as a historic district be revoked or removed;
- (5) Restore or preserve any historic properties acquired by the city;
- (6) Promote the acquisition by the city of facade easements and conservation easements in accordance with the provisions of the "Facade and Conservation Easements Act of 1976" (O.C.G.A. 44-10-1 through 5);
- (7) Conduct educational programs on historic properties located within the city and on general historic preservation activities;
- (8) Make such investigations and studies of matters relating to historic preservation including consultation with historic preservation experts, the city council or the commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;
- (9) Seek out local, state, federal and private funds for historic preservation, and make recommendations to the city council concerning the most appropriate uses of any funds acquired;
- (10) Submit to the historic preservation section of the Department of Natural Resources a list of historic properties or historic districts designated;
- (11) Perform historic preservation activities as the official agency of the city historic preservation program;
- (12) Employ persons, if necessary, to carry out the responsibilities of the commission;

- (13) Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The commission shall not obligate the city without prior consent;
- (14) Review and make comments to the historic preservation section of the Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places; and
- (15) Participate in private, state and federal historic preservation programs and with the consent of the city council enter into agreements to do the same.

(e) *Commission's power to adopt rules and standards.* The commission shall adopt rules and standards for the transaction of its business and for consideration of applications for designations and certificates of appropriateness, such as by-laws, removal of membership provisions, and design guidelines and criteria. The commission shall have the flexibility to adopt rules and standards without amendment to this chapter. The commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The commission shall select such officers as it deems appropriate from among its members. A quorum shall consist of a majority of the members.

(f) *Conflict of interest.* At any time the commission reviews a project in which a member of the commission has ownership or other vested interest, that member will be forbidden from presenting, voting or discussing the project, other than answering a direct question.

(g) *Commission's authority to receive funding from various sources.* The commission shall have the authority to accept donations and shall insure that these funds do not displace appropriated governmental funds.

(h) *Records of commission meetings.* A public record shall be kept of the Commission's resolutions, proceedings and actions.
(Ord. No. 626, § 3, 6-16-92)

Sec. 139a-4. Recommendation and designation of historic districts and properties.

(a) Preliminary research by commission.

- (1) Commission's mandate to conduct a survey of local historical resources: The commission shall compile and collect information and conduct surveys of historic resources within the city.
- (2) Commission's power to recommend districts and buildings to the city for designation: The commission shall present to the city council recommendations for historic districts and properties.
- (3) Commission's documentation of proposed designation: Prior to the commission's recommendation of a historic district or historic property to the city for designation, the commission shall prepare a report consisting of:
 - a. A physical description;
 - b. A statement of the historical, cultural, architectural and/or aesthetic significance;
 - c. A map showing district boundaries and classification (i.e. historic, non-historic, intrusive) of individual properties therein, or showing boundaries of individual historic properties;
 - d. A statement justifying district or individual property boundaries; and
 - e. Representative photographs.

(b) Designation of a historic district.

- (1) *Criteria for selection of historic districts:* A historic district is a geographically definable area, which contains buildings, structures, sites, objects, landscape features and works of art or a combination thereof, which:
 - a. Have special character or special historic/aesthetic value or interest;
 - b. Represent one or more periods, styles or types of architecture typical of one or more eras in the history of the municipality, county, state or region; and

- c. Cause such area, by reason of such factors, to constitute a visibly perceptible section of the municipality or county.
- (2) *Boundaries of a historic district:* Boundaries of a historic district shall be included in the separate ordinance designating such districts and shall be shown on the (Official Zoning Map).
- (3) *Evaluation of properties within historic districts:* Individual properties within historic districts shall be classified as:
 - a. Historic (contributes to the district);
 - b. Nonhistoric (does not contribute but does not detract from the district, as provided for in (b)(1))
 - c. Intrusive (detracts from the district as provided for in (b)(1)).
- (c) *Designation of a historic property.*
 - (1) *Criteria for selection of historic properties:* A historic property is a building, structure, site, object, work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the City of Moultrie, State of Georgia, or local region, for one of the following reasons:
 - a. It is an outstanding example of a structure representative of its era;
 - b. It is one of the few remaining examples of past architectural style;
 - c. It is a place or structure associated with an event or persons of historic or cultural significance to the City of Moultrie, State of Georgia, or the region; or
 - d. It is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the municipality, county, state, or region.
 - (2) *Boundary description:* Boundaries shall be included in the separate ordinances designating such properties and shall be shown on the (Official Zoning Map).

(d) *Requirements for adopting an ordinance for the designation of historic districts and historic properties.*

(1) *Application for designation of historic districts or property:* Designations may be proposed by the city council, the commission, or:

- a. For historic districts: a historical society, neighborhood association or group of property owners may apply to the commission for designation;
- b. For historic properties: a historical society, neighborhood association or property owner may apply to the commission for designation.

(2) *Required components of a designation ordinance:* Any ordinance designating any property or district as historic shall:

- a. List each property in a proposed historic district or describe the proposed individual historic property;
- b. Set forth the name(s) of the owner(s) of the designated property or properties;
- c. Require that a certificate of appropriateness be obtained from the commission prior to any material change in appearance of the designated property; and
- d. Require that the property or district be shown on the (Official Zoning Map).

(3) *Required public hearings:* The commission and the city shall hold a public hearing on any proposed ordinance for the designation of any historic district or property. Notice of the hearing shall be published in at least three (3) consecutive issues in the principal newspaper of local circulation, and written notice of the hearing shall be mailed by the commission to all owners and occupants of such properties. All such notices shall be published or mailed not less than ten (10) nor more than twenty (20) days prior to the date set for the public hearing. A notice sent via the United States Mail to the last-known owner of the property shown on the city tax roll and a notice sent via United States Mail to the address of the property to the attention of the occupant shall constitute legal notification to the owner and occupant under this chapter.

- (4) *Recommendations on proposed designations:* A recommendation to affirm, modify or withdraw the proposed ordinance for designation shall be made by the commission within fifteen (15) days following the Public Hearing and shall be in the form of a resolution to the City Council.
- (5) *City council action on commission recommendation:* Following receipt of the commission's recommendation, the city council may adopt the ordinance as proposed, may adopt the ordinance with any amendments it deems necessary, or reject the ordinance.
- (6) *Notification of historic preservation section:* No less than thirty (30) days prior to making a recommendation on any ordinance designating a property or district as historic the commission must submit the report, required in section 1342-4, (a)(3), to the historic preservation section of the Department of Natural Resources.
- (7) *Notification of adoption of ordinance for designation:* Within thirty (30) days following the adoption of the ordinance for designation by the city council, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site or work of art located within a designated historic district, shall be given written notification of such designation by the city council which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change in appearance of the historic property designated or within the historic district designated. A notice sent via the United States Mail to the last-known owner of the property shown on the city tax roll and a notice sent via United States mail to the address of the property to the attention of the occupant shall constitute legal notification to the owner and occupant under this chapter.
- (8) *Notification of other agencies regarding designation:* The commission shall notify (all necessary agencies) within the city of the ordinance for designation, including the local historical organization.

- (9) *Moratorium on applications for alteration or demolition while ordinance for designation is pending:* If an ordinance for designation is being considered, the commission shall have the power to freeze the status of the involved property.

(Ord. No. 626, § 4, 6-16-92)

Sec. 13½-5. Application to preservation commission for certificate of appropriateness.

(a) *Approval of alterations or new construction in historic districts or involving historic properties.* After the designation by ordinance of a historic property or of a historic district, no material change in the appearance of such historic property, or of a structure, site, object or work of art within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a certificate of appropriateness has been submitted to and approved by the commission.

(b) *Approval of new construction within designated districts.* The commission shall issue certificates of appropriateness to new structures constructed within designated historic districts if these structures conform in design, scale, building materials, setback and landscaping to the character of the district specified in the design criteria developed by the commission.

(c) *Guidelines and criteria for certificates of appropriateness.* When considering applications for certificates of appropriateness to existing buildings, the Secretary of the Interior's "Standards for Historic Preservation Projects" including the Secretary's "Standards for Rehabilitation" shall be used as a guideline along with any other criteria adopted by the commission.

(d) *Submission of plans to commission.* An application for a certificate of appropriateness shall be accompanied by such drawings, photographs, plans or other documentation as may be required by the commission. Applications involving demolition or relocation shall be accompanied by post-demolition or relocation plans for the site.

(e) Acceptable commission reaction to application for certificate of appropriateness.

- (1) The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and pertinent features of the other structures in the immediate neighborhood.
- (2) The commission shall deny a certificate of appropriateness if it finds that the proposed material change(s) in appearance would have substantial adverse effects on the aesthetic, historic or architectural significance and value of the historic property or the historic district.

(f) Public hearings on applications for certificates of appropriateness, notices, and right to be heard. At least seven (7) days prior to review of a certificate of appropriateness, the commission shall take such action as may reasonably be required to inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. In cases where the commission deems it necessary, it may hold a public hearing concerning the application.

(g) Interior alterations. In its review of applications for certificates of appropriateness, the commission shall not consider interior arrangement or use having no effect on exterior architectural features.

(h) Technical advice. The commission shall have the power to seek technical advice from outside its members on any application.

(i) *Deadline for approval or rejection of application for certificate of appropriateness.*

- (1) The commission shall approve or reject an application for a certificate of appropriateness within forty-five (45) days after the filing thereof by the owner or occupant of a historic property, or of a structure, site, object, or work of art located within a historic district. Evidence of approval shall be by a certificate of appropriateness issued by the commission. Notice of the issuance or denial of a certificate of appropriateness shall be sent by United States mail to the applicant and all other persons who have requested such notice in writing filed with the commission.
- (2) Failure of the commission to act within said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed.

(j) *Necessary actions to be taken by commission upon rejection of application for certificate of appropriateness.*

- (1) In the event the commission rejects an application, it shall state its reasons for doing so, and shall transfer a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.
- (2) In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a certificate of appropriateness by the commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

(k) *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 commission, in passing upon applications, shall have the power to vary or modify

strict adherence to said provisions, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this chapter. Undue hardship shall not be a situation of the person's own making.

(l) Requirement of conformance with certificate of appropriateness.

- (1) All work performed pursuant to an issued certificate of appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the commission shall issue a cease and desist order and all work shall cease.
- (2) The city council or the commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provision of this chapter or to prevent any illegal act or conduct with respect to such historic property or historic district.

(m) Certificate of appropriateness void if construction not commenced. A certificate of appropriateness shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of appropriateness shall be issued for a period of eighteen (18) months and are renewable.

(n) Recording of applications for certificate of appropriateness. The commission shall keep a public record of all applications for certificates of appropriateness, and of all the commission's proceedings in connection with said application.

(o) Acquisition of property. The commission may, where such action is authorized by the city council and is reasonably necessary or appropriate for the preservation of a unique historic prop-

erty, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, to the property or any interest therein.

(p) *Appeals.* 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 the city council. Any such appeal must be filed with the city council within fifteen (15) days after the issuance of the determination pursuant to section 13½-5, (i)(1) of this chapter or, in the case of a failure of the commission to act, within fifteen (15) days of the expiration of the forty-five (45) day period allowed for commission action, section 13½-5 (i)(1) of this chapter. The city council may approve, modify, or reject the determination made by the commission, if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from decision of the city council may be taken to the Superior Court of Colquitt County in the manner provided by law for appeals from conviction for city ordinance violations.

(Ord. No. 626, § 5, 6-16-92)

Sec. 13½-6. Demolition or relocation of a historic property or properties within a historic district.

(a) *Applications for certificates of appropriateness for demolition or relocation.* The commission shall have the authority to deny certificates of appropriateness for demolition or relocation.

(b) *Public hearing.* A public hearing shall be scheduled for each application for a certificate of appropriateness for demolition or relocation.

(c) *Consideration of post-demolition or post-relocation plans.* The commission shall not grant certificates of appropriateness for demolition or relocation without reviewing at the same time the post-demolition or post-relocation plans for the site.

(d) *Demolition/relocation criteria.* Upon receipt of an application for a certificate of appropriateness for demolition or relocation, the commission shall use the criteria described in section 13½-5 (e) of this chapter to determine whether to deny the appli-

cation or issue a certificate of appropriateness for demolition or relocation.

(Ord. No. 626, § 6, 6-16-92)

Sec. 13½-7. Maintenance of historic properties and building and zoning code provisions.

(a) *Ordinary maintenance or repair.* Ordinary maintenance or repair of any exterior architectural or environmental 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 outer appearance thereof, does not require a certificate of appropriateness.

(b) *Failure to provide ordinary maintenance or repair.* Property owners of historic properties or properties within historic districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The commission shall be charged with the following responsibilities regarding deterioration by neglect.

- (1) The commission shall monitor the condition of historic properties and existing buildings in historic districts to determine if they are being allowed to deteriorate by neglect. Such conditions as broken windows, doors and openings which allow the elements and vermin to enter, the deterioration of exterior architectural features, or the deterioration of a building's structural system shall constitute failure to provide ordinary maintenance or repair.
- (2) In the event the commission determines a failure to provide ordinary maintenance or repair, the commission will notify the owner of the property and set forth the steps which need to be taken to remedy the situation. The owner of such property will have thirty (30) days in which to do this.
- (3) In the event that the condition is not remedied in thirty (30) days, the owner shall be punished as provided in section 13½-8 of this chapter and, at the direction of the city council, the commission may perform such maintenance or repair as is necessary to prevent deterioration by neglect.

The owner of the property shall be liable for the cost of such maintenance and repair performed by the commission.

(c) *Affirmation of existing building and zoning codes.* Nothing in this chapter shall be construed as to exempt property owners from complying with existing city or county building and zoning codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances, or regulations.

(Ord. No. 626, § 7, 6-16-92)

APPENDIX C:

FINANCIAL INCENTIVE PROGRAMS FOR HISTORIC PRESERVATION PROJECTS

FINANCIAL INCENTIVE PROGRAMS FOR PRESERVATION PROJECTS

The following incentive programs are a few of a large group of programs that can be utilized for preservation projects. Please consult *Making Defensible Decisions: A Manual for Historic Preservation Commissions*, 1999, Section 5: Resources and Contacts for additional information.

Downtown Facade Grant Program

The City of Moultrie and Colquitt County offer a Facade Grant Program for those buildings located within the Main Street Program's downtown area. The program is designed to give property owners and business owners financial assistance for facade improvements. Maximum funding for individual business locations will be \$400, with limited funding available. Funding must be used for exterior facade improvements only.

The Facade Grant Program has the following stipulations:

- Funding is available only in the Main Street Program's downtown area which includes the core of the central business district.
- Applications must be completed and returned to the Main Street Office by the first of each month to insure grant review. Applications will be reviewed on a first-come, first-served basis.
- Funding must be approved prior to any work beginning.
- Funding will require a 50/50 match. Property and business owners will be responsible for contracting for work to be accomplished.
- All proposed improvements must be approved by the Downtown Development Authority and the Historic Preservation Commission prior to any work beginning.
- Once work is completed, all receipts must be presented before any funding will be available.
- After inspection of the property to insure that work completed complies with that submitted and approved through the application process, 50% of the actual cost (as shown by receipts) will be reimbursed by the City of Moultrie, not to exceed original funds allocated through approval.
- Property improvements must be completed within 6 months of approval or applicant will be required to re-submit application.

For further information, contact The Main Street Office, Amy H. Johnson, Main Street Director, (912) 890-5455.

Low-Interest Loan Pool

Downtown Moultrie Tomorrow, Inc. offers a low-interest loan pool to encourage the continuation of economic revitalization within the Moultrie Business District. The low-interest loans offer an incentive for investment and improvement projects, so as to maintain a viable and competitive downtown.

Eligibility Criteria and Participation Conditions for the Low Interest Loan Pool:

- Eligible uses of loan pool funds include facade rehabilitation, rear entrance improvements, new roof, roof repair, masonry maintenance, window rehabilitation, code compliance, plumbing and wiring, etc. Loan funds must be used for capital improvements (none for inventory) on income-producing or commercial properties inside the district.
- Loan amounts shall be set by individual bank per borrower. Financial institution used is the

choice of the applicant.

- All renovations must adhere to the Downtown Moultrie Tomorrow guidelines. If changes are made to front or rear facade, it is necessary to get approval from the Historic Preservation Commission before final loan approval is given.
- Eligible uses apply to the acquisition of a building and/or land within the district. Loan funds are only available if the acquisition is part of an overall project. Construction or renovation must begin within 12 months and end within 24 months after acquisition.

For further information, contact The Main Street Office, Amy H. Johnson, Main Street Director, (912) 890-5455.

Rehabilitation Tax Credits

The Federal Historic Rehabilitation Investment Tax Credit is an incentive to taxpayers who contribute to the preservation of historic properties by rehabilitating them. The program offers a dollar-for-dollar reduction of federal income taxes owed equal to twenty percent (20%) of the cost of rehabilitating income-producing “certified historic structures.” The application process involves completion of a three-part “Historic Preservation Certification Application” and involves both the State Historic Preservation Office (Historic Preservation Division of Georgia Department of Natural Resources) and the National Park Service (NPS).

To be eligible for the 20% Investment Tax Credit:

- The building must be listed, or eligible for listing, in the National Register of Historic Places, either individually or as a contributing building within a historic district. The building may also be a contributing property within a locally designated district that has been certified by the NPS. One of these qualifies the building as a “certified historic structure.”
- The project must meet the “substantial rehabilitation test,” where the amount of money to be spent on the rehabilitation is greater than the adjusted basis of the building and is at least \$5,000. Generally, projects must be finished within two years.
- After the rehabilitation, the building must be used for an income-producing purpose for at least five years.
- The rehabilitation work itself must be done according to *The Secretary of the Interior’s Standards for Rehabilitation*. These are common-sense guidelines for appropriate and sensitive rehabilitation.

A property owner submits the application forms to the SHPO, and they are reviewed and passed on to NPS for a final certification decision. The application process has three parts: Part 1 documents that the building is a “certified historic structure,” eligible to receive the tax credit; Part 2 explains the scope of the rehabilitation work and should preferably be filed before the work begins; and the Request for Certification of Completed Work documents the finished work and is proof for the Internal Revenue Service that the rehabilitation is “certified.”

The Investment Tax Credit Program also allows for a ten percent (10%) tax credit for certified “non-historic” properties and for a charitable contribution deduction. These credits have different qualifying criteria from the 20% credit. The SHPO provides information, applications, and technical assistance for this program.¹

¹ Taken from Preservation Fact Sheet, *Historic Preservation Federal Tax Incentive Programs*, Historic Preservation Division, Georgia Department of Natural Resources, 1998.

For further information, contact the Georgia SHPO, (404) 656-2840.

Property Tax Assessment Freeze

In 1989, the Georgia General Assembly passed a preferential property tax assessment program for rehabilitated historic property. This incentive program is designed to encourage rehabilitation of both residential and commercial historic buildings that might otherwise be neglected. These rehabilitated buildings not only increase property values for owners, but eventually increase tax revenues for local governments.

The law provides an owner of historic property which has undergone substantial rehabilitation an eight-year freeze on property tax assessments. For the ninth year, the assessment increases by 50% of the difference between the recorded first-year value and the current fair market value. In the tenth and following years, the tax assessment will be based on the current fair market value.

To be eligible for the Property Tax Assessment Freeze:

- The property must be listed, or eligible for listing, in the Georgia Register of Historic Places or the National Register of Historic Places either individually or as a contributing building within a historic district.
- The property owner must have begun rehabilitation work after January 1, 1989.
- The project must meet a “substantial rehabilitation test” as determined by the county tax assessor. If the property is residential, a rehabilitation must increase the fair market value of the building by at least 50%. If the property is mixed-use (part residential and part income-producing), the fair market value must increase by at least 75%. If the property is commercial/professional, the fair market value must increase by at least 100%.
- The rehabilitation work must be done according to *The Secretary of the Interior’s Standards for Rehabilitation*.

The incentives program is carried out by the Historic Preservation Division (HPD) of the Georgia Department of Natural Resources and by the county tax assessor. The application process has two parts: Part A, Preliminary Certification, documents that the building is a historic property, and that the proposed work meets the *Standards for Rehabilitation*. Part B, Final Certification, documents the finished work.²

For further information, contact the Georgia SHPO, (404) 656-2840.

Georgia Heritage 2000 Grants

The Georgia Heritage 2000 grant program, which went into effect July 1, 1994, is administered through the Historic Preservation Division of the Georgia Department of Natural Resources. The matching 60/40 grants are appropriated for downtown and neighborhood revitalization.

²Taken from Preservation Fact Sheet, *Historic Preservation State Tax Incentive Program*, Historic Preservation Division, Georgia Department of Natural Resources, 1998.

For further information, contact the Georgia SHPO, (404) 656-2840.

Community Development Block Grants (CBDG)

The Community Development Block Grant program is administered by the U.S. Department of Housing and Urban Development (HUD) and is administered in Georgia by the state Department of Community Affairs. Funds can be used for a variety of community and economic development projects that relate to historic preservation, such as housing rehabilitation and neighborhood revitalization. All projects must, however, directly benefit persons of low and moderate income.

Local Development Fund

The Local Development Fund is a grant program administered by the Georgia Department of Community Affairs. Grant funds support community development and improvement projects such as historic preservation, downtown development, and tourism promotion. Local governments and regional development centers are eligible to apply for the grants.

Revolving Loan Funds

Revolving loan funds provide borrowers with loans for such things as acquisition, stabilization, rehabilitation, restoration, and site improvements. Many local communities with the support of local banks have developed such programs. Often such programs offer money at reduced interest rates. The Georgia Trust for Historic Preservation, the state-wide non-profit historic preservation organization, operates a state-wide revolving fund program.

For further information, contact the Georgia Trust at (404) 881-9980. (www.georgiatrust.org)

Conservation and Preservation Easements

Conservation and preservation easements are agreements made by property owners restricting development of their properties. Easements are generally given to agencies such as land trusts or historic preservation organizations, which then become the easement holders. Each easement document specifically defines the rights being given up by the property owner and the restrictions being placed on the property's use; the easement holder has the right to enforce these restrictions.

Conservation and preservation easements are tax deductible, but in order to qualify for a federal tax deduction an easement must be (a) donated in perpetuity; (b) donated to a qualified organization; and (c) donated strictly for conservation or preservation purposes. The amount a property owner can deduct is typically equal to the reduction in the property's value due to the easement. An appraisal must be conducted in order to determine the easement's value and must meet standards of the Internal Revenue Service.

APPENDIX D:

SOURCES FOR MAINTENANCE AND RESOURCE REHABILITATION

PRESERVATION BRIEFS

ARCHITECTURAL HISTORY BIBLIOGRAPHY

COMMERCIAL BIBLIOGRAPHY

GENERAL PRESERVATION AND REHABILITATION BIBLIOGRAPHY

TECHNICAL INFORMATION:

General Materials

Additions and New Construction

Landscaping and Site Improvements

Masonry

Metals

Paints and Painting

Roofs and Roofing

Windows and Doors

Wood

PRESERVATION BRIEFS

Preservation Briefs may be obtained from the Georgia Historic Preservation Division, or are available online at <http://www2.cr.nps.gov/tps/briefs/presbhom.htm>.

- 1 The Cleaning and Waterproof Coating of Masonry Buildings
- 2 Rejointing Mortar Joints in Historic Brick Buildings
- 3 Conserving Energy in Historic Buildings
- 4 Roofing for Historic Buildings
- 6 Dangers of Abrasive Cleaning to Historic Buildings
- 7 The Preservation of Historic Glazed Architectural Terra-Cotta
- 8 Aluminum and Vinyl Siding on Historic Buildings
- 9 The Repair of Historic Wooden Windows
- 10 Exterior Paint Problems on Historic Woodwork
- 11 Rehabilitating Historic Storefronts
- 12 The Preservation of Historic Pigmented Structural Glass
- 13 The Repair and Thermal Upgrading of Historic Steel Windows
- 14 New Exterior Additions to Historic Buildings: Preservation Concerns
- 15 Preservation of Historic Concrete: Problems and General Approaches
- 16 The Use of Substitute Materials on Historic Buildings
- 17 Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
- 18 Rehabilitating Interiors in Historic Buildings
- 19 The Repair and Replacement of Historic Wooden Shingle Roofs
- 20 The Preservation of Historic Barns
- 21 Repairing Historic Flat Plaster - Walls and Ceilings
- 22 The Preservation and Repair of Historic Stucco
- 23 Preserving Historic Ornamental Plaster
- 24 Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- 25 The Preservation of Historic Signs
- 26 The Preservation and Repair of Historic Log Buildings
- 27 The Maintenance and Repair of Architectural Cast Iron
- 28 Painting Historic Interiors
- 29 The Repair, Replacement, and Maintenance of Historic Slate Roofs
- 30 The Preservation and Repair of Historic Clay Tile Roofs
- 31 Mothballing Historic Buildings
- 32 Making Historic Properties Accessible
- 33 The Preservation and Repair of Historic Stained and Leaded Glass
- 34 Applied Decoration for Historic Interiors: Preserving Composition Ornament
- 35 Understanding Old Buildings: The Process of Architectural Investigation
- 36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
- 37 Appropriate Methods for Reducing Lead: Paint Hazards in Historic Housing
- 38 Removing Graffiti from Historic Masonry
- 39 Managing Moisture Problems in Historic Buildings
- 40 Preserving Historic Ceramic Tile Floors
- 41 The Seismic Retrofit of Historic Buildings

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APPENDIX E:

GLOSSARY OF TERMS

Addition — A non-original element placed onto an existing building, site or structure.

Alteration — Any act or process which changes the exterior architectural appearance of a building.

Appropriate — Suitable to or compatible with what exists. Proposed work on historic properties is evaluated for “appropriateness” during the design review process.

Architectural Style — Showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.

Certificate of Appropriateness — A document giving approval to work proposed by the owner of a property located within a locally-designated historic district or designated as a local landmark. Specific conditions, set forth by the Historic Preservation Commission and to be followed during the project, may be specified in the document. Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

Character — Those individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.

Commercial Building Type — A definition based on the composition of a commercial building’s primary facade. Most commercial facades are divided into major divisions or elements that are used to define the building type.

Compatible — Not detracting from surrounding elements, buildings, sites or structures; appropriate given what already exists.

Component — An individual part of a building, site or district.

Contemporary — Of the current period; modern.

Contributing — Contributes to the architectural or historic significance of a historic district. (A “contributing building” in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.)

Context — The setting in which a historic element or building exists.

Demolition — Any act or process that destroys a structure in part or in whole.

Element — An individual defining feature of a building, structure, site or district.

High Style — A completely authentic or academically correct interpretation of an architectural style; a “textbook” example of one particular style and not a composition of several different styles.

Historic District — A geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, archaeological, architectural or aesthetic value.

Historic Site — A site worthy of protection or preservation, designated as historic for its historic,

archaeological or aesthetic value.

Historic Structure — A structure worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

Infill — New construction within a historic district, generally situated on the site of a demolished structure but possibly on a site never previously developed.

Landmark — A building, structure, object or site worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

Maintenance — Routine care for a building, structure or site that does not involve design alterations.

Neglect — The failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but may lead to very serious deterioration of materials and even structural systems.

New Construction — The construction of a new element, building, structure or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

Noncontributing — Does not contribute to the architectural or historic significance of a historic district. (Some noncontributing resources are not yet fifty years of age, and therefore do not meet the age requirement for contributing resources. Other noncontributing resources may be historic but have lost their architectural integrity due to extensive changes or alterations.)

Preservation — The process of taking steps to sustain the form, details and integrity of a property essentially as it presently exists. Preservation may involve the elimination of deterioration and structural damage, but does not involve reconstruction to any significant degree.

Reconstruction — The process of reproducing the exact form of a component, building, structure or site that existed at some time in the past.

Rehabilitation — The process of returning a building to a state of utility while retaining those elements essential to its architectural, historical and/or aesthetic significance.

Repair — Any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance.

Restoration — The process of returning a building to its appearance at an earlier time (though not necessarily to its original appearance). Restoration involves the removal of later additions and the replacement of missing components and details.

Setting — The immediate physical environment of a building, structure, site or district.

Significant — Possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.

Site — A place or plot of land where an event occurred or where some object was or is located.

Stabilization — Maintaining a building as it exists today by making it weather-resistant and structurally safe.

Streetscape — All physical elements that may be viewed along a street.

Structure — Anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.

Vernacular — Based on regional tradition and utilizing regional materials.

