

City of Elberton

Historic District Design Guidelines

2023



Rock Solid

Acknowledgements

This project was initiated by the City of Elberton with assistance provided by the Northeast Georgia Regional Commission and Georgia Department of Community Affairs Historic Preservation Division.

City of Elberton Historic Preservation Commission

[ADD]

City of Elberton City Council

- The Honorable Mayor R. Daniel Graves
- Carey Butler, Council, Ward 1
- Terry Burton, Council, Ward 2
- Troy Colquitt, Council, Ward 3
- Rick Prince, Council, Ward 4
- Kyle Parham, Council, Ward 5

City of Elberton

Cindy Churney, City Clerk

Northeast Georgia Regional Commission

- Burke Walker, Executive Director
- Mark Beatty, PGS Director
- Lydia Joffray, Historic Preservation Planner
- Phillip Jones, Community Planner
- Carol Flaute, Community Planner



Prepared by the Northeast Georgia Regional Commission
 Planning & Governmental Services Division
 US Mail: 305 Research Drive, Athens, GA 30605
 Phone: 706-369-5650 • Email: pgsassist@negrc.org
 Website: www.negrc.org
 Last Updated: [MONTH] 2023

Table of Contents

Introduction		4
National Register and Local Historic Districts	Contributing and Non-Contributing	
The Design Review Process	Certificate of Appropriateness	
The Historic Preservation Commission	Styles & Types of Residential Buildings in Elberton	
Residential Guidelines		19
I. Roofing	VIII. Porches	
II. Chimneys	IX. Windows	
III. Dormers	X. Doors	
IV. Attic Vents	XI. Lighting	
V. Foundations	XII. Decorative Elements	
VI. Exterior Materials - Siding	XIII. New Construction	
VII. Exterior Materials - Masonry Walls		
Commercial Guidelines		33
I. Doors & Entryways	V. Porches, Balconies, and Stairs	
II. Windows	VI. Signage	
III. Awnings & Canopies	VII. Commercial Additions	
IV. Cornices & Roofs	VIII. New Construction	
Building & Site Guidelines		43
I. Driveways & Parking Areas	VI. Sustainability Measures	
II. Fences	VII. Accessibility	
III. Outbuildings & Recreational Structures	VIII. Demolition of a Historic Building	
IV. Landscape Features	IX. Relocation of a Historic Building	
V. Mechanical Systems	X. Wireless Infrastructure	
Appendix		50
Appendix A: Glossary of Terms	Appendix C: Historic Preservation Resources	
Appendix B: The Secretary of Interior’s Standards for Rehabilitation	Appendix D: Certificate of Appropriateness (COA) Application Form	

Introduction



The historic homes and tree-lined streets of the City of Elberton are a critical part of the city's unique character and sense of place. The structures and monuments are physical reminders of Elberton's history and assist in creating a unique community where residents want to live and work.

Design guidelines are created by historic preservation commissions to assist property owners and communities maintain character in historic districts. This document is intended for property owners and members of the Historic Preservation Commission. The Elberton Historic Preservation Commission serves as the Architectural Review Board (ARB) for all applications regarding a Certificate of Appropriateness within the locally designated historic districts and landmarks.

By providing guidance on sensitive rehabilitation, maintenance, and appropriate new construction, design guidelines can protect historic districts from damaging changes. Furthermore, local designation and the design review process ensure local investments will be protected from inconsistent neighborhood development or change. For the Historic Preservation Commission, this document is meant to inform the Certificate of Appropriateness process and allow for clear decision making. These design guidelines have been created specifically for the City of Elberton and its historic districts. Taking into account the specific character of the city, its existing resources, and its potential, the guidelines provide uniform standards for the future of the districts.

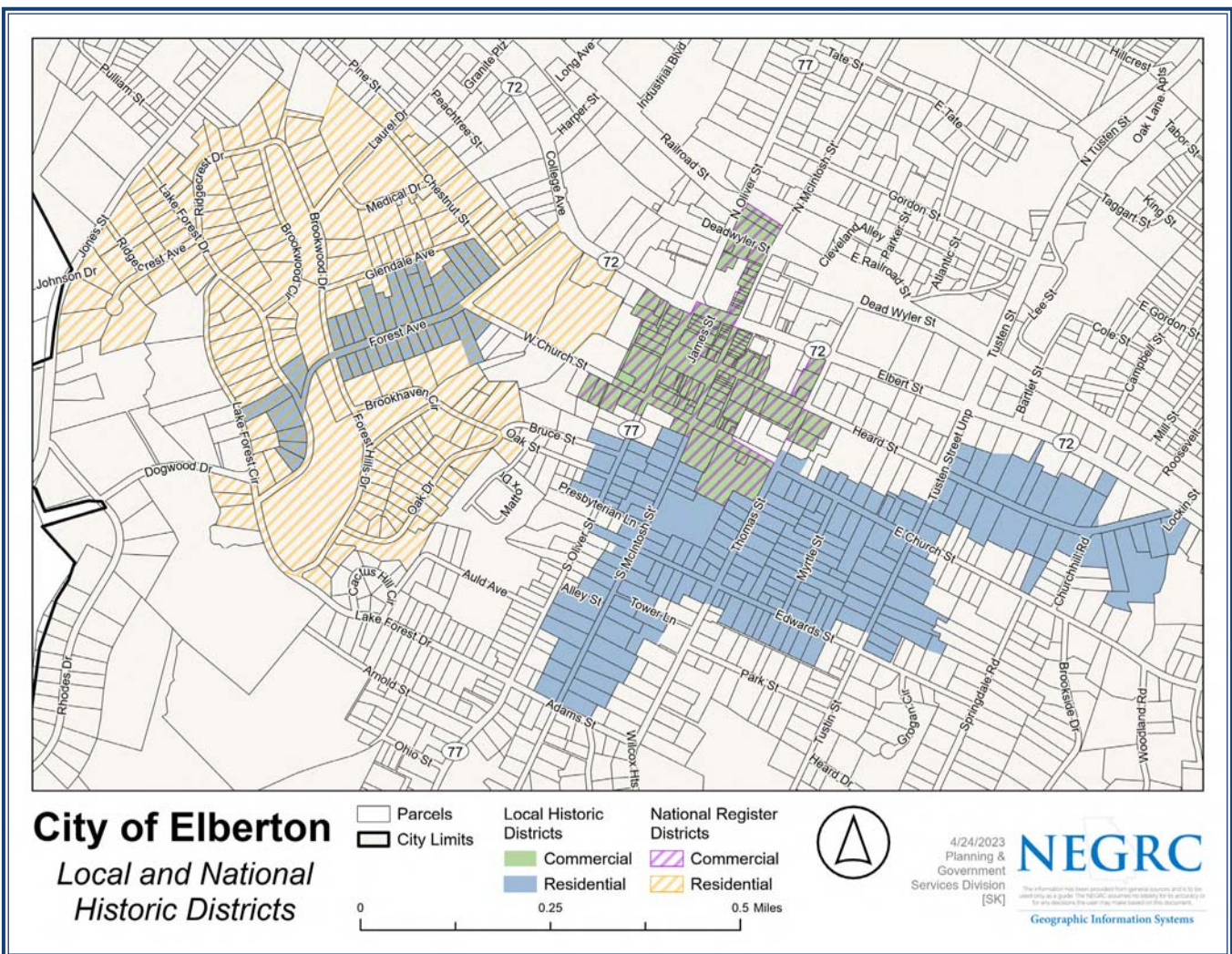
The document covers various topics, which are distinguished by building type for ease of use. Sections cover potential changes, maintenance, new development, and various site guidelines. The Appendices cover detailed processes, reference to historic preservation resources and a copy of the Certificate of Appropriateness form.



National Register and Local Historic Districts

The City of Elberton has both local historic districts and the National Register of Historic Places Districts located within the city limits. The two types of districts do not overlap in all cases, particularly in the Forest Avenue Historic District. These guidelines are created specifically to address the local historic districts, however, homeowners in the National Register Districts are highly encouraged to also follow the guidance outlined here, as the guidelines are meant to preserve a home's historic integrity and therefore contribute to the protection of property values, unique character, and desirability of the area.

There are two residential historic districts in the City of Elberton, the Elberton Residential Historic District and the Forest Avenue Historic District, and a Commercial Historic District with a boundary that was extended in 2015. The Elberton Residential Historic District was added to the National Register of Historic Places in August of 1982.



National Register and Local Historic Districts

The Residential National Register District and the Local District have the same boundary, and both are roughly bounded by Elbert, Oliver, Adams, Thomas, Edwards, and Heard Streets. The Forest Avenue District, added to the National Register in 2015 includes Forest Park and Forest Hills Subdivisions and is roughly bounded by Forest Ave., College Ave., W. Church St., Oak Dr., and Lake Forest Circle. The Local Forest Avenue District is smaller than the National Register District and is located along Forest Avenue and Lake Forest Drive.

When approved in 1982, the Elberton Commercial Historic District originally contained Public Square, Church, Elbert, Oliver and McIntosh Streets. The district was expanded in 2015 to N McIntosh St. to the railroad on the north, Thomas St on the east, Church St. on the south, and S. Oliver Street on the west. The Local Historic Commercial District and National Register District have the same boundaries.



The Design Review Process

The review process outlined in this document solely applies to the City of Elberton Historic Preservation Commission's Certificate of Appropriateness process. All properties in the city are still subject to zoning regulations and the approval process outlined by the Elberton Planning and Zoning Commission.

In order to maintain Elberton's unique character, the City of Elberton is committed to historic preservation, adopting its first ordinance on November 3, 1986. The Ordinance allows the Historic Preservation Commission (HPC) to recommend the designations of buildings or sites as historic properties or districts and to act as the official historic preservation agency of the City of Elberton.

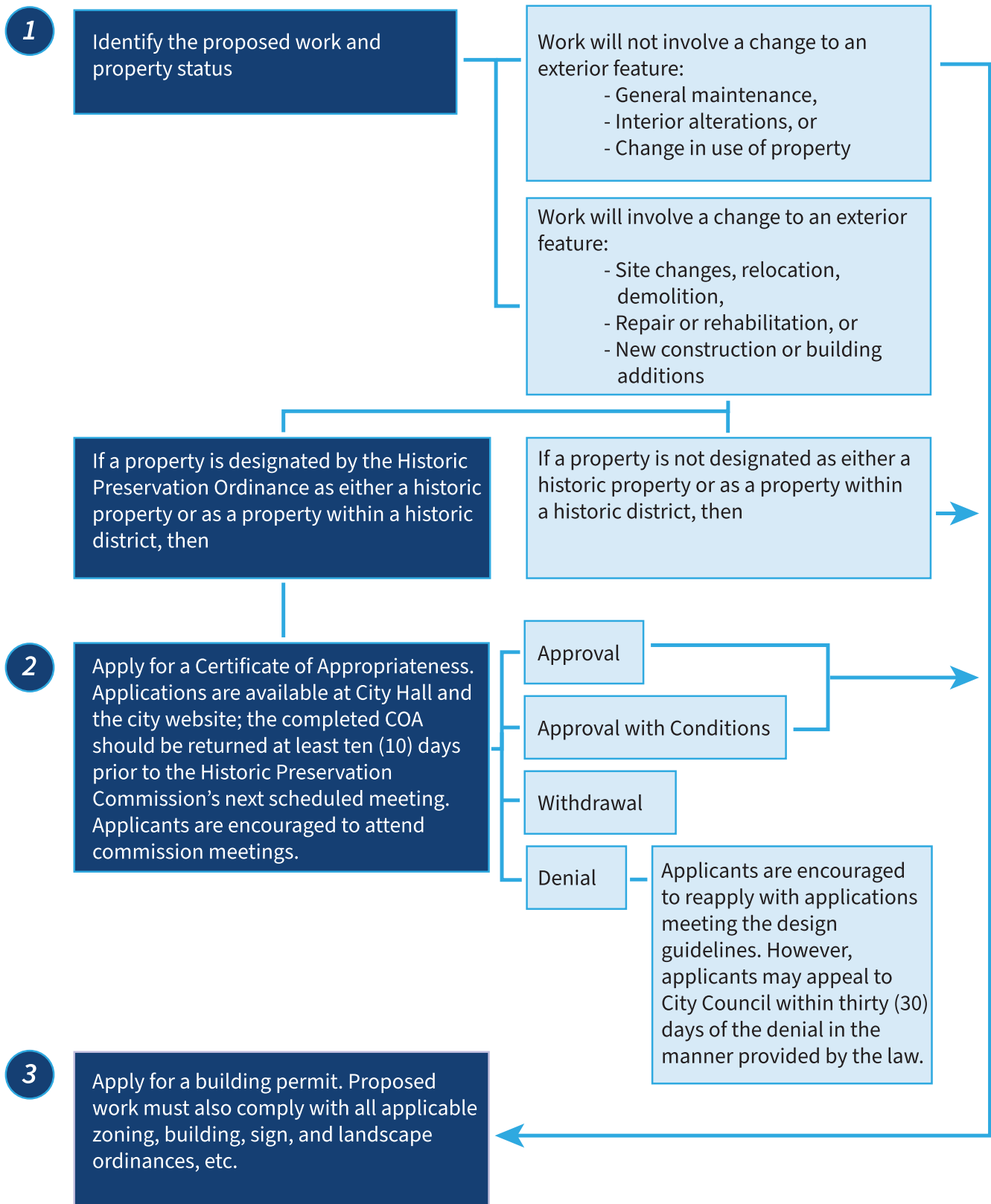
The design review process is initiated when the owner of a property that lies within a historic district plans to modify the exterior appearance of a property. This also applies to properties designated as historic landmarks. The review process is not necessary for routine maintenance, minor landscaping, exterior paint colors, or interior alterations. New construction and additions to buildings within the historic district are also subject to design review, in addition to zoning ordinance regulations.



The following steps outline the design review process for a property owner within the Historic District:

1	Pick up an application for a Certificate of Appropriateness at City Hall.
2	Fill out the application and gather the necessary materials to submit with the application, including elevation drawings, site plans, photographs, or manufacturer's information.
3	<p>Return the application to City Hall at least (ten) days before the HPC monthly meeting. Note: Some types of minor projects do not need to go before the HPC for review but can be approved by Community Development Department staff instead. Examples of these include:</p> <ul style="list-style-type: none"> • Rooftop mechanical equipment • Addition or removal of gutters and downspouts • Structural changes that do not require a building permit • Windows and Doors (as long as they follow the design guidelines)
4	Once the project is on the agenda for an HPC meeting, an informational sign will be placed on the proposed project property at least 8 days prior to the meeting.
5	During the scheduled meeting, the HPC will discuss the proposed project and vote on its approval or denial. The property owner should be present at this meeting to answer any questions the HPC may have concerning the proposed project.
6	The HPC will issue a decision. If they approve the project, the applicant will receive a Certificate of Appropriateness subject to certain conditions outlined in the letter, and the applicant may proceed with a building permit if needed. If the HPC does not approve the proposed project proceed to step 7.
7	Upon the denial of an application for a Certificate of Appropriateness, the applicant may appeal the decision to City Council. If this body denies it as well, the applicant may appeal the decision to the County Court System.

Design Review Flow Chart



The Historic Preservation Commission

Established November 3, 1986 by the Historic Preservation Commission Ordinance, the Elberton Historic Preservation Commission consists of five members that are appointed by the Mayor and ratified by the City Council. Commission members represent the community and its variety. Each commission member has three a year term, staggered, and members can only serve two consecutive terms. The Commission meets monthly to review COA applications and other preservation related efforts.

Contributing and Non-Contributing

Contributing Buildings

Those that contribute to the historic integrity of the district. These buildings are generally at least 50 years of age and have maintained historic integrity.

Non-Contributing Buildings

Those that are less than 50 years of age or have been altered so significantly that they no longer represent the character of the district.

However, all of the buildings in the district are subject to design review in order to maintain the character and aesthetic of Elberton. The contributing resources in the district should be used as inspiration and reference for new construction or alterations within the district.

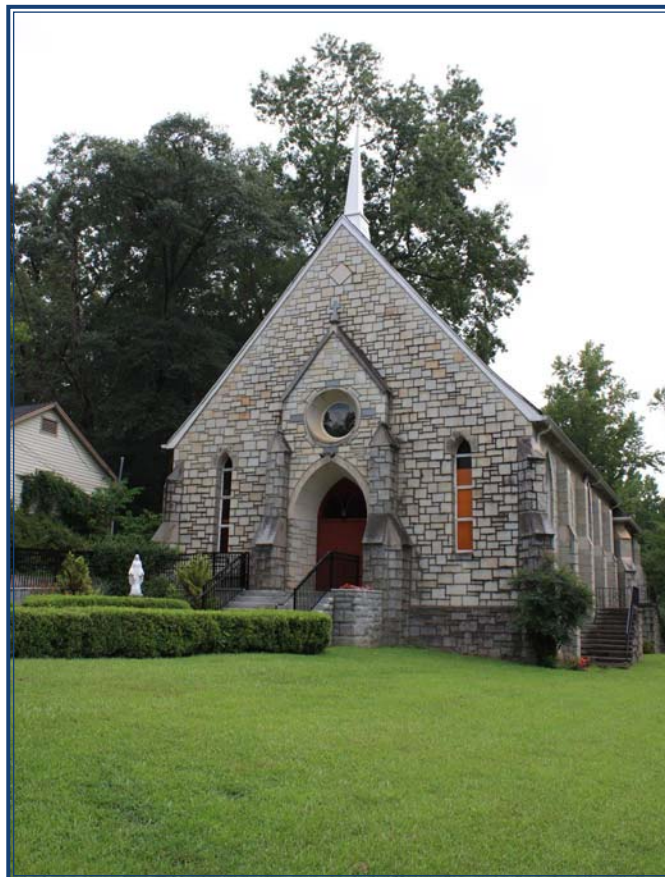


Certificate of Appropriateness

A Certificate of Appropriateness (COA), issued by the Elberton Historic Preservation Commission, is necessary before a project can begin. Building permits cannot be issued without a COA. A copy of the COA application form can be obtained at <https://www.cityofelberton.net/pdfs/BuildingInspections/HistoricPreservation/ZONE%20Historic%20Preservation%20Commission%20Application.pdf> and in Appendix D of this document.

A Certificate of Appropriateness must be obtained before any material changes to the exterior architectural features of any building, structure, site or work of art within a historic district. Material changes are defined as:

- A reconstruction or alteration of the size, shape, or façade of a historic property, including the relocation of any front-facing doors or windows, or removal or alteration of any architectural features, details, or elements, including the roof.
- Demolition of a historic property.
- Commencement of excavation if excavation affects historic resources on the property.
- The erection, alteration, restoration, or removal of any building or structure within a designated historic district, including walls, fences, steps, and pavements, or other ancillary features of a building or structure except exterior paint alterations.



Certificate of Appropriateness

Requires a COA	Does not require a COA
Any exterior material change, such as wood clapboard siding to vinyl or cement-based siding, or stuccoing or painting a previously unpainted façade	Replacement in-kind, such as wood clapboard siding with wood clapboard siding of the same reveal
Major landscape improvements, such as the change in location of a driveway or addition of parking	Any interior alterations
Building additions	Painting the interior
Construction of a new porch	Minor landscaping, such as planting shrubs, trees, or gardens
Erection of signage such as ground signs, wall signs, or roof signs	Routine maintenance, repair, or replacement in-kind
The relocation of a building or structure to or from the historic district	Installation of a satellite dish or A/C unit (<i>note: all mechanical systems must be placed in appropriate locations, reference Building & Site Guidelines</i>)
The demolition of a building or structure, or even in part, if not condemned by the City	The demolition of a building or structure if condemned by the City and Municipal Court
Alterations to the pitch or shape of a roof (e.g. adding a dormer)	

NOTE: The examples listed in this table are not inclusive of all activities that may require a Certificate of Appropriateness

Styles & Types of Residential Buildings in Elberton

The residential neighborhoods of Elberton contain a wide variety of architectural styles and types. There are examples of high style expressions of architecture while many of the architectural styles found in Elberton are local vernacular expressions from the period of the building's construction. For more information about architectural terms, refer to the Glossary in Appendix A.

Styles

Style indicates the exterior ornamentation applied to a building in a systemic pattern or arrangement. In houses built to a specific style, style can also be related to overall form. Historic homes in Elberton are decorated with various stylistic elements that were found popular through the period 1840 – 1980.



Architectural Styles

Art Deco •••••▶



◀•••••Greek Revival



Gothic Revival•••▶



◀•••••Queen Anne



Folk Victorian•••▶



◀•••••Italianate



Neoclassical Revival•••••▶



◀•••Colonial Revival



Architectural Styles

Craftsman ➤



◀ Prairie Style



International Style ➤



◀ English Vernacular Revival



Mediterranean Revival ➤



◀ Moderne

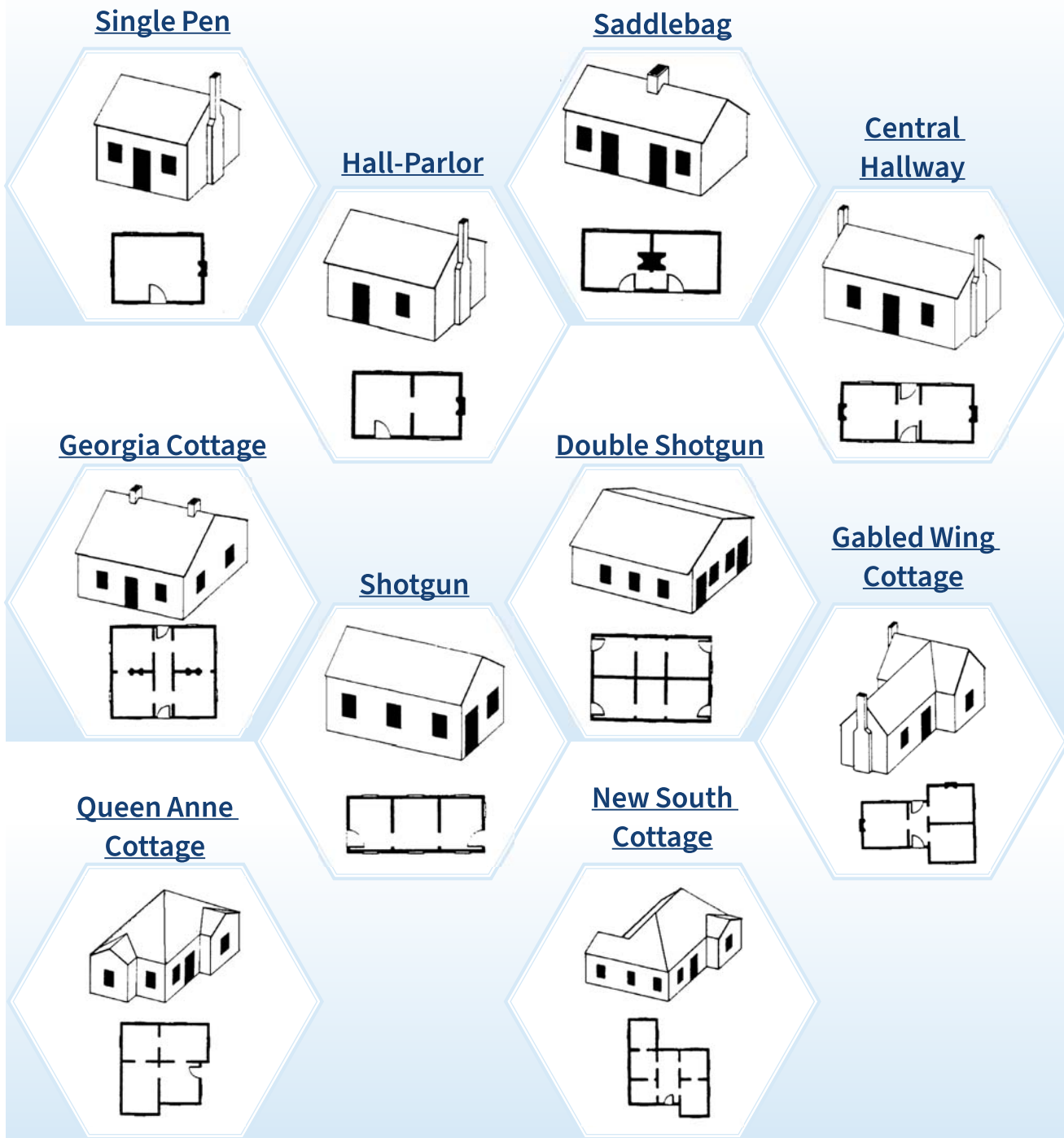


Romanesque Revival ➤



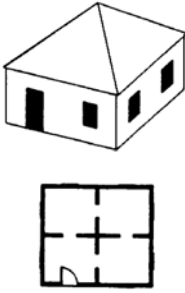
Architectural Types

A house type is determined by an examination of the overall form, floor plan, and height of a building. One-story residences are referred to as “cottages” and two-story residences are referred to as “houses.” Type helps identify the historical period in which a building was constructed. Type also reveals demographic details of the construction period.

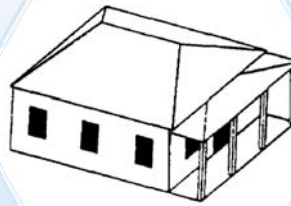


Architectural Types

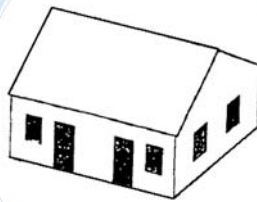
Pyramid Cottage



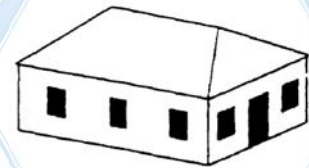
Bungalow



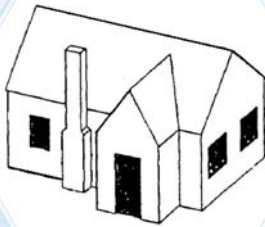
Side-Gabled Cottage



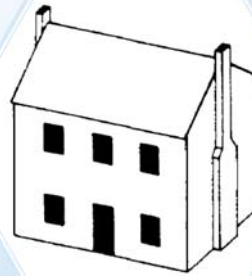
Extended Hall Parlor



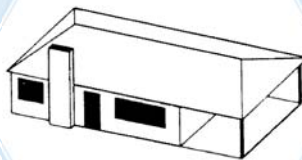
English Cottage



I-House



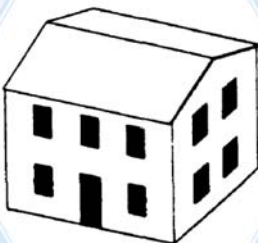
Ranch House/
Mobile Home



Queen Anne House



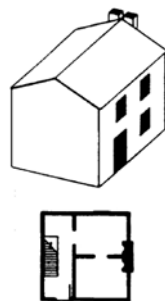
Georgian House



Gabled Wing House



Side Hallway



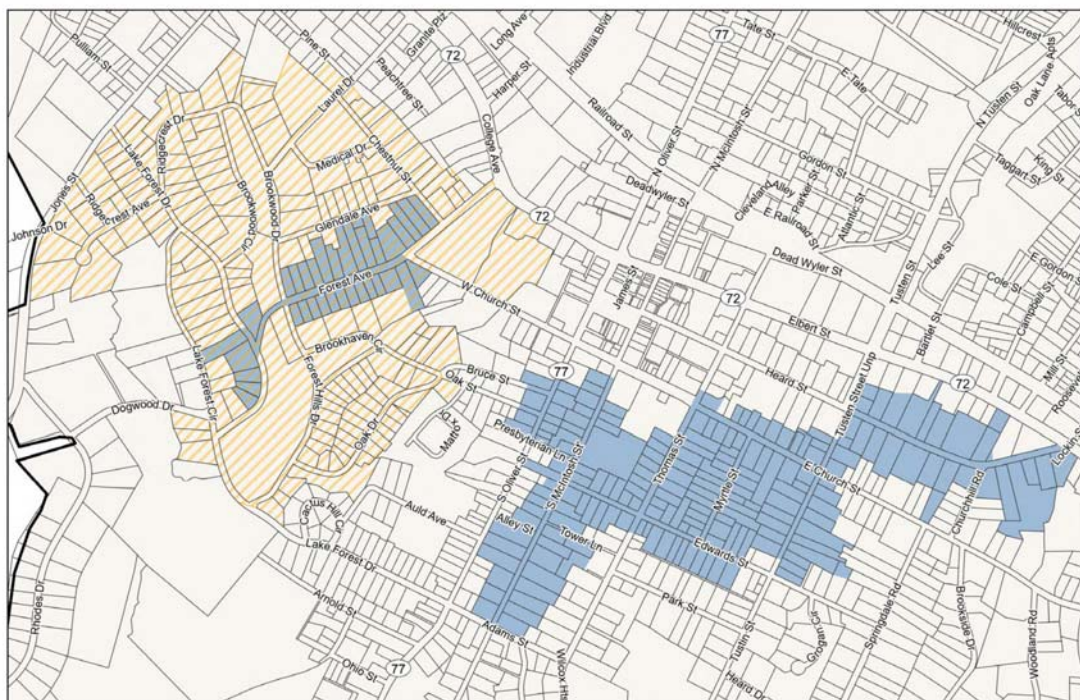
Residential Guidelines



Residential Guidelines

Elberton’s residential historic district includes two separate areas of residential neighborhoods. The first residential area was added to the National Register in 1982 and includes sections of South Oliver Street, East Church Street, Heard Street, Tusten Street, Myrtle Street, Thomas Street, Edwards Street, and South McIntosh Street. The Forest Avenue Historic District was created in 2015 and the Local District includes structures along Forest Avenue and Lake Forest Drive. Buildings in the area have similar height, massing, setback, proportion, materials, and landscaping features that connect the various design styles and give each neighborhood an eclectic and united feel.

In general, the entire district has a building setback of 25 feet. In some sections the setback is much greater (especially the larger houses on Heard St. and South McIntosh St.); however, whether the building setback is 25 feet or 100 feet, the neighboring buildings share the same distance from the sidewalk. The larger mansion houses have a greater setback than the smaller homes, and this setting is appropriate to the scale and massing to the structures. The adherence to a common distance between the house and the street illustrates how the property owners, contractors, and architects were interested in the site planning of property. Granite is a commonly used material and pays homage to the City of Elberton’s designation as the Granite City. Good design and planning is a characteristic of the district that is especially significant considering the wide variety of styles and time periods represented in the neighborhood.



City of Elberton
Residential Historic Districts

Residential Districts
 Local Historic Districts
 National Register Districts

Parcels
 City Limits

0 0.25 0.5 Miles

4/24/2023
 Planning & Government Services Division [SK]

NEGRC
 Geographic Information Systems

Residential Guidelines

Rehabilitation Principles:

- Preserve, maintain, and repair historic features. Replace only severely deteriorated elements.
- All repair work should match the historic element in design, size, dimension, scale, and material. Orientation, pitch, reveal, and projection from the façade should duplicate the original building element.
- All replacement materials or building elements should match the historic materials or elements in design, size, dimension, sale, material, location on the building, orientation, itch reveal, and amount of projection from the façade.
- Alterations should not use materials or elements that change the architectural character of the building. Alterations should not destroy or remove historic materials that make up the building’s architectural character.
- Features that have no documented historic basis should not be added to buildings. This prevents the building from developing a false sense of history.
- The height or width of any alteration or addition should not be higher or wider than the existing building.
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Damaging treatments will not be used.
- Any alterations or additions should have the same massing, scale, and architectural features as the historic building elements.

The following section includes guidelines for residential rehabilitation activities including:

- | | | |
|-----------------|---|--------------------------|
| I. Roofing | VI. Exterior Materials - Siding | X. Doors |
| II. Chimneys | VII. Exterior Materials - Masonry Walls | XI. Lighting |
| III. Dormers | VIII. Porches | XII. Decorative Elements |
| IV. Attic Vents | IX. Windows | XIII. New Construction |
| V. Foundations | | |

Residential Guidelines

I. Roofing

The roof is one of the most important elements of a building, as it protects the building from outside elements. Therefore, proper and regular maintenance of the roof of any building is imperative for the preservation of the entire building. A variety of roof shapes and roofing materials are found in Elberton, although most of the roofs found on structures within the Residential Districts are one of the three variations of the gable roof: side, front, and cross. Hipped examples and even a mansard roof is also found in the district. The pitch, configuration, design, and scale of these roofs are important to the appearance of the building and contribute to the character of the area.



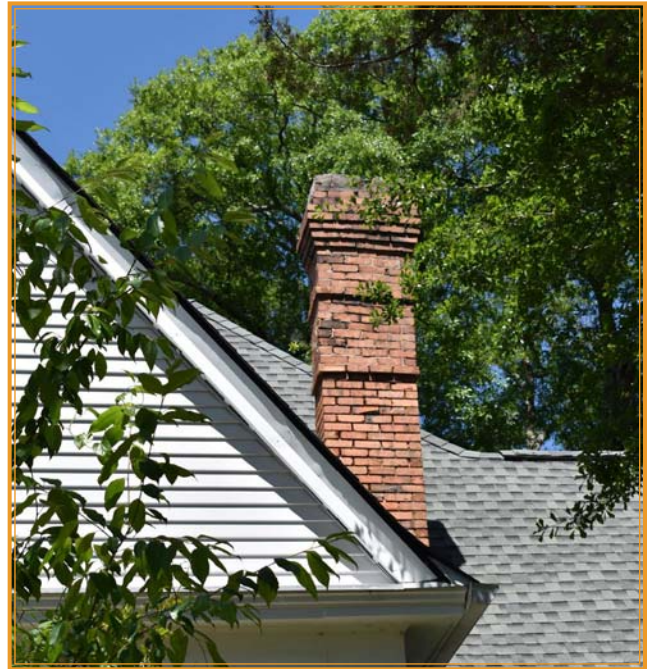
1. Exterior and interior roof elements should be repaired before they are replaced. Historic roofing materials such as metal, standing-seam, metal shingles, clay tile, or slate should be maintained and repaired. Deteriorated materials should be replaced in-kind to match the historic nature of the structure. Interior members do not need to match originals, but they must not change the shape or pitch of the roof. Additionally, if the roof has clay tiles or slate, alterations should not reduce the loading capacity of the roof.
2. Skylights, solar panels, roof decks, balconies, vents, and new dormers should not be placed on the roof facing the street or main view of the structure.
3. Gutter screening over gutters and downspouts should be considered to deter debris from clogging gutter systems. This should be installed so that it is not visible and so as to not attract from roofline. Screening will decrease If a portion of or an entire roof is so badly damaged that it must be replaced, the new construction must match the original in terms of pitch, height, and configuration. Any dormers existing on a building should be retained and repaired if possible or replaced in kind. Please note that roof replacement does not refer to roofing material replacement, which is a routine activity that does not require review by the HPC unless it involves a significant roofing material change (i.e. slate shingles to asphalt, etc.).

Residential Guidelines

II. Chimneys

Most contributing structures in the Residential District contain chimneys, as historically, a chimney provided vital function for a structure with ventilation for fires used for heating and cooking. While chimneys may vary in size, style, or location, their significance remains as an important element of a historic structure.

1. The use of clay, slate, or stone chimney caps are acceptable; however, the use of metal chimney caps is not recommended.
2. Property owners should strive to preserve and maintain chimneys even if they are no longer in use.



III. Dormers

Existing dormers and their windows should be retained and preserved, and new dormers should never be added to elevations that are visible from public right-of-ways. However, dormers may be added in certain areas that are not visible such as rear elevations if existing dormers and gables are not present. Such dormers should be simple, complement the architecture of the building, and be professionally installed. Heavily styled dormers and examples that copy existing dormers on a building should be avoided.



Residential Guidelines

IV. Attic Vents

Historic attic vents are important features in a historic structure and should not be blocked, removed, or converted into windows when facing the public right of way. If a new roof or attic ventilation is required, property owners should place new installations that require minimal damage or interruption to the historic structure. These installations should be mounted in an area that is least visible to the public right away.

V. Foundations

The foundation is the most integral piece of a house. Foundation maintenance is essential to successful preservation. It is an important piece of the house that is often overlooked in preservation work. An inappropriate foundation can stand out and detrimentally affect a historic building as much as the siding or a window fixture. Foundations are important for raising the wood framed and paneled houses off the ground, spacing and protecting them from moisture and rot. Most historic foundations in Elberton consist of continuous brick, brick pier, and continuous concrete. The continuous brick type usually consists of bricks laid in a stretcher or common bond. These usually contain vents for air circulation that may be in pierced or weaved patterns. Property owners should maintain and preserve any vents on the foundation.

1. Foundations which retain their solid masonry or open pier design should be maintained and remain in their original configuration.
2. Crumbling mortar should be repaired and repointed. Mortar joints should match the existing color, texture, width, and joint profile.
3. Painted masonry surfaces should remain painted.
4. Do not paint or stucco unpainted historic masonry surfaces.
5. Brick or stone piers, foundation walls, and architecturally significant material used for infill construction should be retained and repaired.
6. If repair is necessary, the new masonry units and mortar should match the original in color, size, shape, texture, and chemical composition.
7. Infill foundations between piers should be recessed behind the original pier construction and differentiated between old and new (e.g. dark paint) to reduce the visual impact of the addition.
8. New foundations or infill with alternate materials, such as concrete masonry units, should be masked through a stucco covering or paint.
9. If load bearing brick or brick veneer is present, it should never be stuccoed or covered in concrete, nor should concrete foundations be covered in brick or brick veneer.
10. Concrete slab foundations should not be used as a replacement for the original brick foundation.
11. Property owners should retain any historic elements of infill (any infill installed before 1970), whenever replacement is required, and concrete block should never be removed if it is load bearing.

Residential Guidelines

VI. Exterior materials - Siding

One of the key elements that contribute to the visual historic character of Elberton is the type of material used on exterior surfaces. Weatherboard or clapboard siding is constructed of tapered, narrow wooden boards, which are slightly thicker at the exposed bottom edge and overlapped to protect against the weather. The siding runs in a horizontal direction, and was historically the most available and inexpensive material.

1. Wood siding should be retained on the front and side of the building; matching Hardie board siding is permissible on the rear of the building.
2. Siding size, style, shape, proportion, and dimensions of reveal should be retained.
3. Damaged or deteriorated siding should be repaired and maintained.
4. When repair or replacement of wood siding is necessary, color, design, texture, thickness, width, and visual appearance should match the historic surface.
5. Repair or replacement materials should be installed using similar construction methods as the historic siding.
6. Identify the cause of damage or deterioration to wood siding and take the appropriate steps to protect and maintain the material.
7. Painted wood surfaces should remain painted, and unpainted wood surfaces should remain unpainted and maintained in good condition.
8. Smaller sections of siding can often be repaired or replaced without replacing an entire wall.
9. Wood siding should not be covered with an alternate material such as aluminum, vinyl, or permastone.
10. Smooth surface cementitious siding, commonly known as Hardie board, is not preferred on noncontributing buildings, additions, and new construction.
11. Decorative details such as cornices or brackets should be repaired or replaced with matching material and design.

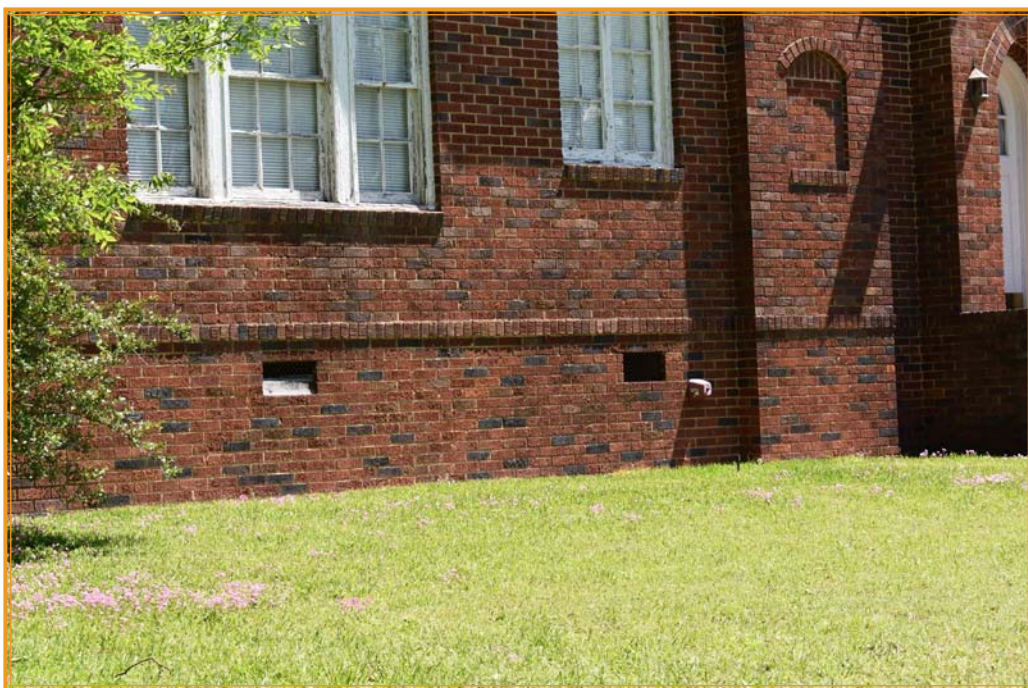


Residential Guidelines

VII. Exterior Materials – Brick and Stone

Several historic buildings in Elberton used masonry, such as brick, stone, or concrete block, in the construction of walls. Granite is a common material found throughout the district, as an important building material representative of the main industry of Elberton. Granite should be maintained and preserved as an important character defining element of the district.

1. Masonry should be maintained and repaired.
2. Painted masonry surfaces should remain painted.
3. If the structure is brick or stone, it is not recommended to cover it with paint. **Sandblasting is not permitted.**
4. Unpainted masonry should not be painted or covered in stucco.
5. Masonry should be cleaned using the gentlest means possible. Sandblasting and other abrasive methods should never be used, as severe damage to the masonry can occur.
6. When repointing masonry, historic mortar mixes should be used to prevent damage to the historic masonry. Portland cement or mortars with a high content of Portland cement should not be used to repoint historic masonry from before 1920.
7. Deteriorated masonry units should be repaired rather than replaced.
8. If replacement of a masonry unit is necessary, it should match the original in color, size, shape, texture, and chemical composition.



Residential Guidelines

VIII. Porches

Porches are an important feature on nearly all residential buildings found in Elberton. Typically, they are located on the front façade of the building and are constructed of wood. Examples of porches in the district range from large neoclassical porches with two story columns to small porches such as those found on vernacular dwellings. Most of these porches extend across the main facades of residential buildings; however, a number of wrap-around examples exist.

Front porches historically served a social function as places where neighbors gathered and exchanged gossip. Today, many porches in the Residential District still serve this purpose. Furthermore, they remain some of the most significant and beautiful components of the residential streetscape. Property owners should employ every effort to retain and preserve original porches and their decorative elements.

Back porches and sleeping porches are the other two types of porches that exist in the Residential District. Generally speaking, back porches were more service oriented features that were designed for private use by families and as areas for performing domestic tasks. Often these porches were screened in to provide protection from insects. On the other hand, sleeping porches, are typically second story porches that connect to a bedroom or upper hall. These usually are located on the front of a building and often contain similar decorative elements as front porches. Historically, these served as private outdoor living spaces and cool places to sleep and relax in the summer months. Both back porches and sleeping porches should be preserved along with their decorative features and defining elements.



Residential Guidelines

1. Front-facing porches should not be removed, replaced, or enlarged unless to revert to the original orientation and layout of the structure. Proof of original orientation must be provided for approval.
2. Porches should not be enclosed with wood or glass panels.
3. Porches may be enclosed with recessed screen wire if the characteristics of the porch are maintained.
4. The structural framework for the screening should be minimal and the open appearance of the porch should be maintained.
5. Porch floors and steps should be maintained and repaired. Replacement should be with matching materials and design. Metal and pre-cast concrete steps are not appropriate.
6. Repair and replacement of porch columns should be with wood or brick to match the original.
7. Decorative metal, resin, fiberglass, or plastic columns are not appropriate for historic buildings.
8. Additional ornamentation applied to porches that did not already exist on the original buildings is not appropriate.
9. Side decks are permitted only if they are not visible from the street. Use of landscape screening is permitted.
10. Side and rear porches shall be permitted only if they are appropriate to house style, following approval by the HPC.
11. Roof decks are not an appropriate addition to historic residential buildings.
12. A porch may be recreated if evidence exists that the building had it. Such porches should match the originals as closely as possible. If evidence of the original is not complete, the design of the porch should be simple and match the style of the building.



Residential Guidelines

IX. Windows

The symmetrical or asymmetrical placement, style, and size of a window reflects the character of its respective house type. As a general rule when dealing with historic windows, follow the preservation standard of repair, restore, and as a last resort replace. These details are key to a successful sensitive rehabilitation. Windows reflect key properties of a building's style and provide key information about the structure including age.

1. Original historic windows and their surrounding elements should be retained.
2. Replacement windows should be avoided. Proper cleaning, weather stripping, and re-caulking is preferred.
3. The number, location, size, style, shape, and proportions of original historic windows and surrounding elements should be retained.
4. Damaged or deteriorated windows should be repaired and maintained.
5. All repair work should match the original materials in design, size, dimension, scale, material, and location on the building.
6. Any alterations or additions must be compatible with the scale and architectural features of the property.
7. New window openings should not be added to the front façade or readily visible secondary facades.
8. Do not add flush or snap-on muntins to historic buildings.
9. Avoid using tinted or mirrored glazing or Plexiglass for glass panes.
10. Storm or screen windows should not be of raw or silver aluminum. Instead, appropriate storm or screen windows should be framed in baked enamel or anodized aluminum.
11. Storm or screen windows should be full view or match the window's meeting rail location.
12. Avoid using metal bars over windows.
13. Shutters should not be used on a building unless original shutters have been removed or if shutters would be appropriate for the design of the house.
14. New shutters should be of louvered wood and should properly fit the window opening.
15. Composite windows are not appropriate for contributing structures.
16. If a replacement window is required, it must mimic the original size and style.
17. In new construction, vertically proportioned, double hung windows are most appropriate.

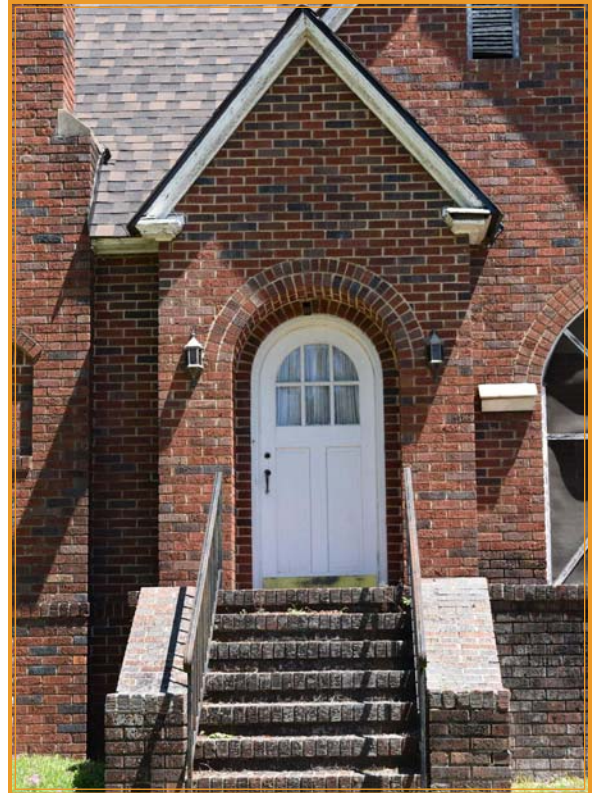
Window air conditioning units are permitted on historic buildings because they are considered non-permanent alterations. However, they should not be placed on the main facade of a building. When property owners place them on the appropriate facade of a building, they should make sure they fit securely, properly drain them, and ensure that they do not damage the building or window. In cases where placing these units on other elevations besides the main facade is not possible, the HPC will need to perform a review.

Residential Guidelines

X. Doors

The entrances to historic homes were often the location of special decorative features, depending on the house type or style.

1. The location, size, style, shape, and proportions of original historic doors and their surrounds should be retained.
2. Replacement doors and surrounds should respect the integrity of the façade as a whole by relating to the historic character of the house.
3. If new doors are added to the building, they should be located where they have little or no impact on the appearance of the primary façade.
4. Glazing for door glass, transoms, and side lights should be replaced in kind, where possible.
5. Original or period door hardware should be retained.
6. Screen doors and storm doors should be compatible with and resemble existing doors as closely as possible in size, shape, color, and appearance. A clear storm door is appropriate but bright aluminum frames and screens are inappropriate.
7. Screen and storm doors should be finished or painted to match the door on which it is placed.
8. Avoid partially or completely blocking-in original historic door entries, transoms, or sidelights.
9. Avoid using tinted or mirrored glazing or Plexiglass for the glass panes.
10. Avoid using iron or other metal bars over door glass, transoms, and sidelights.



Residential Guidelines

XI. Lighting

While most residential buildings in the historic district have either porch or door side lights, with the exception of mid-century buildings, lighting is not original to a building. It is an important addition to a structure and landscape that can provide safety and promote the historic structures of the district. Therefore, lighting should attempt to be unobtrusive as possible.

1. The selection of lighting should reflect the style of the house, for example a colonial style light should only be added to a colonial style home.
2. Lamp posts should fit the scale of the structure. As long as lamp posts do not block the main facade of a building and they adhere to these guidelines, they will not need to receive approval by the HPC. However, HPC will need to issue a Certificate of Appropriateness in all other cases.
3. Motion lights or spotlights should be installed so as to be inconspicuous.

XII. Decorative Elements

Decorative elements on a structure are an essential part of the architectural style and type. These must be preserved, and if the element is damaged beyond repair, replacement must be in-kind and in-keeping with the rest of the structure. Decorative Elements on a structure include:

- | | | |
|-------------------------------|--------------------------|-------------------------------------|
| 1. Decorative moldings | 5. Decorative shingles | 9. Brackets |
| 2. Exposed rafters and braces | 6. Decorative brick work | 10. Window Hoods |
| 3. Finials | 7. Decorative stonework | 11. Cresting and decorative railing |
| 4. Pilasters | 8. Vergeboards | 12. Shutters |



Residential Guidelines

XIII. New Construction

New residential buildings in a historic district should be sensitive to the historic fabric of the community. Compatible design can encourage creativity and bring new vitality to the historic district.

1. Simple designs based on traditional buildings forms are preferred. Contributing buildings within the specific Elberton Historic District of the new building should provide design inspiration.
2. Design element materials should be appropriate to the house style in design, size, dimension, location, orientation, texture, finishes, composition, scale, and pattern.
3. Elements from a variety of house types or styles should not be used in the same design.
4. New houses should have a height compatible with adjacent buildings. No building in the historic district should be greater than two-stories or 35-feet in height.
5. New buildings should have floor-to-ceiling heights that are compatible with adjacent historic buildings.
6. New buildings should have a foundation height compatible with adjacent buildings. New buildings should not be constructed at grade. Foundation heights should be at least one foot above grade.
7. New foundations of concrete block should be faced with brick or stone or masked with a stucco or paint application.
8. The traditional setback found along the block should be maintained.
9. New buildings should follow the block's placement pattern by maintaining the spatial rhythm and side yard setbacks and adhere to all dimensional requirements, including setbacks, outlined by the Planning and Zoning Commission.
10. The main entrance of the new building should be located facing the street façade.
11. A porch should be located on the front façade, either an entry porch or a full-width porch. Two-story porches should be avoided. Porches should be constructed of wood.
12. New buildings should be of frame, brick, or stone construction. Frame buildings should be sided with wood or smooth cementitious siding, commonly known as Hardie board, rather than aluminum or vinyl. Clapboard widths should be between four- and six-inches. Brick buildings should have mortar joints, brick size, color, and texture compatible with local historic buildings.
13. The placement and rhythm of door and window openings should be compatible with those on the front facades of adjacent buildings. Window and door openings should not exceed the height to width ratios of adjacent buildings by more than 10%.
14. New buildings should have a similar orientation as adjacent buildings, as well as a similar roof form and slope.
15. New buildings should not have attached garages with front-facing access.

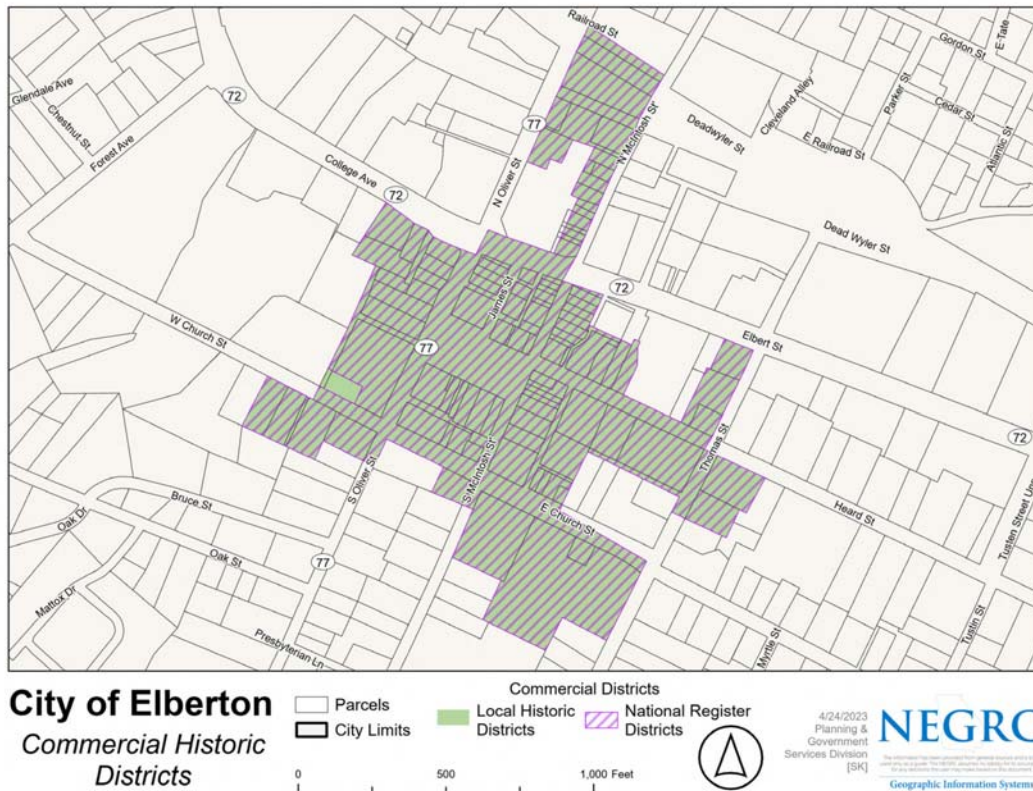
Commercial Guidelines



Commercial Guidelines

These guidelines address the commercial buildings downtown within the Elberton Commercial Historic District. The Commercial District was added separately from the Residential District to the National Register of Historic Places on May 20, 1982, and expanded in 2015. Originally, the Commercial District was bounded by Public Square, Church, Elbert, Oliver and McIntosh Streets. The district was expanded in 2015 to N McIntosh St. to the railroad on the north, Thomas St on the east, Church St. on the south, and S. Oliver Street on the west. The Local Historic Commercial District and National Register District have the same boundaries.

These design guidelines are meant to serve the City of Elberton, the Downtown Development Authority, Main Street Elberton, owners of historic properties, and indeed, all property owners of Elberton. The design guidelines are meant to serve as a stimulus for occupancy and rehabilitation of the community’s commercial district by aiding the city and property owners in making sensitive and appropriate decisions that affect the preservation and protection of their historic resources. Commercial buildings are often the most prominent of a city, defining scale and influencing the architectural themes and styles for the area. The maintenance and preservation of the city’s historic resources are integral to the community’s design identity and fiscal growth. Creating the ability for a commercial building to continue its intended use, or compatible function, is the fundamental goal, as a building in use is more likely to be preserved than a vacant building.



Commercial Guidelines

Rehabilitation principles of commercial structures follow similar standards as residential. The features, styles, and scale of commercial and civic buildings are normally distinctive from residential construction. However, the section on residential rehabilitation should also be reviewed for more information.

Brick and wood construction are the most common examples of non-residential, historic buildings in Elberton's historic districts. Various eclectic styles can be found highlighting styles such as Victorian, Classical Revival and Colonial Revival. The original defining features of existing buildings should be preserved during acts of rehabilitation. If replacement becomes necessary for any features, the replacement feature should match the original design material.

It is the purpose of this section to protect and preserve the existing non-residential buildings in a manner consistent with Federal best management practices. For any inquiries of the following contents, please contact the Elberton Historic Preservation Commission or see Appendix D for additional resources.

The following section includes guidelines for commercial rehabilitation activities including:

- | | |
|-------------------------|-----------------------------------|
| I. Doors and Entryways | V. Porches, Balconies, and Stairs |
| II. Windows | VI. Signage |
| III. Awnings & Canopies | VII. Commercial Additions |
| IV. Cornices & Roofs | VIII. New Construction |

Commercial Guidelines

I. Doors and Entryways

The entrance of a commercial building is considered the primary focal point of the façade and establishes the character and style of the structure. Historic doors are an important component of traditional storefront design and should serve to establish individuality and help to identify a business. Wooden doors with large lights bring natural lighting into the store and invite shoppers to enter. The primary goal is to maintain a historic storefront, its design, and the placement of windows and doors.

1. Original Entryways and historic doors should be preserved and repaired. Replacement doors should match the original in design and materials.
2. If the original storefront is missing, refer to historic photographs, or other documentary evidence for design. If no evidence exists, the new design should use traditional elements of such storefronts.
3. Solid wood doors should not be placed on storefronts.
4. If the original door design is unknown, replacement doors should be of plain wood with a single light. Metal doors with a dark or bronze anodized finish with a wide stile are also acceptable. Raw aluminum and other silver-colored metals are not appropriate.
5. New doors should use glass that is proportionate to the display window glass and kick-plate panels that are proportionate to the bulkhead panels.



Commercial Guidelines

II. Windows

Commercial windows should be treated with the same mind to preservation as residential windows. Owners should follow the guidance of restore, repair, and as a last resort replace windows in the commercial district.

1. Original historic windows and their surrounding elements, including kickplates and ornamental moldings, should be retained, including on the rear and side façade of the building.
2. Replacement windows should be avoided. Proper cleaning, weather stripping, and re-caulking is preferred.
3. The number, location, size, style, shape, and proportions of original historic windows and surrounding elements should be retained.
4. Damaged or deteriorated windows should be repaired and maintained.
5. All repair work should match the original materials in design, size, dimension, scale, material, and location on the building.
6. Any alterations or additions must be compatible with the scale and architectural features of the property.
7. New window openings should not be added to the front façade.
8. Avoid using tinted or mirrored glazing or Plexiglass for glass panes.
9. Avoid using metal bars over windows.
10. Composite windows are not appropriate for contributing structures.
11. If a replacement window is required, it must mimic the original size and style.
12. Do not paint over transoms or fill in windows with wood or brick.



Commercial Guidelines

III. Awnings and Canopies

Many buildings in downtown Elberton have wooden or metal canopies, or fabric awnings over windows and entrances. This is to provide the public with shelter from rain or sun and can provide visual continuity to the commercial district.

1. Maintain and repair existing canopies and awnings, updating fabric canopies that become bleached by the sun.
2. Ensure that any required repairs or replacements fit the proportions of the storefront.
3. Do not remove existing canopies as removal may damage the existing façade material and endanger the historic integrity of the building.

IV. Cornices and Roofs

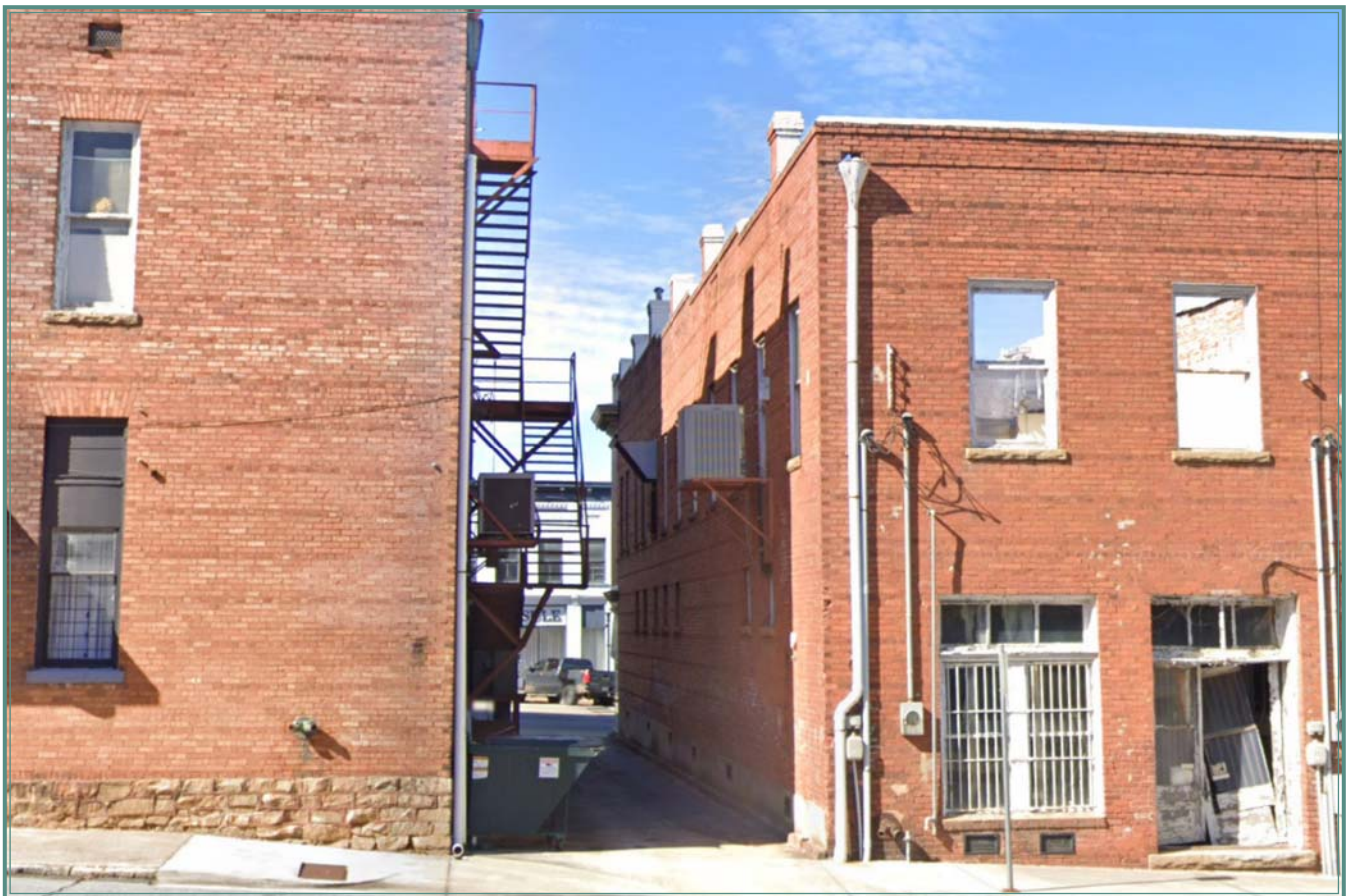
The patterned trim at the top of the façade of a commercial building is known as the cornice. This molding provides the commercial structure with a unique decorative element. Some buildings are also crowned with a parapet, which tops the roofline with different elements such as urns or a railing. Often the parapet features the name of the building and its construction date.

1. Maintain and repair any cornice or parapet that has suffered damage or neglect using historic photographs to maintain the original design.
2. Incorporate original materials in any repairs when possible.
3. Any skylights or technological equipment should be carefully placed to have the least negative impact on the exterior appearance. Equipment should be hidden from public view.
4. Roofing materials should be appropriate to the building and should be maintained to prevent leaks which could negatively impact the entire structure.

Commercial Guidelines

V. Porches, Balconies, and Stairs

1. Porches, balconies, or staircases which are not historically documented should not be added to the side or front façade of a building in the commercial district.
2. Staircases and balconies of a simple design constructed of wood with plain balusters set no more than 3 inches apart may be added to the rear façade.
3. Do not replace original step material with brick or concrete. Handrails and balusters may be added for safety requirements but should be simple and constructed with compatible building material.
4. Handicap ramps may be added to the rear façade if necessary for handicapped access. The ramp should be constructed of wood and have simple balusters no more than three inches apart.



Commercial Guidelines

VI. Signage

A Certificate of Appropriateness (COA) is required prior to any signage installation. Signs in the commercial historic district should reflect the overall character of Elberton and be scaled to the façade of the building.

1. Historic signs should be preserved and maintained.
2. New signs and sign lettering should use traditional materials such as wood, glass, copper, bronze, or metal.
3. Plastic, plywood, highly reflective materials, neon, or unfinished wood are inappropriate materials for signs.
4. Buildings should not have more than two signs, except signs painted on windows.
5. Signs should not have more than two or three colors, and the colors should be coordinated to the building.
6. Traditional lettering styles should be used.
7. Do not paint signs directly on the surface of a building.
8. Wall signs should not exceed 1.5 square feet per 1 linear foot of business frontage and should not exceed 2.5 feet in height with a maximum of 50 square feet.
9. Projected signs should be no more than 5 feet from the face of the building and at least 1 foot inside the curb line with a maximum of 12 square feet.
10. Signs that resemble logos or symbols for businesses are appropriate and encouraged.
11. Signs should be in traditional locations, including belt courses, upper façade walls, hanging or mounted inside windows or projecting laterally from the face of the building.
12. Hardware and mounting brackets for signs should be anchored into the mortar in order to prevent damage to the masonry.
13. Vinyl decals may be used on a display window or door window but should not cover more than 25% of window area.
14. Lighting for signs should be concealed and appropriate. Spot or up-lit lighting is appropriate.
15. Internally lit signs and are not appropriate.
16. Signs should not imitate styles that are not appropriate to Elberton (e.g. Wild West or saloon motifs). If the business logo includes styles not relevant, the Historic Preservation Commission will consider approval upon review on a case-by-case basis.
17. The use of permanent free-standing or ground signs is prohibited.

Commercial Guidelines

VII. Commercial Additions

An addition may be required for continued use of a commercial building. Additions should not cause the removal of historic fabric from the existing building. The design of an addition should be compatible to the building but should not replicate the original. Instead, additions should be differentiated as more contemporary buildings.

1. Additional stories should not be constructed on historic buildings.
2. Any roof addition should be set back from the main façade and not visible from the street or other pedestrian viewpoints.
3. Additions to commercial buildings are appropriate at the rear façade.
4. Rear additions should be compatible with the original building in size, scale, and proportion.
5. Metal or concrete additions are not appropriate for the historic buildings in Elberton. Brick or wood additions are preferable.
6. The construction of an addition should cause minimal damage or removal of the historic fabric of the building.
7. Additions should be visually distinguishable from the historic portion of the building. Walls of the addition should not be flush with the façade of the original structure.



Commercial Guidelines

VIII. New Construction

Commercial new construction should respect and acknowledge the historic character of Elberton's historic district. New construction should be compatible with existing buildings. Creative and quality designs that bring new contributions to Elberton's architectural heritage are encouraged.

1. New construction should have a height that is compatible with adjacent buildings.
2. New construction should conform to the existing setback of commercial buildings.
3. New construction should face the major street.
4. New construction should have similar proportions as adjacent buildings, including width and scale.
5. The roof of new construction should be flat or gabled to be compatible with other historic commercial buildings in Elberton.
6. The proportion of the façade that has windows and the window size should be consistent with adjacent buildings or other similarly scaled historic buildings in the downtown district.
7. The traditional separation between the storefront and the upper façade should be maintained on new construction, and the height of each section should be consistent with adjacent buildings.
8. Any new construction that consists of more than one lot should have vertical divisions to be
9. compatible with traditional building widths.
10. Belt courses may be used for visual separation of first and second floors on new commercial buildings.



Building & Site Guidelines



Building & Site Guidelines

I. Driveways & Parking Areas

Many of the residential buildings in Elberton were not designed with the automobile as a primary mode of transportation. Maintaining a balance between current needs and the preservation of historic landscapes is important.

1. Linear parking areas should be at the side or rear of a residential building, not in the front. Circular driveways may be located in front of a residential building.
2. New linear driveways should be placed to the side or rear of a building. Corner lot driveways should be placed on the secondary access road and to the side or rear of the building.
3. New driveways are preferred to be constructed of gravel, peastone, or concrete ribbons rather than impervious asphalt or solid concrete.
4. Driveways shall not exceed a width of 10 feet including the flare at the street.
5. Designated parking areas should be screened with plantings of hedges, shrubs, or trees or through the construction of a fence (refer to the Fences section of this chapter and the local zoning ordinance for more description on the fence option).

II. Fences

Historic fences and walls established a community's pattern of open and closed spaces. Elberton's stone retaining walls and cast iron fences should be preserved.

1. Stone or cast iron fences should not be altered or removed.
2. Stone retaining walls should be repaired and maintained. New retaining walls of timber are acceptable for rear and screened side yards.
3. Smooth concrete retaining walls are prohibited, unless brick or stone is used as the façade material.
4. Wood picket, cast iron, and stone are appropriate materials for new fences. Fences on front facades should not exceed four feet in height. Fences should not obstruct the visibility of a building.
5. Side and rear yard fences should not exceed eight feet in height.
6. Pickets for wooden fences should be at least $\frac{3}{4}$ in. thick and have a traditional square, curved, or pointed top design.
7. Wood, brick, concrete, and chain link fences are allowed up to a height of eight feet on rear property lines.
8. Chain link fences must be in the rear of the property, or non-visible from the street. Side yard chain link fences can be allowable, but must be shielded with landscaping if visible from the right-of-way.

Building & Site Guidelines

III. Outbuildings & Recreational Structures

Outbuildings, such as garages, carports, and sheds, contribute to the historic character of a building's site.

1. Historic outbuildings should be preserved and maintained.
2. New outbuildings should be constructed to the rear of a residential building.
3. Garages and carports should be detached and located to the rear of the primary building.
4. New garages and carports should be smaller than and have similar design elements to the existing historic building.
5. New construction can have attached garages if the garage is not visible from the right-of-way and is rear or side facing.
6. Recreational structures such as swimming pools and tennis courts should be situated at the rear of a property. Swimming pools must be enclosed by a wall or fence at least four feet high, and no greater than eight feet in height. All recreational structures should be screened from view.



Building & Site Guidelines

IV. Landscape Features

Historic towns, such as Elberton, exhibit landscape features from the past that contribute to the atmosphere and feeling of the historic districts. Granite elements in landscaping are especially important as examples of the main industry in Elberton and an element that provides a link between different architectural styles and time periods of the historic district. Granite can be found in sidewalks with granite curbing and granite retaining walls.

1. Historic landscape features, such as hedges or other historic plantings, should be retained and enhanced.
2. Planting non-native, invasive plant species (e.g. Bamboo, English Ivy, Chinese Privet, Chinese Tallow, etc.) is discouraged, but not restricted.
3. Plant materials should be kept away from building facades to prevent damage through moisture infiltration.

V. Mechanical Systems

Necessary mechanical systems should be sensitive to the historic character of a building.

1. Mechanical systems, such as transformers, condensing units, or wireless broadband infrastructure should be located at rear or secondary facades.
2. Systems readily visible from the street should be screened with fencing or landscaping.
3. Window air-conditioning units should be installed on the side or rear facades. Installation of air conditioning units should not cause the removal, replacement, or damage to the window sash or surround.
4. Mechanical systems on roofs should be located toward the rear façade.
5. Satellite dishes should not be mounted on front facades or yards, or on readily visible side facades or yards.
6. Ramps or other equipment required for handicapped accessibility should be placed at a side or rear entrance if possible. If not, preserve the historic character of the entrance.

Building & Site Guidelines

VI. Sustainability Measures

Sustainability is a key feature of the stewardship and preservation mindset. With increasing numbers of homeowners taking steps to make their homes more energy efficient and sustainable, special considerations need to be taken in historic districts.

1. Explore and utilize sustainability methods that do not alter or damage the historic building.
2. Modern replacement windows should be avoided when rehabilitating a historic building. Proper weather stripping, caulking, and cleaning can and will improve a window's performance while maintaining the historic integrity of the façade.
3. Retain, maintain, and monitor functional and efficient HVAC systems. When replacement is necessary, install the new system to the rear or side of the building. If located on the side of the building, appropriate landscape shielding should be used.
4. Before installing solar technology, determine whether it will benefit the historic property without adversely affecting character or the surrounding neighborhood. Install the solar panels on the rear of the roof, non-visible from the right-of-way, and horizontally to minimize visibility.
5. Green roofs and their elements should only be considered in commercial units that have a parapet of appropriate height to shield the green roof from street view. Furthermore, they should not compromise the historic building or the character of the area.

For further reference, the National Park Service TPS office has developed the Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings available at: <http://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>.

Preservation Brief No. 24: Heating, Ventilating, and Cooling Historic Buildings--- Problems and Recommended Approaches, is available at: <http://www.nps.gov/tps/how-topreserve/briefs/24heat-vent-cool.htm>.

Building & Site Guidelines

VII. Accessibility

Accessibility can be a challenge in the rehabilitation of historic buildings. However, there are several resources available that can assist homeowners with sensitive design interventions:

1. Alterations to historic properties covered under Title II (State and Local Government Facilities, 28 CFR Part 35) and Title III (Public Accommodations and Commercial Facilities, 28 CFR Part 36) of the Americans with Disabilities Act of 1990 (ADA) shall comply with the 2010 ADA Standards for Accessible Design to maximize the extent feasible (§35.151(b)(3)(i)). Alternate methods of access shall be provided where it is not feasible to provide physical access in a manner that will not adversely affect the historic significance of the structure or facility. (§35.151(b)(3)(ii))
2. For properties not covered by the ADA (ex. Single-family, private homes), introduce accessibility features that are reversible and that do not compromise the original design of the historic building.

For further reference, see Preservation Brief No. 32: Making Historic Properties Accessible, available at: <http://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>.

Preservation Brief No. 37: Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing, is available at available at: <http://www.nps.gov/tps/how-to-preserve/briefs/37-lead-paint-hazards.htm>.



Building & Site Guidelines

VIII. Demolition of a Historic Building

Demolition of a building, structure, site, object, or landscape feature in the historic district is an irreversible step and should be carefully considered. Once historic resources are destroyed, they can never be replaced. In considering demolition, the property owner should determine whether the existing building could be adaptively reused, sold to someone willing to rehabilitate or adapt the building for reuse, or be relocated to another site selected for the owner's purpose.

1. Properties of historic, scenic, or architectural significance, or those that contribute to the ambiance of a historic district, should not be demolished.
2. Unique properties that may be difficult or impossible to reproduce because of design, texture, material, location, or detail should not be demolished.
3. The last remaining example of a certain type or kind of building in a neighborhood or the city should be preserved and protected from demolition.
4. Plans for the use of a property after demolition and the impact of these plans on the character of surrounding areas may guide the HPC's approval or rejection of the COA.
5. Reasonable efforts should be made to protect a building from deterioration or collapse before it is considered for demolition, especially in cases where the building is not a threat to public health and safety.
6. Demolition should not be approved as a result of neglect by the property owner.

IX. Relocation of a Historic Building

The relocation or moving of a building, structure, site, or object within the historic district should be carefully considered. A historic building should be relocated only if all other preservation options have been exhausted.

1. Properties that contribute to the area's historic character in their present setting should not be relocated.
2. A property should not be relocated if definite plans for the area to be vacated have a potential adverse impact on the historic site's character.
3. A property should not be moved when the relocation could have a potential adverse effect on the property's structural integrity.
4. When a property is approved for relocation, it should be moved to an area compatible with its historic and architectural character.

Building & Site Guidelines

X. Wireless Infrastructure

The “Streamlining Wireless Facilities and Antennas Act” as enacted by the State of Georgia, streamlines the deployment of wireless broadband in public rights-of-way. Provisions in this act provide authority to historic preservation commissions to reasonably govern the installation of wireless infrastructure within historic districts. Should a wireless broadband provider be interested in expanding service into Elberton’s historic districts, they should do so in a manner that does not degrade the integrity of the district, complies with all local design regulations, and complies with applicable State laws (§ 36-66C).

Section 36-66C-6

(h) Small wireless facilities and new, modified, or replacement poles to be used for collocation of small wireless facilities may be placed in the right-of-way as a permitted use in accordance with Code Section 36-66C-6, subject to applicable codes in the following requirements:

(1) Each such new, modified, or replacement pole installed in the right-of-way in a historic district and in an area zoned primarily for residential use shall not exceed 50-feet above ground level.

Section 36-66C-10

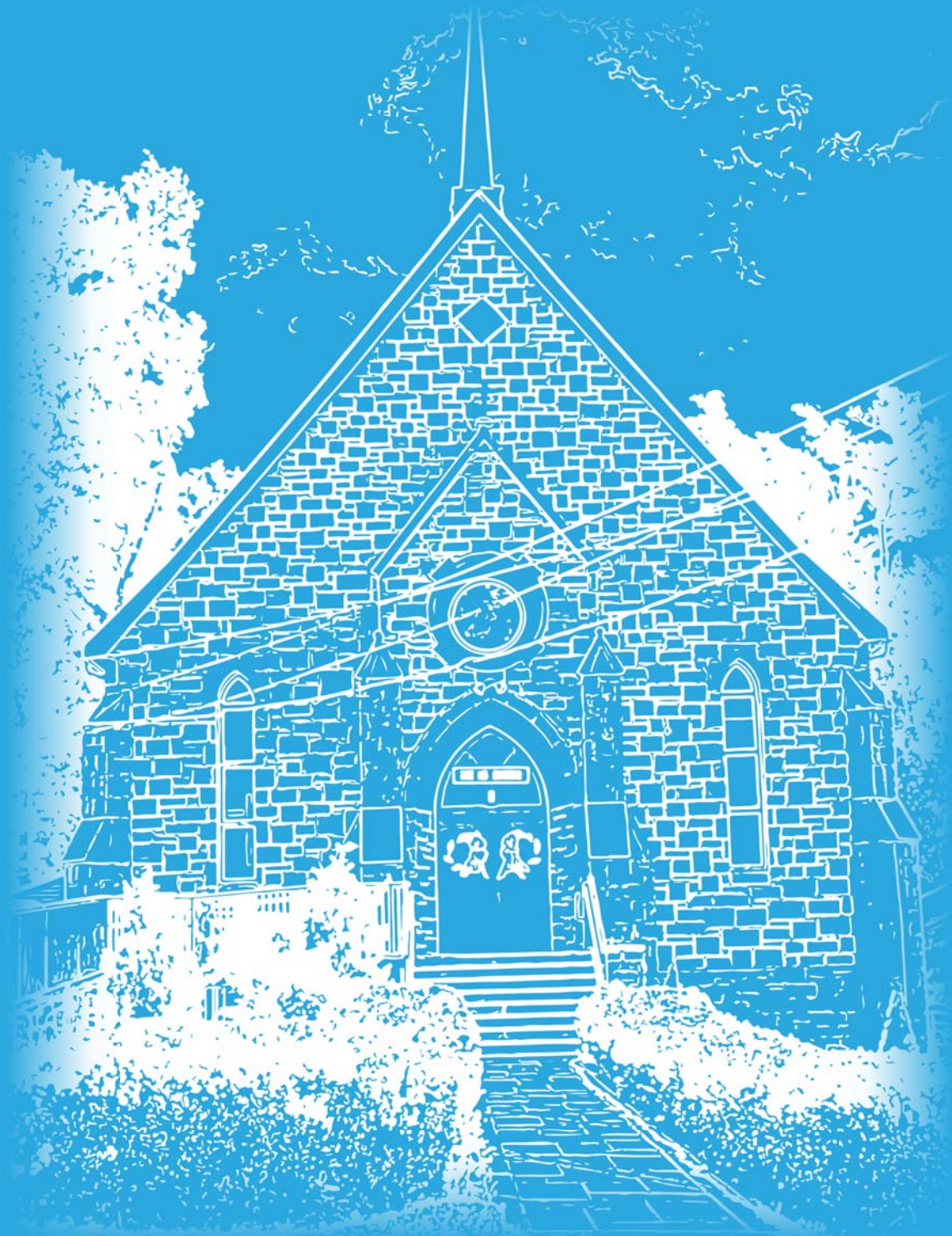
- Notwithstanding any provision of this chapter to the contrary, within a historic district, an applicant may collocate a small wireless facility and may place or replace a pole, only upon satisfaction of the following:

(1) The issuance of a permit under subsection (a) of Code Section 36-66C-6; and

(2)(A) Compliance with any objective, reasonable, and non-discriminatory aesthetic and structural requirements that have been made publicly available in writing by the authority (Elberton Historic Preservation Commission) at least 40 days prior to submission of the application; provided, however, that any such requirements may not have the effect of materially inhibiting any wireless provider’s technology or service, and compliance with any such requirements shall not be considered part of the small wireless facility for purposes of the size restrictions in the definition of small wireless facility; or

(B) In the absence of any such requirements, a replacement pole shall be substantially similar in height and appearance to the pole being replaced.

Appendix



Appendix A

Glossary of Terms

Addition: New construction added to an existing building or structure

Alteration: Work which impacts any exterior architectural feature including construction, reconstruction, rehabilitation, or removal of any building or building element

Asphalt Shingles: A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar, or asphalt substance, and granules

Association: Association refers to the link of a historic property with a historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place

Baluster: A spindle or post supporting the railing of a balustrade

Balustrade: An entire railing system with top rail and balusters

Bargeboard: A decoratively carved board attached to the projecting edges of the rafters under a gable roof; also called a vergeboard

Batter: A backward slope of the face of a wall or column as it rises

Bay: The regular division of the façade of a building, usually defined by windows or other vertical elements

Bay Window: A window in a wall that projects at an angle from another wall

Block Face: A reference to the buildings or structures on one side of the street or on the same side of the block

Board and Batten: Vertical plank siding with joints covered by narrow wood strips

Bond: The pattern in which bricks are laid to increase the strength or enhance the design

Bracket: A small carved or sawn wooden projecting element which supports a horizontal member such as a cornice or window or door hood

Bulkhead: The base that supports a storefront window

Bungalow: The word “bungalow” can be traced to India, where it was used by the British in the 19th century to designate a house type that was one level and had large, encircling porches. A common early 20th century house type, the bungalow is distinguished by exposed rafters, wide overhanging eaves, large porches, and multi-light doors and windows

Capital: The upper portion of a column or pilaster

Casement Window: A window with one or two sashes which are hinged at the sides and usually open outward.

Certificate of Appropriateness (COA): A document issued by the Elberton Historic Preservation Commission upon approval of a submitted plan for the alteration of a historic building or new construction by the owner of

Appendix A

property located in a designated Historic District within the Elberton city limits. The certificate may be issued allowing construction as it has been proposed by the applicant, or it may be rejected for creating adverse effects in the Historic District. The Commission may suggest alternative courses of action. Along with the Certificate of Appropriateness, the property owner is required to get a building or demolition permit from the City of Elberton.

Chimney: A vertical structure containing one or more flues to provide draft for fireplaces, and to carry off gaseous products from fireplaces or furnaces

Clapboard: Siding consisting of overlapping, narrow horizontal boards, usually thicker at one edge than the other

Code: The latest adopted version of the Land Use Management Code the City of Elberton

Column: A vertical shaft or pillar that supports, or appears to support, weight above

Coping: A cap or covering to a wall, either flat or sloping, to shed water

Corbel: In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member

Cornice: A projecting molding at the top of a wall surface, such as may be found below the eaves of a roof

Dentil: Small square blocks closely spaced to decorate a cornice

Design: Design refers to the elements that create the physical form, plan, space, structure and style of a property

Dormer: A small window with its own roof that projects from a sloping roof

Double Hung Window: A window with two sashes, one sliding vertically over the other

Downspout: A pipe for directing rain water from the roof to the ground

Eave: The edge of a roof that projects beyond the face of a wall

Elevation: The external face of a building or a drawing of the external wall

Entablature: The horizontal group of boards immediately above the column capitals

Façade: The front face or elevation of a building

Fanlight: A semi-circular window, usually over a door, with radiating muntins suggesting a fan

Fascia: A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eave” sides of a pitched roof

Fenestration: The arrangement of windows in a building

Form: The overall shape of a structure or building (e.g., most structures are rectangular in form)

Fretwork: Ornamental woodwork, cut into a pattern, often elaborate

Appendix A

Gable: The triangular section of a wall to carry a pitched roof

Glazing: Fitting glass into windows and doors

Head: The top of the frame of a door or window

HPC: City of Elberton Historic Preservation Commission

In-Kind Replacement: To replace a feature of a building with materials of the same characteristics, such as material, texture, color, etc.

Integral Porch: A porch that is formed from the overhang of the roof, it is not an addition to a house, but is built as a part of the original building

Jigsawn Woodwork: Pierced curvilinear ornament made with a jig or scroll saw

Knee Brace: An oversize bracket supporting a cantilevered or projecting element

Lattice: An openwork grill of interlacing wood strips, used as screening

Light: A section of a window, the pane or glass

Lintel: A horizontal beam bridging an opening, usually of wood or stone, carrying the weight of the building above

Masonry: Wall material such as brickwork or stonework

Mass: The physical size and bulk of a structure or building

Material: Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property

Molding: A long, narrow strip of wood or metal which is plain, curved or formed with regular channels and projections, used for covering joints and for decorative purposes

Mortar: A mixture of cement-like material (such as plaster, cement, or lime) combined with water and a fine aggregate (such as sand). Used in masonry construction between bricks or stones to hold them in place

Mullion: A vertical post dividing a window into two or more lights

Muntin: The strip of wood separating the lights in a window

Orientation: Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building

Period of Significance: Span of time in which a property attained the historic significance

Pervious: Open to passage or entrance; permeable

Pier: An upright structure of masonry which serves as a principal support

Appendix A

Pilaster: A rectangular pillar attached, but projecting from a wall, resembling a classical column

Pitch: The degree of slope of a roof, usually given in the form of a ratio such as 6:12, or rise:run. Rise is the vertical dimension, and run is the horizontal dimension

Portico: A roofed space, open or partly enclosed, forming the entrance and centerpiece of the façade of a building, often with columns and a pediment

Portland Cement: Cement that is manufactured from limestone and clay and that hardens under water. Its name is derived from its similarity to Portland stone, a type of stone quarried on the Isle of Portland in Dorset, England.

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

Quoins: A series of stone, bricks, or wood panels ornamenting the outside of a wall

Reconstruction: The act or process of reproducing the exact form and detail of a vanished building, structure, or object, or part thereof, as it appeared at a specific period of time

Rehabilitation: The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural value

Repointing: Repairing a masonry wall by the reapplication of mortar between the masonry units

Restoration: The act or process of accurately recovering the form and details of a property and its setting, as it appeared at a particular period of time, by means of the removal of later work or by the replacement of missing earlier work

Ridge: The line at the top of a sloped roof

Roof: The top covering of a building. Following are common types:

- **Gabled roof** has a pitched roof with ridge and vertical ends
- **Hipped roof** has sloped ends instead of vertical ends
- **Jerkinhead roof** (also called “clipped gable”) has a pitched roof similar to a gabled roof but with a truncated, or clipped, gable end
- **Shed roof** (lean-to) has one slope only and is built against a higher wall

Sash: The movable framework holding the glass in a window or door

Scale: The size of structure or building as it appears to the pedestrian

Setting: Setting refers to the physical environment of a historic property

Appendix A

Shingle: Tile for covering roofs or walls usually of asbestos, asphalt or wood, cut to standard shapes and sizes

Shiplap: A kind of boarding or siding in which adjoining boards are rabbeted along the edge so as to make a flush joint

Sidelight: A vertical area of fixed glass on either side of a door or window

Siding: The exterior wall covering of a structure or building

Sill: The horizontal water-shedding element at the bottom of a door or window frame

Soffit: The exposed undersurface of an eave or cornice of a building

Stabilization: The act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present

Streetscape: Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment

Stucco: Plasterwork applied to the exterior of a building, usually smooth and painted

Transom: An opening over a door or window containing a glazed (the most common type) or solid sash

Trim: The framing of features on a façade. It is usually of a color and material different from that of the adjacent wall surface

Turned Work: Woodwork cut on a lathe

Vergeboard: The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving. See bargeboard

Vernacular: A style of architecture with characteristics common to a particular region of the country

Visual Continuity: A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them

Appendix B

The Secretary of Interior's Standards for Rehabilitation

The Standards for Rehabilitation (codified in the Department of Interior regulations, 36 CFR 67) are intended to guide property owners in making sensitive and responsible decisions in regards to the rehabilitation of their property. These regulations pertain to historic buildings of all materials, construction types, sizes, and occupancy status.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as 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 archeological 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.

Appendix C

Historic Preservation Resources

<p>City of Elberton Historic Preservation Commission City Hall (203 Elbert Street, Elberton, GA 30635) Or P.O. Box 70, Elberton, GA 30635 https://www.cityofelberton.net/government-city-clerk.php</p> <p>Contact the City Clerk for Certificates of Appropriateness and inquiries regarding proposed projects.</p>	<p>City of Elberton City Clerk’s Office Email: cchurney@cityofelberton.net Phone: (706) 213-3105 City Hall (203 Elbert Street, Elberton, GA 30635) Or P.O. Box 70, Elberton, GA 30635 https://www.cityofelberton.net/government-city-clerk.php</p> <p>Contact the City Clerk for Certificates of Appropriateness and inquiries regarding proposed projects.</p>
<p>Northeast Georgia Regional Commission 305 Research Drive Athens, GA 30605 Phone: (706) 369-5650 www.negrc.org</p> <p>The NEGRC supports local governments in addressing planning issues, providing assistance and programs for a variety of economic development needs.</p>	<p>State Historic Preservation Office Georgia Department of Community Affairs, Historic Preservation Division 60 Executive Park South, NE Atlanta, GA 30329 Phone: (404) 679-4940 https://www.dca.ga.gov/georgia-historic-preservation-division</p> <p>The State Historic Preservation Office (SHPO) website features information on Georgia’s architectural history, preservation tax incentives, the National Register of Historic Places, and other preservation programs. The SHPO approves and regulates historic preservation grants for Certified Local Governments (CLGs). Visit the SHPO website for community assistance links, historic preservation ordinances, information on economic tools, and national and statewide historic resources.</p>

Appendix C

<p>Georgia Department of Community Affairs 60 Executive Park South, NE Atlanta, GA 30329 Phone: (404) 679-4940 (800) 359-4663 http://www.dca.ga.gov/</p> <p>The Georgia Department of Community Affairs provides partnerships with communities to promote and implement local economic development.</p>	<p>University of Georgia College of Environment and Design Historic Preservation Program 285 S. Jackson Street Athens, GA 30602 Phone: (706) 542-4706</p> <p>The Historic Preservation graduate studies program at the University of Georgia offers support to local preservation efforts and educational programs.</p>
<p>Georgia State University Heritage Preservation Program 33 Gilmer Street SE Atlanta, GA Phone: (404)413-2000 http://heritagepreservation.gsu.edu/</p> <p>The Heritage Preservation graduate studies program at the University of Georgia offers support to local preservation as well as history and museum related efforts.</p>	<p>Georgia Alliance of Preservation Commissions https://www.facebook.com/GeorgiaHPCs/</p> <p>The Georgia Alliance of Preservation Commissions provides education and training resources for those involved in the historic preservation planning process.</p>
<p>Georgia Trust for Historic Preservation Rhodes Hall 1516 Peachtree Street, NW Atlanta, GA 30309 Phone: (404) 881-9980 http://www.georgiatrust.org</p> <p>The Georgia Trust for Historic Preservation is a statewide nonprofit organization that offers educational programs, design assistance, and activist efforts to aid in the preservation of buildings and sites.</p>	<p>Georgia Department of Economic Development 75 Fifth Street, N.W., Suite 1200 Atlanta, GA 30308 Phone: 404-962-4000 http://www.georgia.org</p> <p>The Georgia Department of Economic Development (GDEcD) plans, manages and mobilizes state resources to attract new business investment to Georgia, drive the expansion of existing industry and small business, locate new markets for Georgia products, inspire tourists to visit Georgia and promote the state as a top destination for arts events and film, music and digital entertainment projects.</p>

Appendix C

<p>Georgia Municipal Cemetery Association 330 Bonaventure Rd Savannah, GA 31404 http://www.gmcaweb.org/</p> <p>The Georgia Municipal Cemetery Association (GMCA) is a professional network of officials and staff members from various levels of municipal government dedicated to the conservation and protection of historic municipal cemeteries. GMCA administration is divided into eight districts across the state, with Walton County falling into Region 3.</p>	<p>National Alliance of Preservation Commissions 208 E Plume St, Suite 327 Norfolk, VA 23510 Phone: (757) 802-4141 http://napcommissions.org/</p> <p>The National Alliance of Preservation Commissions provides education and training resources for those involved in the historic preservation planning process.</p>
<p>Advisory Council on Historic Preservation 401 F Street NW, Suite 308 Washington, DC 20001-2637 Phone: (202) 517-0200 http://www.achp.gov/</p> <p>The Advisory Council on Historic Preservation (ACHP) is a federal agency that advises the President and Congress on national historic preservation policy. The ACHP website hosts several documents designed to provide users with a better understanding of the legal regulations related to historic preservation.</p>	

Appendix D

City of Elberton - Historic Preservation Commission (HPC)

Application for Certificate of Appropriateness

Please read Chapter 22, Article 21., City of Elberton Historic Preservation Ordinance, Under Code of Ordinance, available online at cityofelberton.net or at City Hall. The Design Guidelines apply to the Elberton Historic District. Complete the application for the Certificate of Appropriateness. All items must be completed or marked with NA (not applicable). If more space is necessary, attach additional sheets.

Submit to City Hall for conceptual review and initial recommendations at least 8 days prior to the next scheduled Historic Preservation Commission meeting. Preliminary proposals for conceptual review shall be accompanied by such elevations, drawings, photographs, or plans are required by the Commission.

The Commission meetings are scheduled on the third Tuesday of each month at 6:00 pm, unless otherwise noted in the Elberton Star. The Commission does not meet on legal holidays. Agendas are posted at City Hall and on the city web site. Please notify the Commission in advance if you are unable to attend the meeting.

If you have any questions or need assistance, please call City Hall during regular business hours.

Elberton Historic Preservation Commission

P. O. Box 70, 203 Elbert Street, Elberton, Georgia 30635

Phone: 706-213-3100 ~ Fax: 706-213-3125

Contact: City Clerk, cchurney@cityofelberton.net



APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (COA)

Section 1. General Information:

Name of Applicant:

Mailing Address:

City, State, Zip:

Email Address:

Contact Number(s):

Location of Property:

(include street address, if available)

Relationship of applicant to property (lessee, owner, purchaser):

Describe the project in detail, including all changes to the structure and/or property. Include all features to be removed, altered and/or added. Indicate all materials to be used and the manufacturer. Attach additional sheets as needed.

Section 2. Required Information: (failure to submit required attachments will prevent application from being considered by the commission). **NO FEE REQUIRED**

Color photos: Include photos of each side of the structure/property; the site to be altered and close ups of the specific areas to be changed. _____ Attached

Drawings for conceptual review, new construction or graphics/ signage: Lettering, colors, materials, placement, etc. _____ Attached

Material Samples/Manufacturer’s Brochures: material samples and brochures which show and describe the materials to be used (i.e., paint chips, brochures on doors, windows, fencing, roofing) _____ Attached

Site Plan: A site plan must be included for new construction, additions, site graphics, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structures. _____ Attached

Section 3. Applicant/Owner Certification:

The applicant certifies that all information contained in this application, and all information furnished in support of this application, is true and complete to the best of my knowledge. Should any portion not be true, then the application is rejected. The owner/applicant hereby gives permission to enter on the property for inspection during the time the application is pending

Signature of applicant/agent Date

Signature of property owner (if different than above) Date

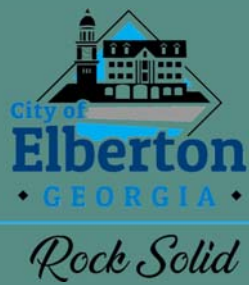
Note to Applicant: Commission meets 3rd Tuesday at 6:00 p.m. of each month provided an application has been submitted prior to the deadline (8-10 days prior to any scheduled meeting). The Historic Design Guidelines are located at www.cityofelberton.net (Planning & Zoning / Historic Preservation).

TO BE COMPLETED BY STAFF ONLY:

Date application received: _____ Received by: _____

Attachments included: Yes No (explanation) _____

The City of Elberton reserves the right to obtain additional information that reasonably may be required in order that an informed decision may be made.



Rock Solid