City of Douglas Georgia
Est. 1895

DESIGN GUIDELINES FOR RESIDENTIAL PROPERTIES IN HISTORIC DISTRICTS

Acknowledgements

2024

City of Douglas Mayor and City Commission

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Edwin Taylor, Commissioner Ward One

Vacant, Commissioner Ward Two

Tony Paulk, II, Commissioner Ward Three

Michael Gowen, Mayor Pro Tem & Commissioner Ward Four

Cindy McNeill, Commissioner Ward Five

Steve Bailey, Commissioner Ward Six

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City of Douglas Historic Preservation Commission

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Table of Contents

Chapter 1. Introduction to Historic Preservation

1.1. *Purpose of Design Guidelines*

The purpose of design guidelines and best practices for historic residential and commercial buildings is to promote the preservation of the significant features of a historic district by ensuring that alterations, additions, and new construction are compatible with their historic surroundings. These guidelines are intended to provide a clear framework for Douglas property owners to make sure that changes to the exterior of historic properties within each of Douglas' two historic districts are made appropriately and consistently. This ensures that changes to individual properties do not negatively impact surrounding properties or the overall character of the district. Maintaining a neighborhood's historic character has social, economic, and environmental benefits beyond achieving a particular aesthetic appearance.

The City of Douglas retains significant historic materials in its built environment. There are two historic districts within the city, Gaskin Avenue and Downtown Douglas, that are representative of Douglas's rich history and the people who have been a part of its development. In order to ensure the longevity of this history, the City of Douglas has put into effect design guidelines for projects that have the potential to impact historic resources.

The Historic Preservation Ordinance of the City of Douglas defines a historic property as:

"[A] building, structure, site, or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the nation, city, or the state, for one of the following reasons:

It is an outstanding example of a structure representative of its era;

It is one of the few remaining examples of a past architectural style;

It is a place or structure associated with an event or persons of historic or cultural significance to the city, state, or the region; or

It is the site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the city, county, state or region."

(Article III, Sec. 109-27)

Historic properties included in a historic district must go through the review of the city and the Historic Preservation Commission (HPC) to confirm their significance. A district's significance will be derived from elements like architectural style, historic function, material type and general location of contributing resources. Once the significant features of a historic district are identified, it is up to the City of Douglas and the Historic Preservation Commission to preserve and protect the features by way of reviewing proposed projects.

Figure 1: Historic Ashley Slater House at 211 S. Gaskin Avenue in Douglas, GA. Owned by the City of Douglas.

1.2. *Current Historic District Guidelines*

Previously, guidelines were put in place in 1992 and reflect the priorities of that time. Since 1992, the needs of the guidelines have evolved as the community continues to rehabilitate historic assets, and new technologies have become available. The City of Douglas developed the current guidelines to support existing ordinances.

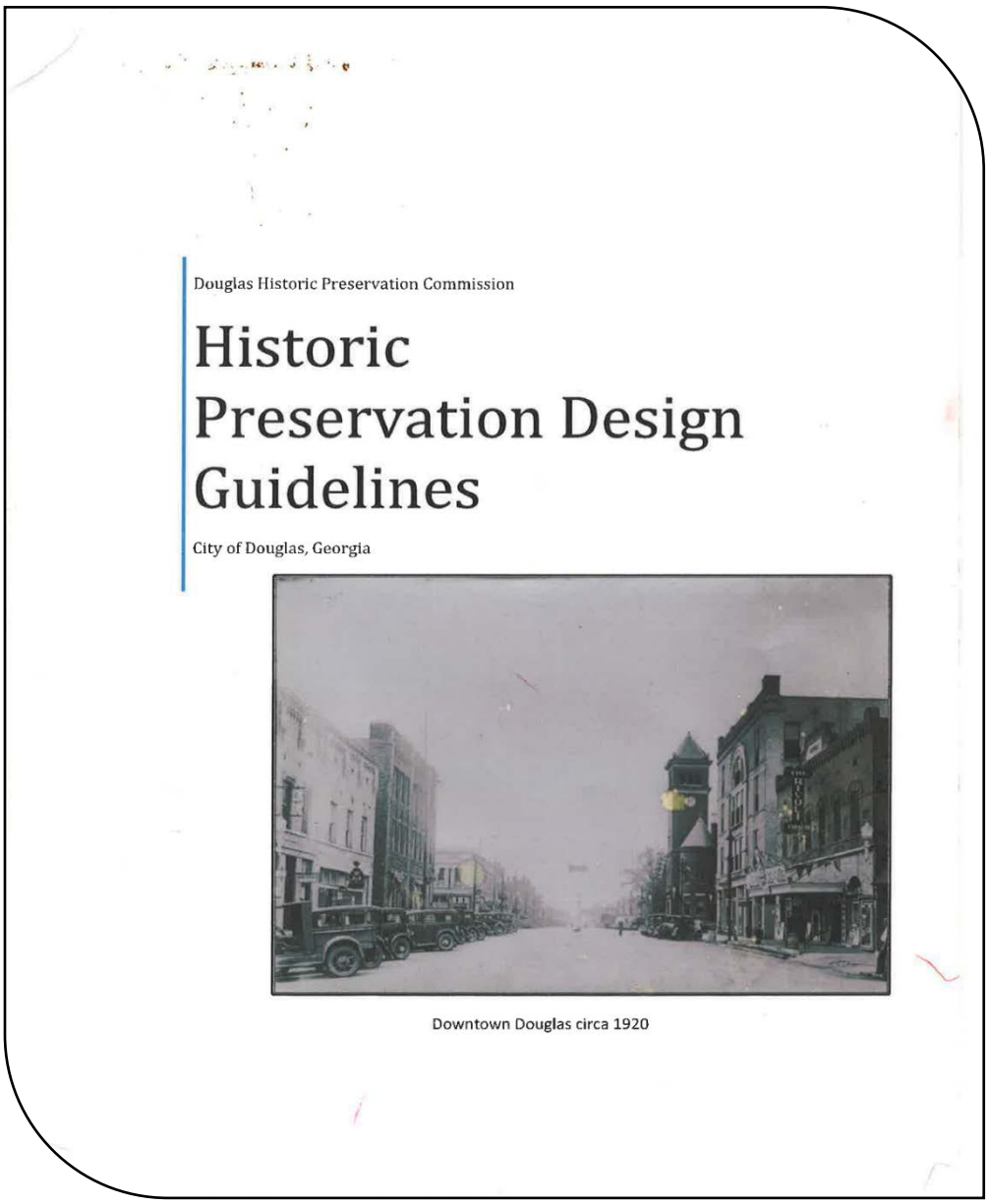


Figure 2: Cover of the 1992 City of Douglas Historic Preservation Design Guidelines.

1.3. *Benefits of Historic Preservation*

The preservation of historic buildings provides many benefits for the communities in which they are located, including a number of social, economic, and environmental advantages.

Historic properties are established resources, constructed using workmanship and materials which are often superior to that of new construction, including old growth lumber and artisanal techniques. As such, they typically have a longer lifespan – over 100 years on average – as compared to new construction, which has a typical useful life of 30-40 years. Existing historic buildings are tied into existent public infrastructure including roads and sewers. The rehabilitation of existing structures often compares very favorably to new construction for this reason, particularly where demolition of an existing building would be required.

Historic preservation is inherently sustainable. Waste materials from demolition and construction projects comprise approximately 25% of the waste in our nation's landfills. Historic buildings contain "embodied energy," which is the energy associated with extracting, processing, manufacturing, transporting, and assembling building materials. Demolishing a historic building that could otherwise be utilized for a productive purpose wastes a significant amount of energy which had been in use for decades, while replacing it with new construction, often utilizing inferior materials, wastes even more.

Not only is the demolition of usable structures wasteful, but many historic resources feature unique energy saving features which can contribute to overall sustainability. When necessary, existing historic buildings can also be retrofitted to increase energy efficiency.

Historic preservation can also help fuel the local economy by providing more local jobs as compared to new construction, as a larger percentage of the project cost for a rehabilitation project is for labor. Due to the widespread and common use of prefabrication in new construction, these projects often effectively outsource work from beyond the local economy.

For more information on Sustainability and Historic Preservation visit:
https://www.wbdg.org/do/preservation

For more information on Preservation & Economics visit:
https://forum.savingplaces.org/learn/fundamentals/economics

1.4. *Incentives for Historic Preservation*

Beyond the social, economic, and environmental reasons to support and promote preservation, financial incentives exist that benefit residents and property owners.

State legislated tax exemptions for residential rehabilitations are available for use. In addition, Federal law provides a 20% income tax credit for the rehabilitation of historic, income-producing buildings. To qualify for both state and federal credits, a property must be a certified historic structure—that is, listed on or eligible for the National Register of Historic Places or considered contributing to a listed historic district. The rehabilitation work must be substantial and must meet the Secretary of the Interior's Standards for Rehabilitation.

Historic property owners or occupants are also encouraged to search for alternative funding for rehabilitation or renovations on the property. Some incentives include the **Federal Rehabilitation Investment Tax Credit**, the **Georgia Preferential Property Tax Assessment**, and the **State Income Tax Credit for Rehabilitated Historic Property**.

More details of incentives can be obtained by visiting the Georgia Department of Community Affairs website, https://dca.georgia.gov/community-assistance/historic-preservation.

The Georgia Trust for Historic Preservation has grants that may be applied for on their website, www.georgiatrust.org/resources/grants-fellowships.

For more information see Appendix D: Tax Incentives.

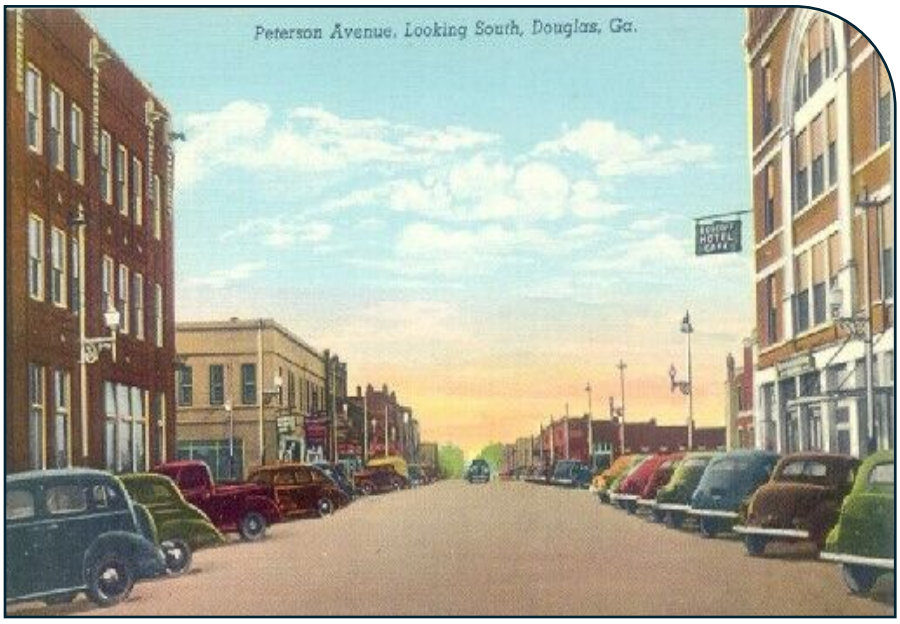


Figure 3: Historic postcard of Peterson Avenue in Douglas, Georgia.

1.5. *The Secretary of the Interior's Standards for the Treatment of Historic Properties*

These guidelines are based on the overarching guidance provided by the Secretary of the Interior's Standards for Rehabilitation and have been expanded and refined since their development in 1979. They are used by the National Park Service to determine if proposed rehabilitation of an historic building will be sensitive to its historic integrity. The standards are broad, as they are designed to apply to the rehabilitation of historic properties throughout the United States. The standards are as follows:

A. 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.

B. 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.

C. 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.

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

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

F. 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.

G. 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.

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

I. 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.

J. 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.

National Park Service. The Secretary of the Interior's Standards for Rehabilitation, 2022.

1.6. *How to use this Document*

The following document provides design criteria for changes to residential buildings located within the two historic districts. These design guidelines are meant to provide a reference point for building owners, architects, designers, and other interested parties when planning exterior alterations to properties within the district, and to provide clear examples of what types of changes are appropriate to the district's historic character. These guidelines are based on the guidance outlined by the Secretary of the Interior's Standards for Rehabilitation, a set of overarching guidelines developed by the National Park Service which set forth standards of treatment when rehabilitating or altering historic properties. This document provides guidance on maintaining, repairing, and, when necessary, replacing historic features on residential properties within the historic districts.

Background information on the history and character of Douglas and its historic districts is provided in **Chapter 2**. New construction and alterations to existing buildings within the historic district, as well as the installation of new signs or streetscape elements, must be approved by the Historic Preservation Commission (HPC) before the project begins. **Chapter 3** provides an overview of the process and requirements.

An architectural style guide, which is helpful in identifying appropriate characteristics for particular building styles, is provided in **Chapter 4**. An overview of design principles is also provided in **Chapter 4**.

Guidelines for alterations to existing historic buildings and new construction within the historic districts are provided in **Chapter 5**. Along with alterations and additions, this chapter also includes guidelines concerning signage, including both wall-mounted and free-standing, streetscape elements, utilities, and solar panels. While **Chapter 5** makes references to substitute materials that are appropriate for usage in historic districts, more information about appropriate substitute materials is included in **Appendix B: Substitute Materials**.

Guidance for the demolition, relocation, or replacement of structures and buildings in historic districts is found in **Chapter 6**.

Visuals like images and diagrams are included in each chapter to provide examples of solutions. These solutions will be sorted by their level of appropriateness: Best Practices, May be Appropriate, and Not Acceptable.

Chapter 2. Preservation in Douglas

2.1. *History of the City of Douglas*

The City of Douglas was founded as the county seat of the newly formed Coffee County in 1855. The property now considered Douglas was given to the county by James. A Pearson in 1854 and it was then divided into lots and blocks. The town was named after Stephen A. Douglas, a presidential nominee who lost to Abraham Lincoln in the 1860 election. Development of this acreage would not happen until the end of the century. The development of Douglas was slow to start, and its primary economy was agriculture. Any storefronts or businesses started in the mid-19th century were in support of agriculture, and the market slowed significantly during the Civil War. After the war, the turpentine industry began to prosper with thousands of acres in the county being dedicated to its manufacturing.

Officially chartered in 1895, the few residents of Douglas recognized the need for a link to the railroad for future development. In 1896 a locomotive pulling a load of bricks came to Douglas. According to *Ward's History of Coffee County*,

> A tram-road had been in operation for some time between McDonalds Mill and Downing, a turpentine still five miles south of Douglas. And so when the city of Douglas began the construction of a brick schoolhouse the need of a railroad was felt, and so for that reason and for other reasons the tram-road from McDonalds mill, now Axson, was extended to Douglas. This little road gave Douglas its first outlet to the big wide world. We went to Waycross, Jacksonville, Brunswick, Savannah, etc., by way of this little road. (Ward 1930, 150)

The Wadley & Mount Vernon Railroad reached Douglas in 1905. In 1907 it merged with the Georgia and Florida Railroad and by 1909 Douglas was the central hub of the line.

Edward Buck is credited with bringing turpentine to the area, after buying the turpentine still from Sweat and Co., which was located on the edge of the town in 1892. He contributed to the construction of the McDonald and Douglas railroad along with J.S. Bailey, Benajah Peterson, C. A. Ward Jr., and John Marshall Ashley. Buck took advantage of the market brought by the train and constructed a hotel near the depot (Gaskin Avenue Historic District Report 2022). John Marshall Ashley (who later constructed the Ashley-Slater House) owned a lumber yard in Douglas, that is shown on the Sanborn Map below.

Perhaps the most influential element of the development in Douglas was the introduction of the railroad. The ability to distribute goods more widely around the surrounding areas strengthened the economy of Douglas. Today, the downtown is still marked by the Georgia-Florida Railroad, and the various supporting structures and businesses to sustain it.

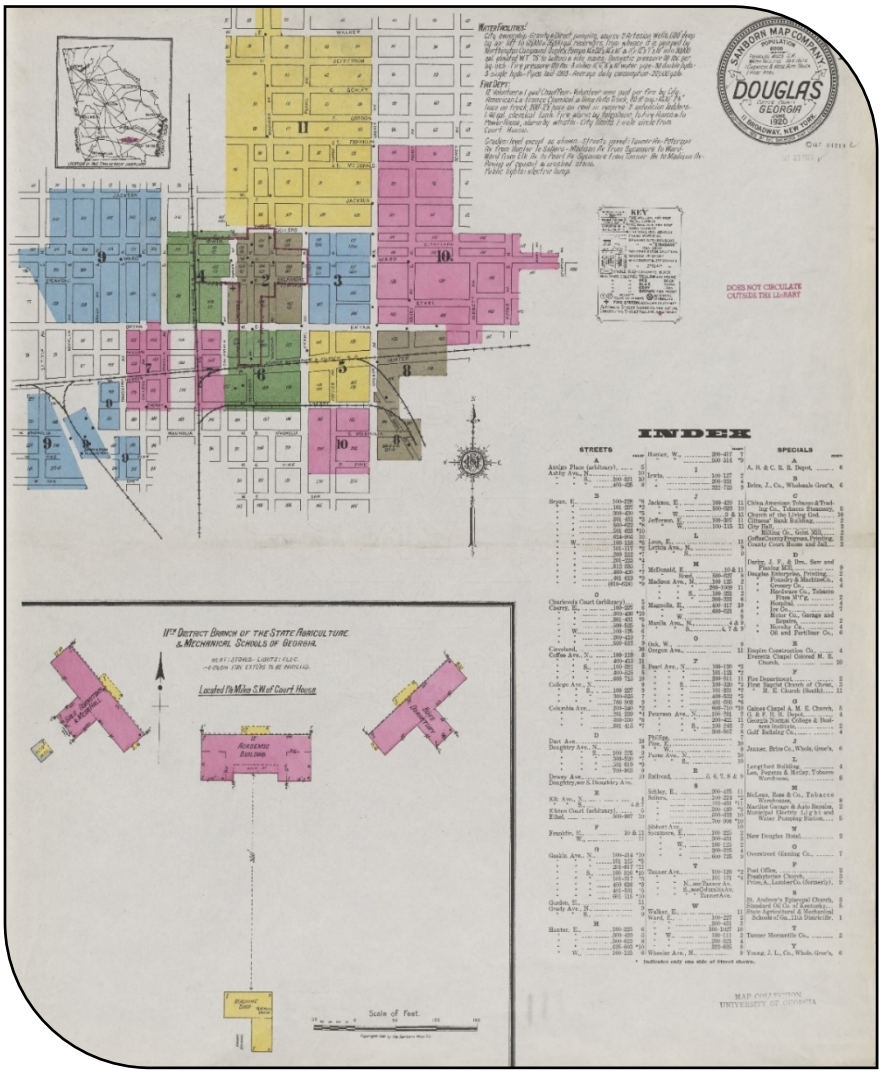
Concerted preservation efforts began in the City of Douglas in the 1990s and have continued to the present day with many active development and revitalization programs. The City of Douglas was inspired by the nationwide Main Street America movement and began their own Main Street Program in 1993, becoming one of Georgia's first Main Street Programs. The Historic Preservation

Commission (HPC) was established to promote preservation in 1993 through the City of Douglas' 1993 Code. Downtown Douglas was also listed as a formal district in the National Register of Historic Places at this time due to its numerous intact buildings dating from the 1890s through the 1940s. A 20-year Community Agenda for Coffee County and the City of Douglas began in 2007 that focused on natural and cultural resources and a Downtown Master Plan for Douglas was later produced in 2016.

The present Douglas Main Street Program and Downtown Development office supports downtown revitalization using a four-point approach, which includes organization, promotion, design, and economic restructuring. The "Adopt-A-Spot Downtown" program was introduced in 2010 to help keep downtown clean and attractive for residents and visitors alike.

City of Douglas. *Gaskin Avenue Historic District Report*, 2022.

Ward, Warren P. *Ward's History of Coffee County.* Atlanta: Foote & Davies Co., 1930.



View a larger version online:

Figure 4: 1920 Sanborn Map of Douglas.

2.2. *Historic Districts*

a. Gaskin Avenue Historic District

The Gaskin Avenue Historic District is a National Register listed district which was designated in 1993. It is located on the northeast side of the city, spanning fourteen blocks north to south, and eight blocks east to west. The district is roughly bounded by Church Street to the north, Cross Street to the east, Hunter Street to the south and Madison Avenue on the west.

Buildings located within the historic district are primarily residential buildings, but there are examples of commercial, government, institutional, and community structures as well. Historically, the district area began to develop at the end of the 19th century and continued through the mid-20th century. Its period of significance extends from: 1890-1972.

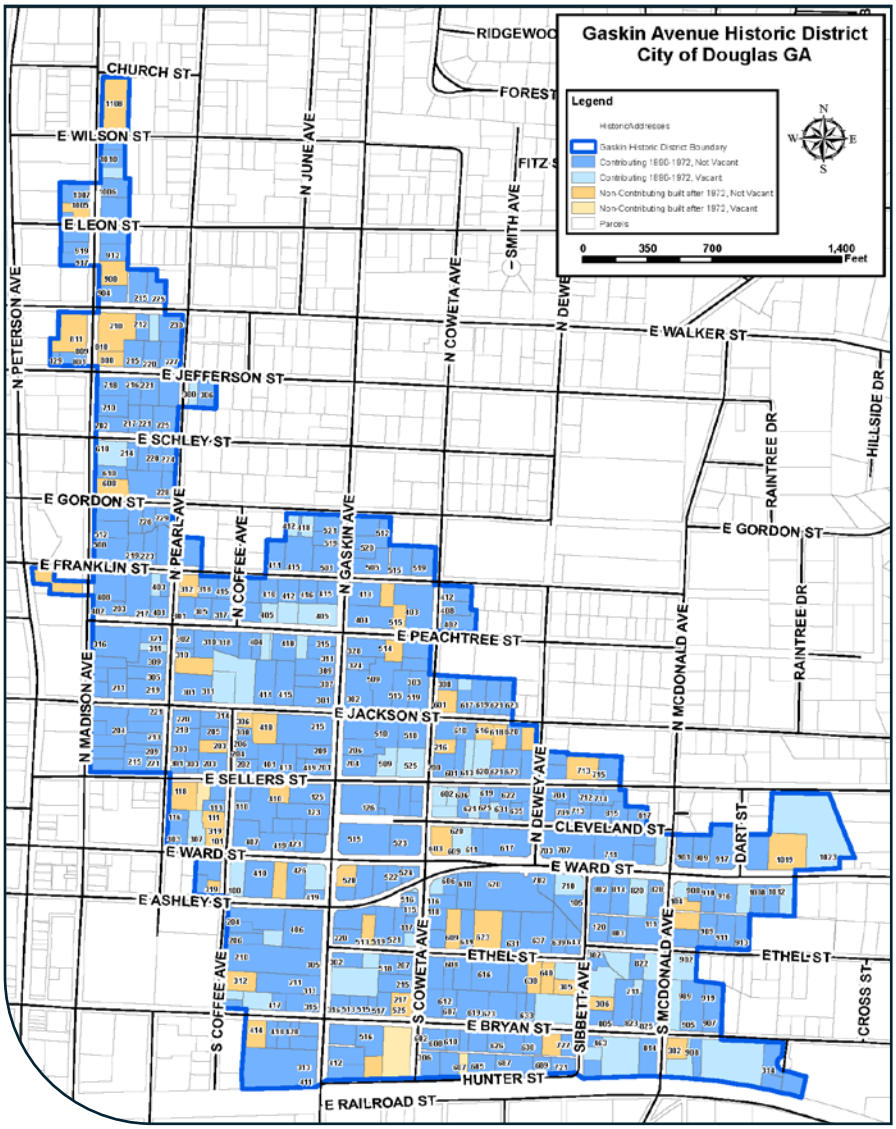


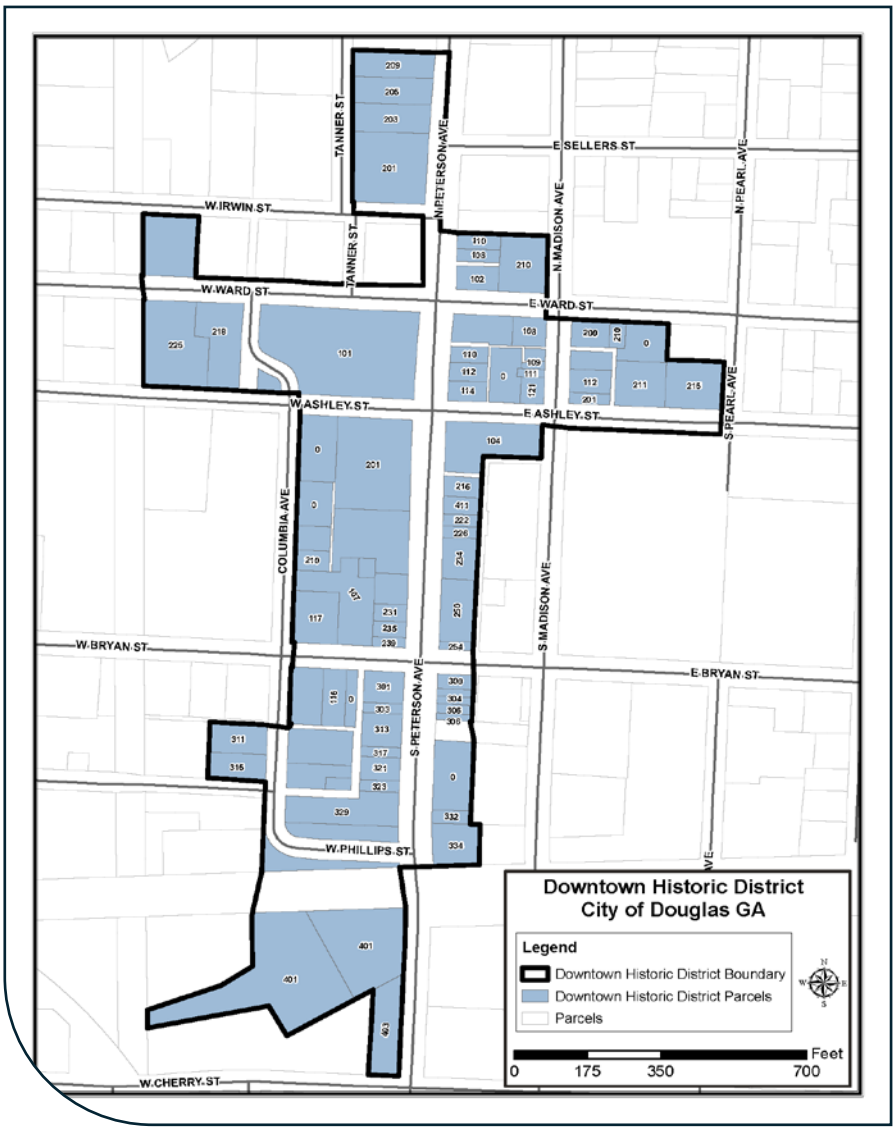
Figure 5: Map of the Gaskin Avenue Historic District.

View a larger version online:

b. Downtown Douglas Historic District

The Downtown Douglas Historic District is a National Register listed district, that was listed in 1993. It is comprised of the city's central business district and features commercial, residential, government and railroad facilities. The resource is bounded by Irwin and Jackson Streets to the north, Pearl and Madison Avenues to the east, Cherry Street to the south and Columbia Avenue and the Greenway Trail (formerly the Georgia & Florida RR line) to the west.

The district's period of significance extends from 1895 to 1942. Contributing resources within the historic district are primarily commercial buildings, but there are examples of residential and community buildings. The district's areas of significance include architecture, commerce, community planning and development, and politics/government.



View a larger version online:

Figure 6: Map of the Downtown Douglas Historic District.

Chapter 3. Players and Procedures

3.1. *City of Douglas Community Development Department*

The mission of the City of Douglas Community Development Department is to enhance the opportunities and lives of the residents. The department is broken into many divisions that support Douglas, including the review of applications for work being completed within historic districts.

Physical Address: 302 S. Madison Avenue, Douglas, GA 31533

Mailing Address: P.O. Box 470 Douglas, GA 31534

Phone: (912) 383-0277

Fax: (912) 384-6730

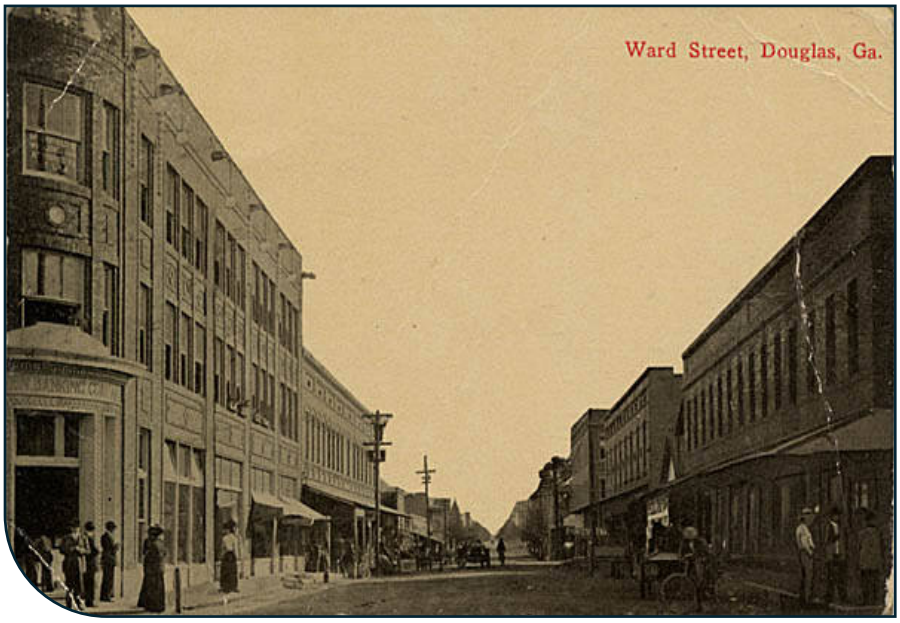


Figure 7: Historic postcard of Ward Street in Douglas, Georgia.

3.2. *City of Douglas Historic Preservation Commission*

The Historic Preservation Commission was created in order to establish a uniform procedure that protects, preserves and enhances the cultural and historical elements of the City of Douglas. The committee is comprised of members of the community who have expressed an interest in the preservation of Douglas. All members are residents of the City of Douglas and have a special interest, experience, property investment, or education in history or architecture.

The HPC is responsible for reviewing Certificate of Appropriateness (COA) applications to protect places, districts, sites, buildings, structures, objects, and works of art having a special historical, cultural, or aesthetic interest or value to the community. Any questions for the HPC can be directed to the Community Development Department office at City Hall.

Physical Address: 302 South Madison Avenue, Douglas, GA 31533

Phone: (912) 383-0277

Fax: (912) 384-0130

Figure 8: Mural found on brick wall in Downtown Douglas.

3.3. *Procedures*

a. Design Review Process Overview

Determine if a Certificate of Appropriateness (COA) is required:

According to Article III, Sec. 109-60:

“After the designation by ordinance of an historic property or of an historic district, no material change in the appearance of such historic property, or of an historic or non-historic building, structure, site or object within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the commission.”

Any work that involves any major exterior change, including additions, requires a COA. This also includes new construction, demolition, removal of large trees, and the erection of a sign or fence exceeding 6 feet. Any routine maintenance like painting, re-caulking windows, landscaping, or work to the interior of a building does not require a COA.

In accordance with the ordinance, projects that fall under the following will need to be reviewed by the HPC and receive a COA:

(1) Reconstruction, alteration, new construction, or renovation. The commission shall issue Certificate of Appropriateness for the above-proposed actions if those actions conform in design, scale, building material, setback and landscaping as further specified in the Design Guidelines for the City of Douglas, a copy of which is attached to the ordinance from which this article is derived as appendix "A," and to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, a copy of which is attached to the ordinance from which this article is derived as appendix "D" and hereby incorporated by reference.

(2) Relocation. A decision by the commission approving or denying a Certificate of Appropriateness for the relocation of a building, structure, or object shall be guided by:

a. The historic character and aesthetic interest the building, structure, or object contributes to its present setting.

b. Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be.

c. Whether the building, structure or object can be moved without significant damage to its physical integrity.

d. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site or object.

(3) Demolition. A decision by the commission approving or denying a Certificate of Appropriateness for the demolition of buildings, structure, sites, or objects shall be guided by:

a. The historic, scenic or architectural significance of the building, structure, site, or object.

b. The importance of the building, structure, site, or object to the ambiance of a district.

c. The difficulty or the impossibility of reproducing such a building, structure, site, or object because of its design, texture, material, detail, or unique location.

d. Whether the building, structure, site, or object is one of the last remaining examples of its kind in the neighborhood or the city.

e. Whether there are definite plans for use of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.

f. Whether reasonable measures can be taken to save the building, structure, site, or object from collapse.

g. Whether the building, structure, site, or object is capable of earning reasonable economic return on its value."

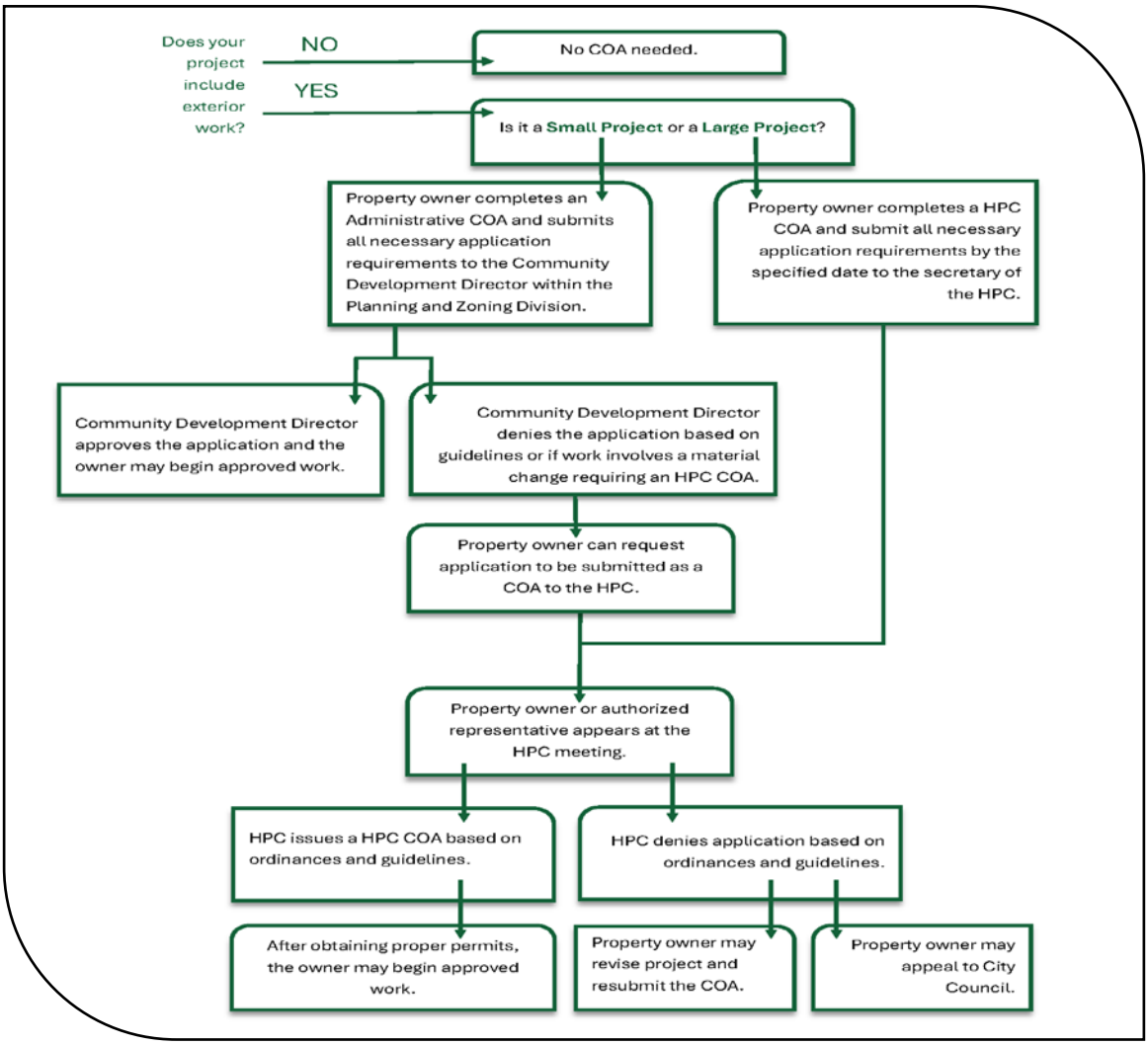


Figure 9: Historic Preservation Commission COA processes.

Admin COA vs. HPC COA

While a COA is required to complete major exterior changes to historic properties, an Administrative COA or Administrative Review and Approval Application can be used for minor exterior work that follows applicable provisions of district design guidelines as well as for restoration in case of emergency or safety hazards. This includes installation of handicap ramps, fences under 6 feet, awnings, decks/porches not visible from the street, and replacement of roofing with compatible material.

Administrative Approval is not a building permit or zoning verification form and does not relieve the responsibility of following all other applicable codes and requirements of the City of Douglas.

If a project will require a COA application, the following information should be included on the form as well as supporting documentation such as drawings, photographs, and plans in accordance with the Historic Preservation ordinance.

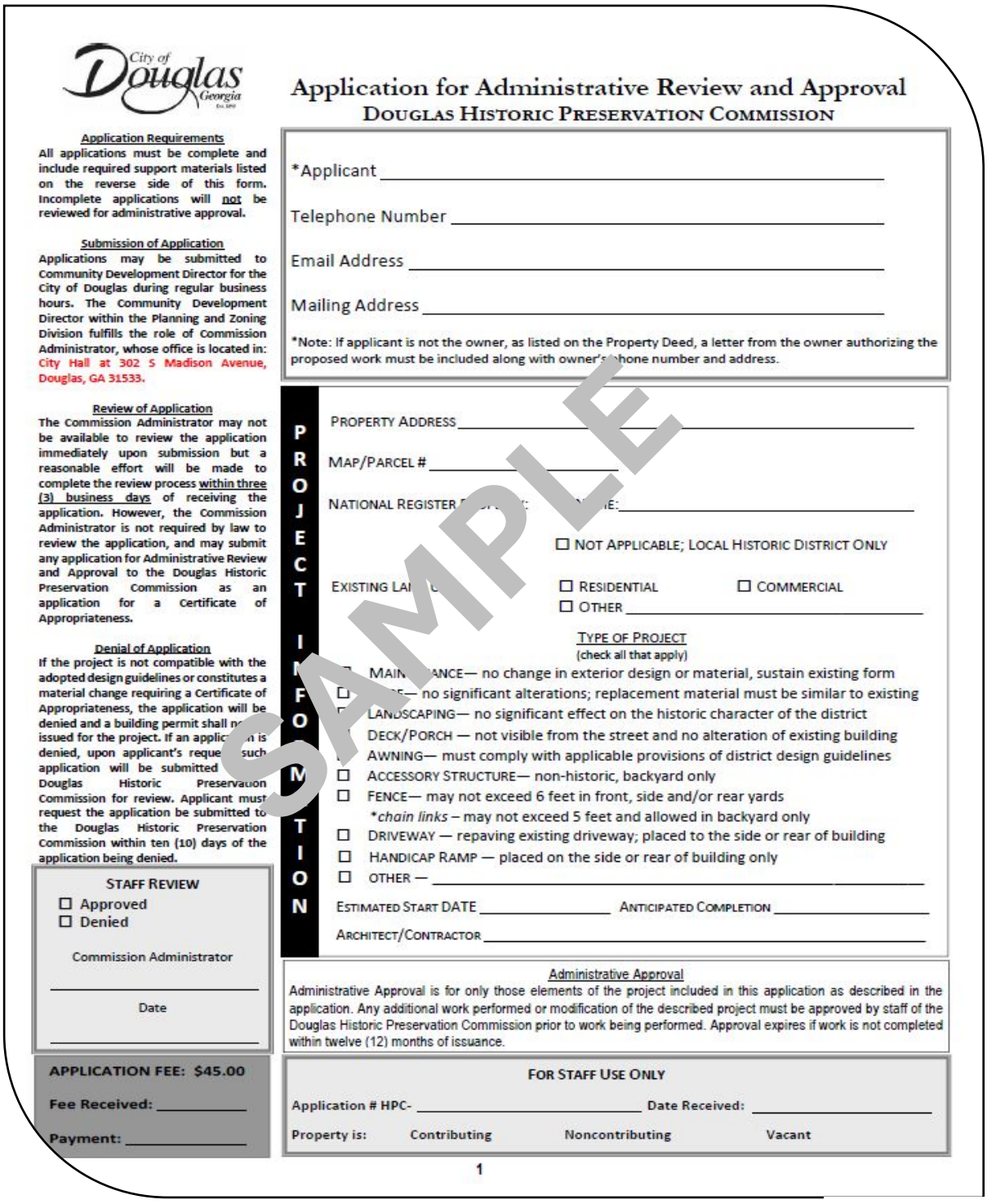
Approving a COA

Once submitted, the city and the HPC have 45 days to review and make a decision on a COA application. If the application is not reviewed within this time period, the applicant's COA application is considered approved.

Typically, COAs are heard by the HPC at the monthly meetings. At this time, the applicant will present their proposed project, and the HPC will ask any additional questions and make a decision on the application. The COA will consult a variety of resources depending on the specific project before making a final decision.

b. Appeals

An applicant has the right to appeal any COA determination made by the HPC to the City Commission within 30 days of the decision. The City Commission can then approve, modify, or reject the HPC's determination.



City of Douglas Georgia

Application for Administrative Review and Approval
Douglas Historic Preservation Commission

Application Requirements
All applications must be complete and include required support materials listed on the reverse side of this form. Incomplete applications will not be reviewed for administrative approval.

Submission of Application
Applications may be submitted to Community Development Director for the City of Douglas during regular business hours. The Community Development Director within the Planning and Zoning Division fulfills the role of Commission Administrator, whose office is located in: City Hall at 302 S Madison Avenue, Douglas, GA 31533.

Review of Application
The Commission Administrator may not be available to review the application immediately upon submission but a reasonable effort will be made to complete the review process within three (3) business days of receiving the application. However, the Commission Administrator is not required by law to review the application, and may submit any application for Administrative Review and Approval to the Douglas Historic Preservation Commission as an application for a Certificate of Appropriateness.

Denial of Application
If the project is not compatible with the adopted design guidelines or constitutes a material change requiring a Certificate of Appropriateness, the application will be denied and a building permit shall n issued for the project. If an applic n is denied, upon applicant's reque such application will be submitted Douglas Historic Preservation Commission for review. Applicant must request the application be submitted to the Douglas Historic Preservation Commission within ten (10) days of the application being denied.

STAFF REVIEW
☐ Approved
☐ Denied

Commission Administrator

_____

Date

_____

APPLICATION FEE: $45.00

Fee Received: _____

Payment: _____

*Applicant _____

Telephone Number _____

Email Address _____

Mailing Address _____

*Note: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

PROJECT INFORMATION

PROPERTY ADDRESS _____

MAP/PARCEL # _____

NATIONAL REGISTER [illegible]: _____

☐ NOT APPLICABLE; LOCAL HISTORIC DISTRICT ONLY

EXISTING LA[illegible] ☐ RESIDENTIAL ☐ COMMERCIAL
☐ OTHER _____

TYPE OF PROJECT
(check all that apply)

☐ MAIN[illegible]ANCE— no change in exterior design or material, sustain existing form
☐ [illegible]— no significant alterations; replacement material must be similar to existing
☐ LANDSCAPING— no significant effect on the historic character of the district
☐ DECK/PORCH — not visible from the street and no alteration of existing building
☐ AWNING— must comply with applicable provisions of district design guidelines
☐ ACCESSORY STRUCTURE— non-historic, backyard only
☐ FENCE— may not exceed 6 feet in front, side and/or rear yards
*chain links – may not exceed 5 feet and allowed in backyard only
☐ DRIVEWAY — repaving existing driveway; placed to the side or rear of building
☐ HANDICAP RAMP — placed on the side or rear of building only
☐ OTHER — _____

ESTIMATED START DATE _____ ANTICIPATED COMPLETION _____

ARCHITECT/CONTRACTOR _____

Administrative Approval
Administrative Approval is for only those elements of the project included in this application as described in the application. Any additional work performed or modification of the described project must be approved by staff of the Douglas Historic Preservation Commission prior to work being performed. Approval expires if work is not completed within twelve (12) months of issuance.

FOR STAFF USE ONLY

Application # HPC- _____ Date Received: _____

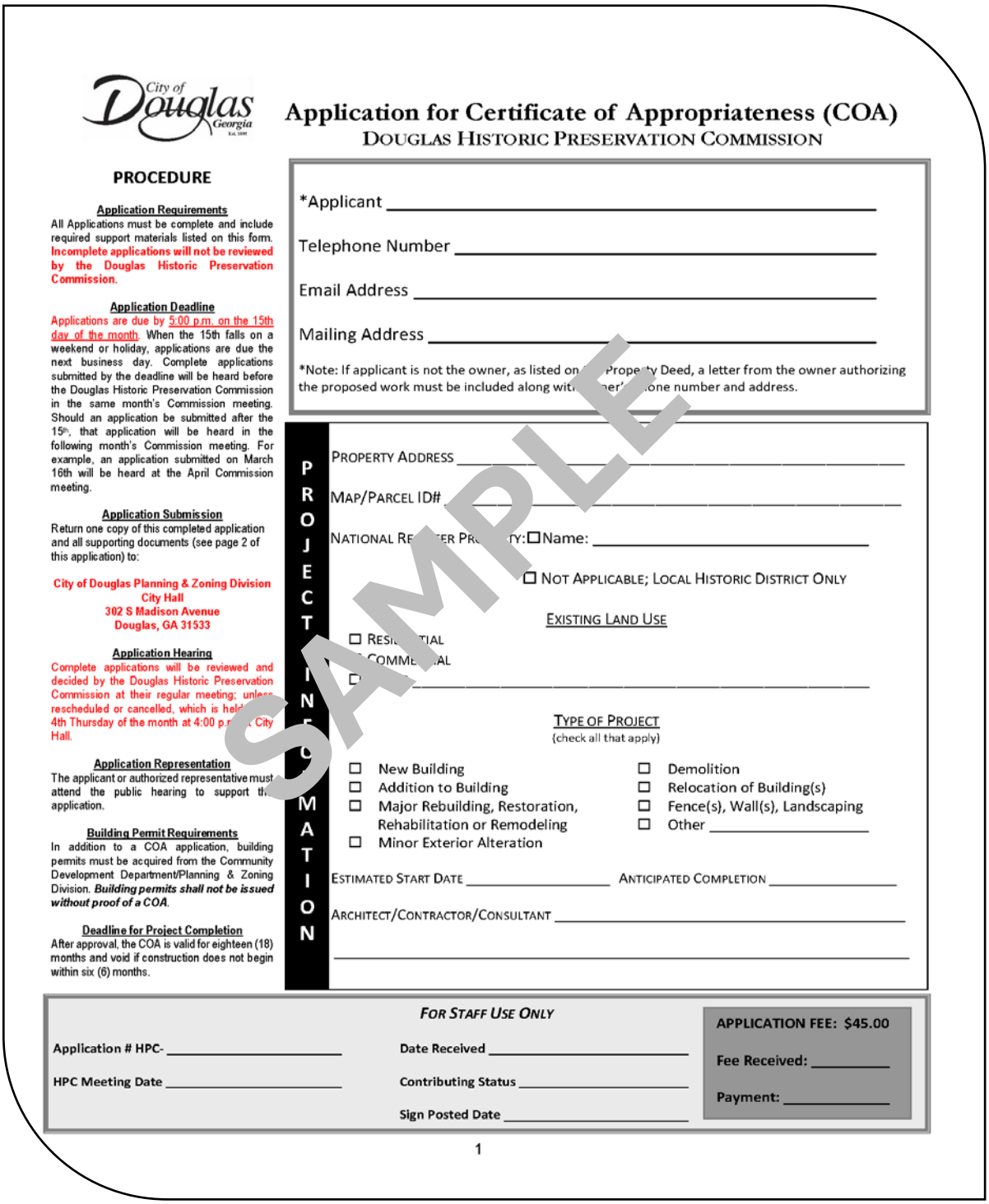
Property is: Contributing Noncontributing Vacant

1

SAMPLE

Figure 10: Example of Application for Administrative Review and Approval form.

Online Version:



City of Douglas Georgia

Application for Certificate of Appropriateness (COA)

DOUGLAS HISTORIC PRESERVATION COMMISSION

PROCEDURE

Application Requirements
All Applications must be complete and include required support materials listed on this form. **Incomplete applications will not be reviewed by the Douglas Historic Preservation Commission.**

Application Deadline
Applications are due by 5:00 p.m. on the 15th day of the month. When the 15th falls on a weekend or holiday, applications are due the next business day. Complete applications submitted by the deadline will be heard before the Douglas Historic Preservation Commission in the same month's Commission meeting. Should an application be submitted after the 15th, that application will be heard in the following month's Commission meeting. For example, an application submitted on March 16th will be heard at the April Commission meeting.

Application Submission
Return one copy of this completed application and all supporting documents (see page 2 of this application) to:

City of Douglas Planning & Zoning Division
City Hall
302 S Madison Avenue
Douglas, GA 31533

Application Hearing
Complete applications will be reviewed and decided by the Douglas Historic Preservation Commission at their regular meeting; unless rescheduled or cancelled, which is held 4th Thursday of the month at 4:00 p.m. City Hall.

Application Representation
The applicant or authorized representative must attend the public hearing to support the application.

Building Permit Requirements
In addition to a COA application, building permits must be acquired from the Community Development Department/Planning & Zoning Division. ***Building permits shall not be issued without proof of a COA.***

Deadline for Project Completion
After approval, the COA is valid for eighteen (18) months and void if construction does not begin within six (6) months.

*Applicant _____

Telephone Number _____

Email Address _____

Mailing Address _____

*Note: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with their phone number and address.

PROJECT INFORMATION

PROPERTY ADDRESS _____

MAP/PARCEL ID# _____

NATIONAL REGISTER PROPERTY: ☐ Name: _____

☐ NOT APPLICABLE; LOCAL HISTORIC DISTRICT ONLY

EXISTING LAND USE

☐ RESIDENTIAL
☐ COMMERCIAL
☐ _____

TYPE OF PROJECT
(check all that apply)

☐ New Building
☐ Addition to Building
☐ Major Rebuilding, Restoration, Rehabilitation or Remodeling
☐ Minor Exterior Alteration
☐ Demolition
☐ Relocation of Building(s)
☐ Fence(s), Wall(s), Landscaping
☐ Other _____

ESTIMATED START DATE _____ ANTICIPATED COMPLETION _____

ARCHITECT/CONTRACTOR/CONSULTANT _____

_____

FOR STAFF USE ONLY

Application # HPC- _____
HPC Meeting Date _____
Date Received _____
Contributing Status _____
Sign Posted Date _____

APPLICATION FEE: $45.00
Fee Received: _____
Payment: _____

1

Figure 11: Example of Certificate of Appropriateness form.

Online Version:

Chapter 4. Architectural Style Guide

4.1. *Introduction*

Historic buildings are frequently characterized according to their architectural style. Architectural style is defined by hallmark forms, shapes, proportions, materials, and ornamentation that make up a building's overall character. Architectural styles have changed throughout history as certain design movements became popular and others faded out of fashion. Understanding your property's architectural style, and the character-defining features that contribute to that style, will help you to understand which features are critical to the preservation of its historic character. Few structures display all the characteristics of a particular style, and many buildings exhibit eclectic details from a mix of styles. Architectural styles are grouped into two categories: vernacular and high style. Before proceeding, it is helpful to understand the following terms as they relate to historic architecture. The following has been adapted from *A Field Guide to American Houses* by Virginia Savage McAlester.

"Building type" describes a structure's function and form. Some building types are closely associated with a particular architectural style, while others are used in many architectural styles.

The term "vernacular" refers to buildings constructed according to traditional methods of construction within a specific locality or for a particular group of people. Often created by carpenter-builders and designers, vernacular buildings combined vernacular forms, pattern book designs and the builder's own ideas. Influenced by local climate, building traditions, and contemporary architectural styles, these builders created local variations in historic architectural styles.

"High style" refers to buildings constructed according to the doctrines of a specific, readily identifiable, national or regional architectural style. Often designed by professional architects and builders, or derived from architectural guidebooks, high style buildings vary widely in size, form, and detailing/ornamentation. Designers of high style buildings were often strongly influenced by contemporary trends, fashions, and academic principles. While there are some examples of high style architecture in Douglas' two historic districts, most buildings are vernacular.

4.2. *Building Types and Forms in Districts*

a. Building Forms

Douglas' residential areas contain a number of building types, including single-pile, double-pile, gable front, and later dwelling forms. Building types and architectural styles commonly found in Douglas are described in the following section. These buildings are primarily of wood frame and masonry (usually brick) construction and are typically clad in wooden siding.

Single Pile House

The Single Pile house, also called an "I-House," is traditionally three bays wide, one room deep, and two stories tall with a side-gabled roof. It has a symmetrical façade, often with end chimneys and a front porch. On the interior, it typically has a central hall flanked by rooms. It is a common type of vernacular home, and many were constructed in the region during the 19th century. These homes were often enlarged with rear ell additions, and the front porch was often updated to suit changing architectural fashions. Gothic Revival, Queen Anne, and Italianate variations are common.

Double Pile House

The Double Pile house, like the I-House, is typically three to five bays wide and two stories tall with a rectilinear shape and side-gable roofline. The Double Pile house is defined by its two-room depth. It follows one of the most common domestic floor plans found in the United States, the "Hall and Parlor" plan, in which a central hall with staircase is flanked by pairs of rooms on each side. The double pile form is most closely associated with the Georgian and Federal styles but was also commonly ornamented with Greek Revival, Gothic Revival, Italianate, Colonial Revival, and Classical Revival style details. It is also commonly found in its simple vernacular form with little stylistic detail.

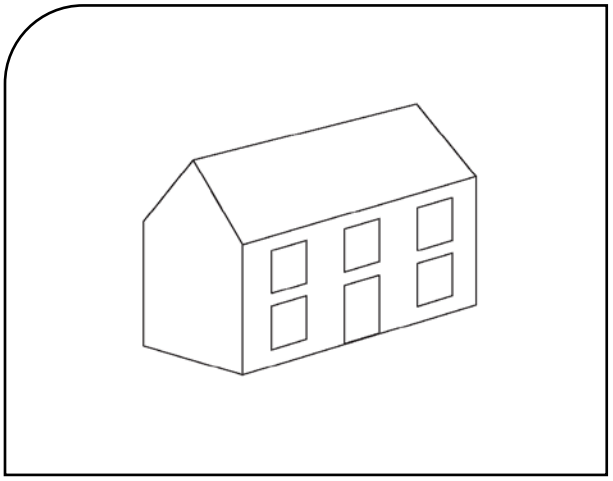


Figure 12: Single Pile House diagram.

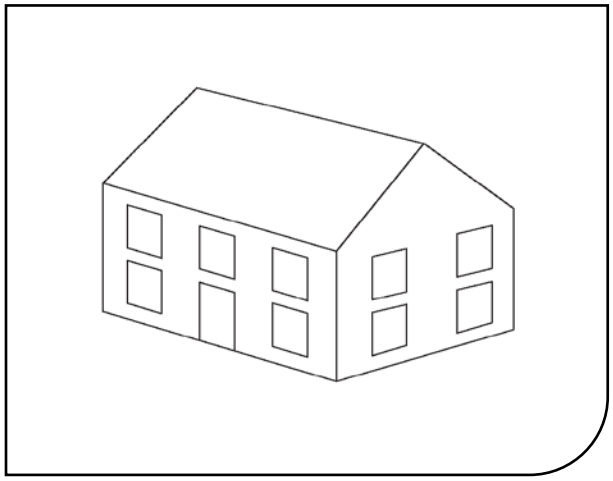


Figure 13: Double Pile House diagram.

Gable-Front

The Gable-front house is another common vernacular form. Characterized by its simple, front-gabled roof, the Gable-front house type is typically rectangular or square in form. The narrow form of the gable-front type was well suited to narrow lots and the type is commonly found in urban neighborhoods and towns. Like other vernacular forms, this type may be found unornamented or with applied ornamentation from a variety of architectural styles.

Gable-Ell

The Gable-Ell house is typically two stories and is characterized by a gable-front central mass with an intersecting wing (the "ell") placed perpendicularly, creating an L shaped plan. The long side of the ell is typically oriented towards the street, and a porch is often located at the juncture of the two wings. Like the other building types mentioned, the gabled ell house was often ornamented with Victorian-era details, and the porch was commonly updated to reflect changing tastes and architectural fashions.

Figure 14: Gable-Front diagram.

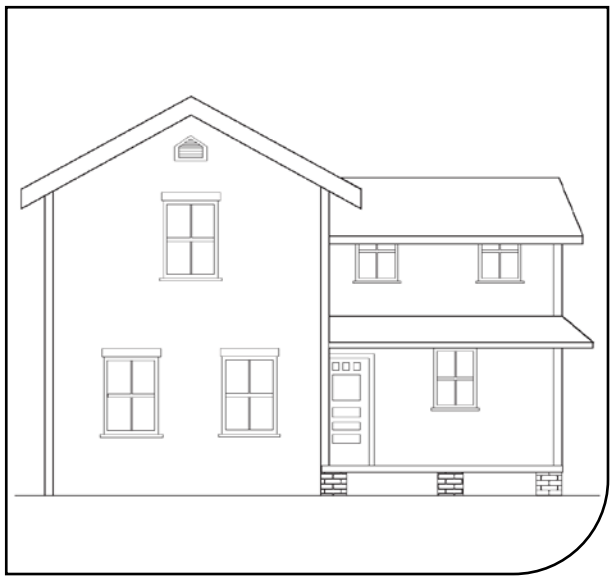


Figure 15: Gable-Ell diagram.

American Foursquare

The American Foursquare is characterized by its boxy appearance, square or rectangular plan, and hipped or pyramidal roof. They are two-and-a-half stories high, and many have hipped or shed dormers. Dormers were typically centered over the front façade or placed on all four sides of the hipped roof. The form was ubiquitously popular on farms, in suburbs, and in more urban areas with larger lot sizes. These houses were popularized by their appearance in pattern books. Prefabricated versions were also available for purchase. These houses commonly incorporated Craftsman style elements but can be found with stylistic details from a variety of architectural styles, including Mediterranean Revival style barrel tile roofs or Colonial Revival style porches.

Bungalow

The Bungalow was a common house type in the United States and examples can be found dating to the 1900s through the 1940s. Bungalows are one to one-and-a-half stories and are compact in size. These houses typically have projecting eaves, multiple gables, asymmetrical facades, and low-pitched roofs with large dormers and integrated porches. The bungalow is most commonly associated with the Craftsman style. Like the American Foursquare, prefabricated versions were available as “kit houses”, and the form was widely popular for use in both rural and more urban settings.

Figure 16: American Foursquare diagram.

Figure 17: Bungalow diagram.

b. Architectural Styles represented in Douglas' Historic Districts

Queen Anne (1880 -1910)

The Queen Anne style merged a variety of classical and medieval ornamentation and is the style most commonly brought to mind with the use of the generic "Victorian" label. The Queen Anne style was successfully adapted to residential, commercial, and institutional uses. Queen Anne buildings are typically asymmetrical in plan, and feature turrets, window bays, towers, complex rooflines, decorated chimneys, and large and ornate porches. A variety of materials with contrasting textures, including brick, wood, stone, slate, and tile were often combined to create a picturesque effect. Various historic Queen Anne residential buildings can be found in Douglas that have been converted into commercial buildings.

Colonial Revival (1880 -1960)

The Colonial Revival style emerged in the 1880s following America's Centennial celebrations and was a backlash to what was perceived to be the Victorian excesses of American domestic architecture. The Colonial Revival style borrowed heavily from early American Georgian and Federal architecture of the 18th century. The Colonial Revival style often combined authentic colonial details with contemporary features on a more exaggerated scale than its 18th century models. The name "Colonial" actually encompasses several styles, all loosely associated with the revival of American and "old world" buildings. Character-defining features associated with the Colonial Revival style include symmetrical massing, use of red brick and white trim, multi-pane, double-hung windows, classical embellishments – especially entrance ways with decorative pediments and pilasters, and a main entry door topped by fanlights or rectangular transoms and flanked by side lights.

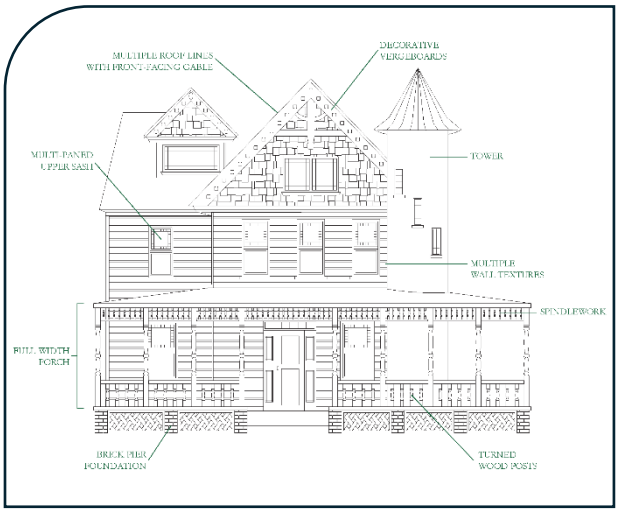


Figure 18: Queen Anne architecture diagram.

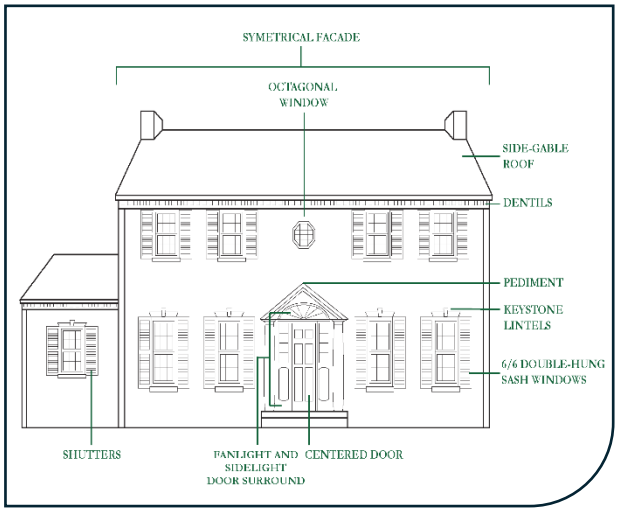


Figure 19: Colonial Revival architecture diagram

Craftsman (1895 -1940)

The Craftsman style emerged at the very end of the 19th century and was heavily influenced by the English Arts and Crafts Movement, which emphasized a return to traditional handcraftsmanship and the use of natural materials. It became highly popularized through pattern books and magazine depictions and was the dominant style for small houses and the bungalow building type from the turn of the 20th century through the 1930's.

Craftsman Style dwellings often include deep overhanging eaves with exposed rafter tails, or widely overhanging eaves supported by large open brackets. Full or partial width porches which are integral to the main roof, gabled roofs, and double-hung windows, often grouped, with multiple panes in the top sash.

While the Craftsman architectural style is typically represented by residential buildings, there are examples of the style in Douglas of residential buildings that have been converted into commercial buildings.

Folk Victorian (1870 -1910)

Folk Victorian is another style that is more often seen represented by residential buildings, although it is not unheard of to be represented by a commercial building. The buildings are primarily constructed with lumber, and so the spread of the style was greatly enabled by the growth of the railroad system. The style features Victorian style detailing on simple house forms. Much of the characteristic detailing is found in the porch or cornice line of the building. The details, like spindlework on porches, flat or jigsaw trim, and brackets in the cornice are common. While the style's details are heavily influenced by the Queen Anne architectural style, differentiating characteristics of the style include the Folk Victorian's symmetry and lack of texture used in the exterior materials.

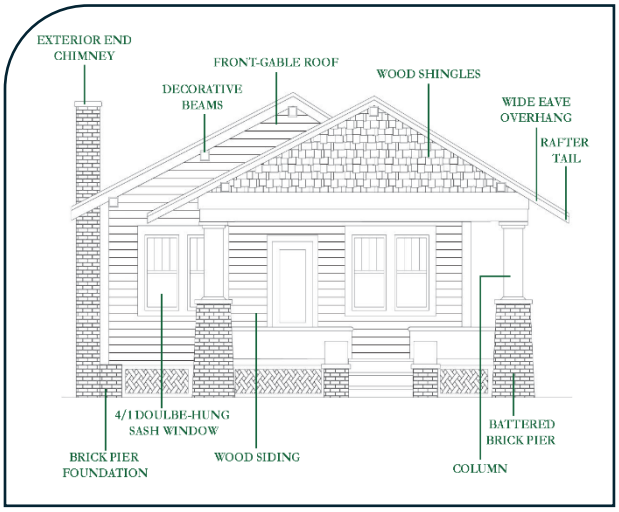


Figure 20: Craftsman architecture diagram.

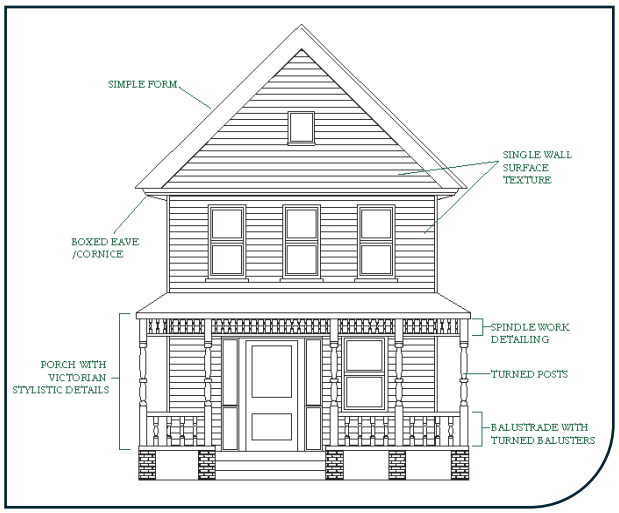


Figure 21: Folk Victorian architecture diagram.

Art Deco and Art Moderne (1920 - 1930)

The Art Deco style emerged in the 1920s and was popular throughout the 1930s. The style reflected a rejection of historic styles and emphasized modernity. It features highly stylized ornament based on geometric forms. Stylized floral motifs and repetitive geometric forms incorporating sharp angles and segments of circles, zigzags, chevrons and diamond patterns are typical and often are applied as decorative moldings or masonry patterns, often in low-relief, and concentrated around doors, windows, and parapets. The style emphasized verticality and Art Deco buildings often feature rounded or angular corner windows and building entrances embellished with geometric motifs. Surface finishes emphasized modernity and smooth concrete, shiny steel, glazed tiles, mirrors, and glass were common.

The Art Moderne style is a later evolution of Art Deco that emerged in the 1930s. The style is also known as “Streamline Moderne” and incorporates the machine aesthetic into architecture to emulate motion and efficiency. Common features include asymmetrical facades, a combination of rounded corners and angular shapes, the use of glass block, and the use of “porthole” window openings and metal railings.

Neoclassical Revival (1895 -1950)

The Classical Revival, or Neoclassical, style is based upon interpretations of classical Greek and Roman models. The style relies on order, symmetry, and detail to create a composition of formal and symmetrical features. This style is adaptable to a variety of materials. Wood, brick, and stone construction are common, and the style is popular in many regions of the nation.

Classical forms found in Neoclassical Revival style building construction were inspired by the 1893 World's Columbian Exposition in Chicago. Nearly all buildings at the Columbian Exhibition were designed based on classical precedents and were widely copied in the United States in the following decades. The Neoclassical Revival style was popular from the late 19th century through the mid-20th century partly due to the exposition.

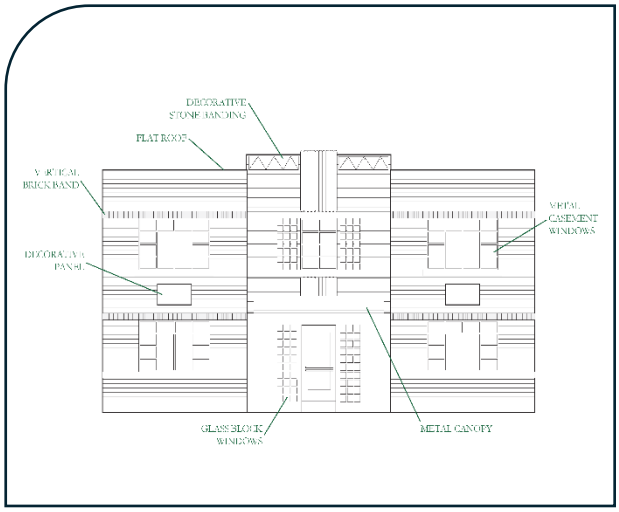


Figure 22: Art Moderne and Art Deco architecture diagram.

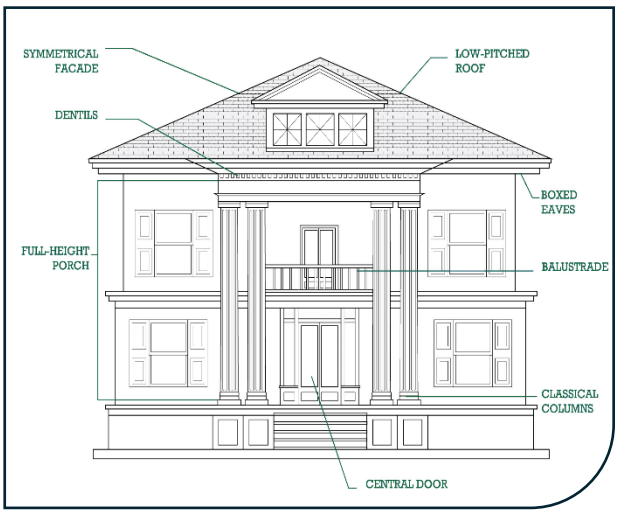


Figure 23: Neoclassical Revival architecture diagram.

Italianate (1860 -1900)

The Italianate style was popular from the 1830s through the 1870s and is a romanticized interpretation of Italian villas and renaissance town palaces. Used in both rural and urban settings, the style was also featured in the pattern books of Andrew Jackson Downing. The style is typified by flat or low-pitched roofs with overhanging eaves, bracketed cornices, squared towers or cupolas, and narrow window openings with round or segmental arches, decorative hoods and protruding sills. Most examples are symmetrical and feature two-over-one or one-over-one windows.

Masonry Vernacular (1900 -1965)

Examples of the Masonry Vernacular style buildings are seen throughout Douglas in both residential and commercial buildings. Similar to the Frame Vernacular style, the term “Masonry Vernacular style” is somewhat misleading as “vernacular” suggests a lack of style. Masonry Vernacular buildings, like Frame Vernacular ones, tend to be simple, largely unadorned, and constructed out of easily accessible materials.

Masonry Vernacular buildings were constructed using simple techniques common to Western architecture, adapted to the needs of the environment. The advent of ready-mixed concrete revolutionized masonry building techniques after 1920.

Cast concrete blocks provided the same amount of strength as other traditional masonry units, like brick, but were lighter and less expensive. Buildings constructed after 1920 used concrete blocks as the main structural element. Concrete block buildings were often clad in a veneer of brick or stone, painted or, reticulated block to enhance the exterior appearance. Exterior finishes also stucco or paint.

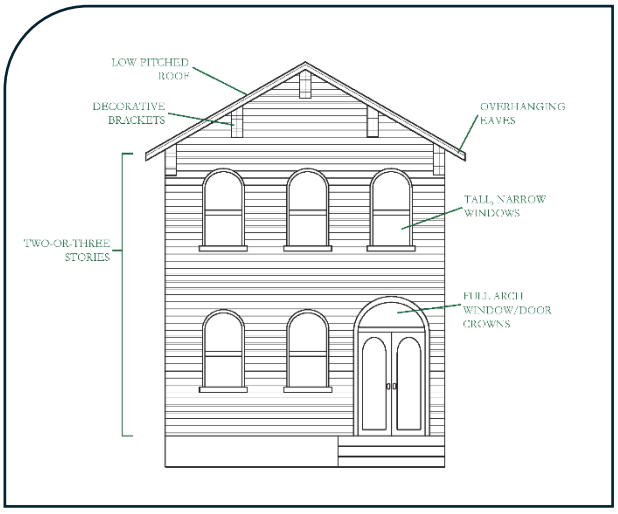


Figure 24: Italianate architecture diagram.

Figure 25: Masonry Vernacular architecture diagram.

c. Historic Integrity

There are seven aspects of integrity which contribute to a historic property's overall significance: location, design, setting, materials, workmanship, feeling, and association. These aspects are used in assessing historic properties' eligibility for listing in the National Register of Historic Places but are also used by the HPC in assessing whether a property contributes to the district as a whole, and in turn, in evaluating the appropriateness of proposed projects. Understanding your property's level of integrity will help determine the most appropriate approach to treatments and alterations. The Historic Districts in Douglas have varying levels of integrity.

<u>High Integrity</u>

A property with high integrity is one where the original design and historic materials remain largely intact. Preservation of the historic appearance is the preferred approach for treating properties with high integrity, however, rehabilitation may also be appropriate when some original features are in need of repair or replacement.

Figure 26: Example of a High Integrity building.

<u>Moderate Integrity</u>

A property with moderate integrity is one that has only been partially altered but retains many of its historic features. A good example of a property with moderate integrity would be a commercial property where the first-floor storefront was modernized in later periods, but the historic appearance of the upper floors remains intact. Another example would be a residence whose roof and siding has been replaced with modern materials but whose windows, doors, and other architectural details remain in place.

Figure 27: Example of a Moderate Integrity building.

Several approaches may be appropriate for treating properties with moderate integrity. This may include restoring the property to its historic appearance based on historic photographs or other documentary evidence or maintaining the appearance of the existing historic fabric while updating materials and features which have already been replaced with new features that are compatible with the building's overall design.

Low Integrity

In a property with low integrity, the building's form may be the only recognizable historic feature, as most materials and details have been lost, altered, covered, or replaced. An example would be a historic Foursquare whose roof, siding, porch, windows, doors, and siding have all been replaced with modern materials.

Options for rehabilitating properties with low integrity might include maintaining the building "as-is," for example, replacing existing composite windows with new composite windows; restoring the property to its original historic appearance, if the budget allows and sufficient documentary evidence is available; or creating a new design for the building which is compatible with the surrounding properties in terms of mass, scale, and design.

Figure 28: Example of a Low Integrity building.

d. Design Principles

Design principles refer to the different elements of the built environment that characterize individual buildings, sites, and districts. Any work within a historic district should adhere to these design principles in order to retain the integrity of the contributing resources.

Height

A building's height is determined by the number of stories, as well as the shape of the roof and the presence or absence of projecting features such as chimneys or towers.

Scale

Scale is the size of a building in relation to the buildings that surround it. Scale can be expressed through the size of a building itself as well as through the size of building elements.

Massing

Massing is the large-scale units that comprise a building. These masses define the overall shape and form of a building. Massing is a central part of its architectural design and can be altered through additions or demolition of parts. Alterations of a building's massing can adversely affect its overall form and diminish its historic integrity.

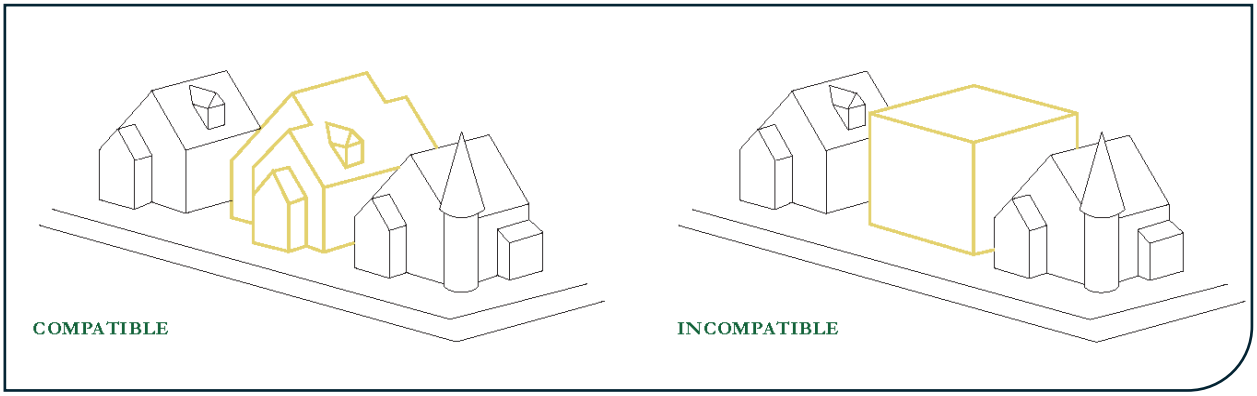


Figure 29: Diagram showing compatible and incompatible massing within a block. The compatible example also illustrates appropriate height and scale within a block.

Setback

Setback describes the distance between a building an its property line. It generally refers to the setback from the street-adjacent property boundary, forming a front yard on the property in many cases. It is common for residential properties to have setbacks but less common for commercial properties.

Alignment

Alignment is the organization of elements, so they line up. Elements can be aligned vertically or horizontally and can be aligned based on the top, middle, or bottom of the element. You may not notice when things are aligned but it would likely be noticeable when they are not.

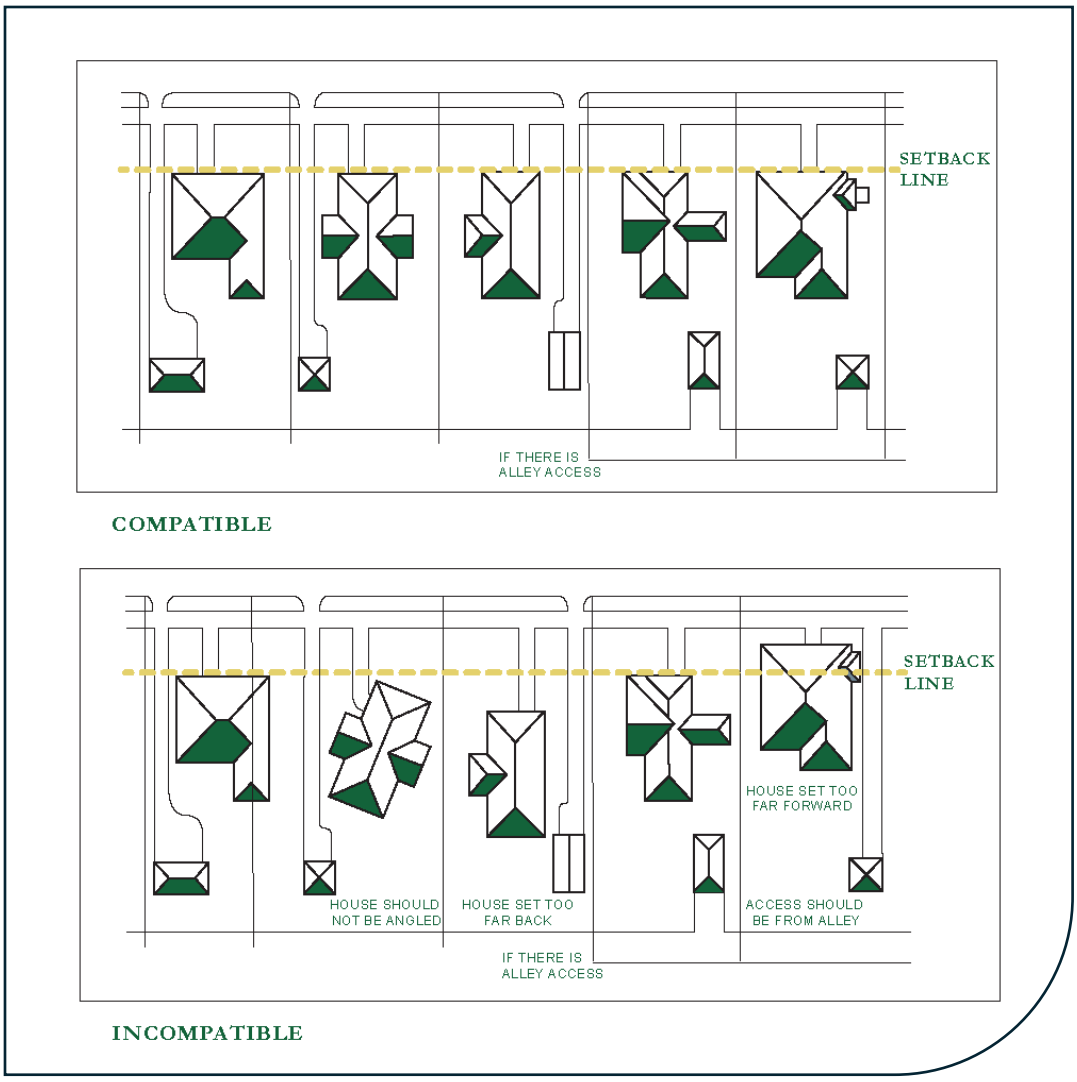


Figure 30: Diagram showing compatible and incompatible setbacks, alignments, orientations, and overall rhythm.

Orientation

The term "orientation" refers to the direction that a building faces in relation to the street. Most buildings are oriented so that the main entrance on the façade faces the street.

Rhythm

Rhythm is the repetition of architectural forms along a streetscape. Width, height, spacing, setback, and orientation, as well as the placement of architectural details, contribute to the rhythm of the street. Demolition of existing historic structures or the construction of new buildings that are incongruous with height, spacing, or other rhythm-defining elements can disrupt the historic rhythm of the street and alter the overall character of the historic district.

Proportion

Proportion refers to the visual effect of the relationship between architectural elements and the building as a whole.

Symmetry

Symmetry refers to a façade arrangement in which both sides are equal in proportion and arrangement of architectural features. Asymmetry is the opposite, where the elements of a façade arrangement are organized with emphasis to one side of the façade. Symmetry or asymmetry can be closely associated with particular styles and a building's symmetry, or asymmetry should be maintained.

Unity

The term Unity refers to the effect created when all of the buildings in a district or area conform to a particular defined range of overarching building characteristics, including height, alignment, scale, massing, and spacing. New construction can disrupt unity when it is not consistent with the existing neighborhood.

Style

A building's architectural style is defined by its overall appearance and common features which refer to particular trends that were in use in the region and time period in which the building was designed and constructed. Architectural styles combine qualities of massing, scale, proportion, rhythm, detail, and ornamentation.

Figure 31: Diagram showing compatible and incompatible new construction style within a block.

Chapter 5. Design Guidelines for Residential Properties in Historic Districts

5.1. *General Guidelines*

Preserve Significant Historic Features

Every historic building, from each style of architecture, has a set of distinctive details that contribute to the overall character of the building. Care should be taken to preserve these features.

i. To begin a project requiring a COA, you will first need to identify the character defining features of your historic property based on the design principles described in Chapter 4.

ii. Avoid the removal of historic architectural features and materials. Historic architectural features include large scale characteristics including the building's overall shape, roof form, and fenestration patterns, as well as small-scale features like moldings, brackets, ornaments, and other examples of skilled craftsmanship.

iii. Retain existing historic building materials, including brick and stone masonry, wood shingles and siding, stucco, etc., to the greatest extent possible. Avoid removing historic materials that are in serviceable condition.

iv. Materials or additions which were added after the building's initial construction – for example a porch, or a kitchen addition – may have since achieved historic significance in their own right and should be preserved.

v. Historic outbuildings, including sheds and garages, should be maintained and preserved. Avoid removing or drastically altering historic outbuildings.

Figure 32: Residential in Douglas with significant historic features.

Repair Rather than Replace

Where possible, repair historic materials and features rather than replacing them.

When repairing historic materials, adhere to the following guidelines:

i. Use the recommended technical procedures for cleaning, refinishing, and repairing historic materials. See Appendix C: Historic Preservation Resources for technical resources.

ii. Some cleaning methods and repair techniques can cause or exacerbate damage to the historic materials of the building, thus hastening their need for replacement and causing increased costs to the owner. Always use the gentlest methods available.

When a historic element is deteriorated to the point that replacement is required, the replacement should replicate the element as closely as possible. The following is recommended when replacement has been approved:

i. Patch, piece-in, splice, or otherwise upgrade the existing material using recognized preservation methods wherever possible.

ii. Try to match similar pieces on the building or use historic photographic documentation to replicate the feature. Do not add architectural features representative of other architectural styles.

Figure 33: Porch flooring and steps replaced with compatible substitute material similar in visual qualities.

Figure 34: Appropriate dutchman replacement on masonry.

Restore Significant Historic Features

Whenever feasible, historic materials and details should be restored. It is appropriate to restore previously damaged or altered historic features to their historic appearance. Restoration should be based on physical evidence and/or documentation of the building's historic appearance.

i. Restorations of historic buildings should be completed under the direction of architects or professionals with specialized skills in building restoration and preservation.

ii. Inappropriate coverings, such as vinyl siding applied over historic wood siding, should be removed and the underlying material repaired or replaced with siding, which mimics the appearance of the historic material as closely as possible.

iii. Take care to remove non-historic materials in a way that does not damage underlying historic materials. This may include re-opening infilled windows or replacing inappropriate vinyl porch posts with newly turned wood posts to recreate the porch's historic appearance. Such changes should be supported by physical evidence, historic photographs, or other documentary evidence. Where no evidence of the appearance of the original feature exists, a simple design consistent with the scale and massing of the building and surrounding area is generally preferred. Removal of non-historic alterations must not damage the existing historic building and must preserve and restore to the maximum amount feasible, the remaining original significant features of the structure.

iv. Historic additions that are in keeping with the overall design of the building and are over 50 years old have achieved significance in their own right and should be retained or restored.

v. Recent additions that are not historically significant may be removed via a process that does not damage the visible significant features of the historic resource.

Sensitive Replacement and New Construction

When a historic element is deteriorated to the point that replacement is required, the replacement should replicate the historic material of the element as closely as possible with matching, compatible replacement materials. Although the use of contemporary building materials on new construction within a historic district is more tolerable because their use assists in making the new construction appear a product of its own time, compatible substitute materials should be chosen.

Substitute materials should only be used if they do not cause damage to, change the visual character of, or otherwise harm the historic resource. The new material should match the form, color, and texture of the historic feature (See Appendix B: Substitute Materials).

There are four situations where substitute materials may be approved:

A. When historic material is unavailable,

B. Where historic craft techniques or skilled artisans are unavailable,

C. If little information exists about a building's historic materials, or,

D. Upon code-related changes.

Figure 35: Example of appropriate siding material replacement on historic residence.

Safety Codes and Accessibility

It is important that all buildings comply with City and State safety codes and that buildings provide handicapped access to residents or visitors, as needed. This can be achieved without compromising the significance or integrity of historic buildings.

i. Compliance with health and safety codes and handicapped access requirements must be carried out with minimum impact on the historic character of buildings.

ii. When permitted by law, fire escapes or fire towers shall be placed at the rear of buildings as a secondary means of egress.

iii. Construction of ramps, lifts, fire escapes, and similar accessibility features should be constructed in an area that is hidden from public view as much as possible. If this is not possible, the equipment should be on a secondary elevation of the structure and shall not be installed on the primary facade.

iv. Provide barrier-free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.

v. Ramps should have little to no visual impact or should be designed to be as unobtrusive as possible.

vi. Install ramps and other accessibility features in a manner that is reversible and does not permanently impact the historic building.

vii. Access ramps should be placed behind or on the side of a building. This is preferred.

viii. Access ramps shall be in scale and visually compatible in design and materials with the building.

Adaptive Reuse

According to the first Secretary of Interior's Standards for Rehabilitation, "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."

Reuse of historic buildings is encouraged and adaptations of a property to a new use should retain the building's historic character and significant features while conforming to existing zoning codes. For example, conversion of a single-family residence to a multi-unit apartment may require the addition of new exterior entrances. These should be designed sensitively and positioned on a non-visible façade whenever possible.

After consulting the Douglas Building Code for permitted uses in your project area, a meeting with City staff in the early planning stages of adaptive reuse projects is recommended. While the HPC has no purview over the use of the building, coordinating with the City to determine which characteristics are the most significant to the building and to minimize adverse impacts to the structure and the surrounding area is preferable.

Figure 36: Residential building adapted to a commercial building in Douglas.

5.2. *Existing Residential Buildings*

The following are guidelines for existing residential buildings within Douglas' local historic districts, including both contributing and non-contributing buildings. These guidelines are intended to provide a clear framework for making sure that changes to the exterior of historic properties within the historic districts of Douglas are made in a way that preserves the historic integrity of the resource.

Figure 37: Residential building in historic district of Douglas.

1. *Accessibility*

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility. A common problem that must be addressed when rehabilitating a historic structure is providing appropriate access to and from raised entrances and upper floors. As elevators are not common installations in residential buildings, common accessibility features include ramps and railings.

Best Practices

- Compliance with health and safety codes and handicapped access requirements must be carried out with minimum impact on the historic character of buildings.
- Provide barrier free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.

A. Railings

Best Practices

- Railings should be constructed with complimentary materials to the historic structure.
- Match new railings with the style and features of the historic design.
- At least 25 percent of new railings, guards, or handrails shall be 34 inches (865 mm) maximum above the ground or deck surface.

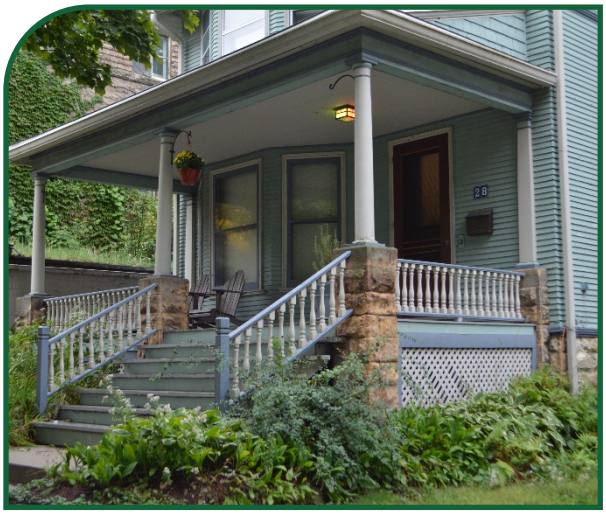


Figure 39: Example of appropriate railings on residential building.

Not Acceptable

- Historic railings that do not meet current ADA height guidelines may remain if the building remains a residential property.

Figure 38: Example of inappropriate railings on residential building.

B. Ramps

ADA frequently necessitates the construction of ramps to allow for access to historic buildings and structures. Ramps should be designed sensitively to ensure they are appropriate both for the historic setting and for the user. The materials chosen for ramps should blend with the surrounding built environment and be compatible with the style and materials of the existing porch and/or structure. Ramps should be installed so as to not damage or alter the historic structure.

Best Practices

- Construct ramps with materials that blend in with the surrounding built environment. Ramps can be faced with brick, stone, wood, or other material.
- Ramps should be installed on the rear, side, or secondary elevations of a building whenever possible but should not compromise accessibility.
- Ramps should be screened with plantings on more visible locations.

May Be Appropriate

- An appropriate ramp on the front façade when efforts to install a ramp elsewhere is not viable.

Not Acceptable

- Removing historic features and doorways, including stairs, porches, and railings to accommodate a ramp.

Figure 41: Example of appropriate ramp along the side of a residential building.

Figure 40: Example of ramp that may be appropriate on the front of a residential building.

2. *Alterations*

A. Windows and Doors

i. Windows

Windows are among the most prominent features of a historic building and are important architectural elements of the building façade. The decorative elements of windows, such as the sash, muntins, and sill, as well as the wood or masonry materials that surround them, are designed to complement the exterior detailing of the building.

When properly maintained, historic wood windows can have a serviceable life of 150 years. While many windows are replaced under the guise of "energy efficiency," historic windows, when properly maintained and with appropriate storm windows, can be just as efficient as modern windows. Weatherstripping and caulking can be used to improve the thermal and acoustic performance of an existing window.

Best Practices

- Retain and repair historic window sashes, exterior cap moldings, sills, and frames.
- Maintaining the condition of historic windows through routine maintenance such as weatherstripping and reglazing.
- If replacement is deemed necessary, replacement in-kind with original window material of similar size, configuration, and molding profile.
- Replacement of inappropriate replacements, such as vinyl units, with more historically appropriate units.
- If aluminum frame storm windows are added, the aluminum elements should be painted to match the window trim. The dividers of the aluminum window should match those of the existing windows.
- Consider installing a storm window on the interior.
- Missing elements should be replaced in-kind and informed by documentary evidence.

May Be Appropriate

- Replacing original window with aluminum, aluminum clad wood, or fiberglass windows on non-primary elevations with minimal visibility from the public right-of-way.
- Replacing vinyl windows in-kind.
- Installing a storm window on the interior of a window.

Not Acceptable

- Replacing a historic window with modern vinyl replacements or adding fake shutters.
- Changing the size of window openings.
- Enclosing historic window openings, including basement windows.
- Adding window openings where there was not a window historically.
- Installing screen or storm windows that conceal the glass and/or do not properly align with the sash.

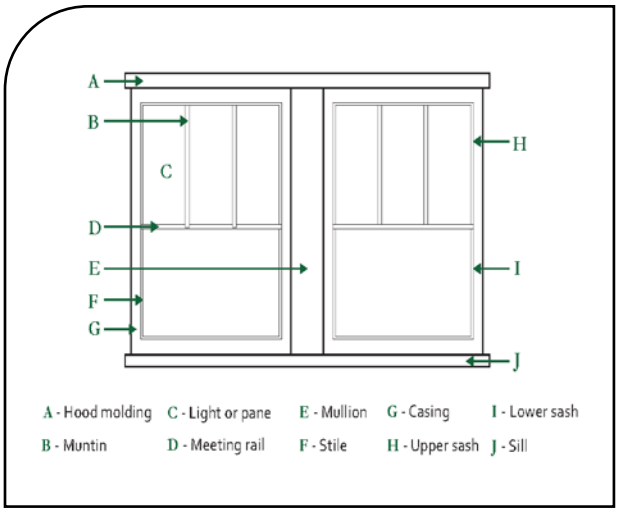


Figure 42: Diagram of typical window parts.

Figure 43: Example of an original window on a historic residential building.

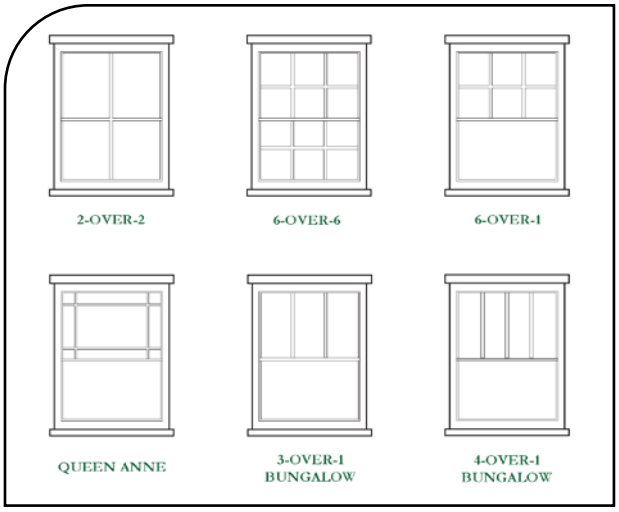


Figure 44: Diagram of typical historic window types.

Figure 45: Example of an inappropriate modern window replacement that does not fit within the original wood casing on a historic residential building.

B. Doors

Main entry doors on residential buildings are usually designed to have a warm, welcoming appearance, while side and rear doors of are usually more utilitarian. Historically, residential doors were made of wood with raised or recessed panes. Those located on front facades may incorporate plain, colored, stained, beveled, or etched glass panels. Fanlights, transoms, and sidelights often surround residential entry doors.

Best Practices

- Maintain and repair historic doors, hardware, screens, and surrounds.
- Install new screen doors in a design that is compatible with the design of the door with full light storm doors being preferred when used on the front façade.
- Replace inappropriate doors or surrounds with an appropriately designed door or surround based on documentary or photographic evidence.
- Match new or replacement hardware to the original finish, type, and style.
- Garage doors consistent with the architecture of the house and garage.
- Where doorways must be altered; the alteration should respect the historic character of the building.
- Storm doors should be plain.

May Be Appropriate

- When no documentary evidence of original doors or surrounds exists, the design should be complimentary to the character of the elevation in which it is located.
- Install additional doors at the side or rear of a property when needed.
- Metal security doors are discouraged in the historic districts.

Not Acceptable

- Inappropriately detailed replacement doors, such as doors that are not keeping with the character of a residential building.
- Adding a new door to the front façade.
- Converting window openings to door openings, on any elevation of a building but especially on elevations visible to the public.
- Install kickplates, closers, padlocks, deadbolts, locksets, security hardware, or other elements that are not compatible with the original hardware.

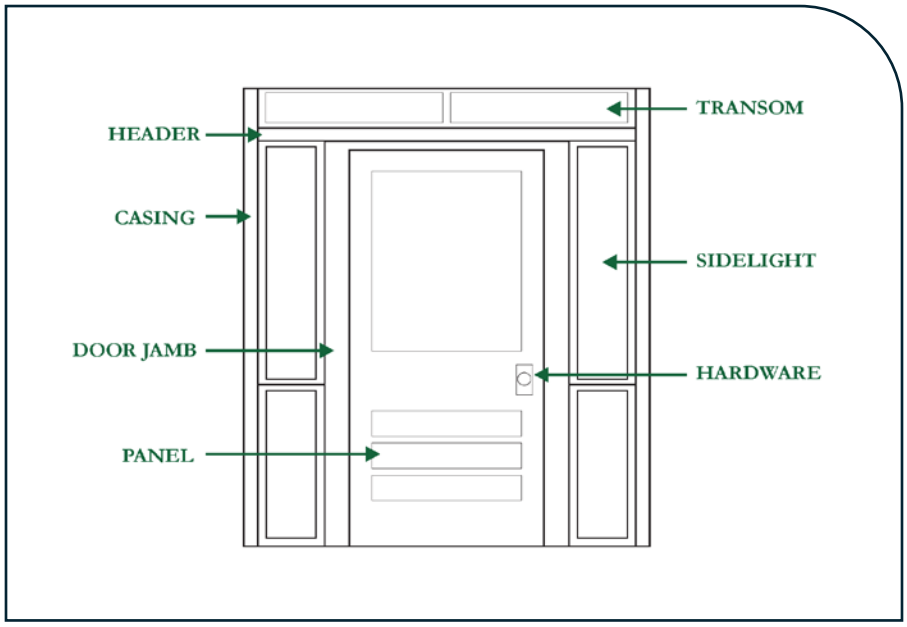


Figure 46: Diagram of typical door parts.

Figure 48: Example of a preserved original door on a historic residential building.

Figure 47: Example of inappropriate replacement door on a historic residential building.

C. Roofs

The roof is one of the prominent defining features of a historic building. Historic roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features. A variety of roof types are common within Douglas' local historic districts and are largely dependent on the architectural style and form of the building.

An existing roof's original shape, pitch, and decorative details should be retained. Alterations, such as roof decks, vents, skylights, and mechanical and electrical equipment (such as solar panels), should be installed so that they are not visible from the public right-of-way and do not damage historic fabric. On properties sited on corner lots with few non-visible rooftop locations, consider locating equipment in a location that minimizes their visibility as much as possible.

Best Practices

- Preserve the historic shape and slope of the roof, on the main building and associated accessory buildings.
- Retain historic roofing details such as fishscale shingles, projecting eaves, bargeboards, dentil moldings, and brackets.
- Retain and repair visible historic roofing materials where feasible.
- Replace damaged historic roofs with the same roof form or a similar form complimentary to the architectural style.
- Coat and seal flat roofs per the manufacturer's recommendation, typically every five years.
- New roofing should match the existing material or be a roofing material that is consistent with the building's architectural styles.
- Changes to the roof, not visible from the road or ground, may be permitted.

May Be Appropriate

- Replacing a historic roof material at the end of its useful life with a new material that successfully mimics the texture, pattern, and color of the original, such as heavyweight architectural shingles.
- Changes to the roof that are not visible from the road or the ground.

Not Acceptable

- Increasing the height or changing the shape of a roof.
- Decorative details that cannot be documented as having existed on the roof should not be added, this includes weather canes, cupolas, and dormers.
- Replacing an entire roof or isolated sections of a roof with materials that do not match the size, style, texture, and color of the historic materials.

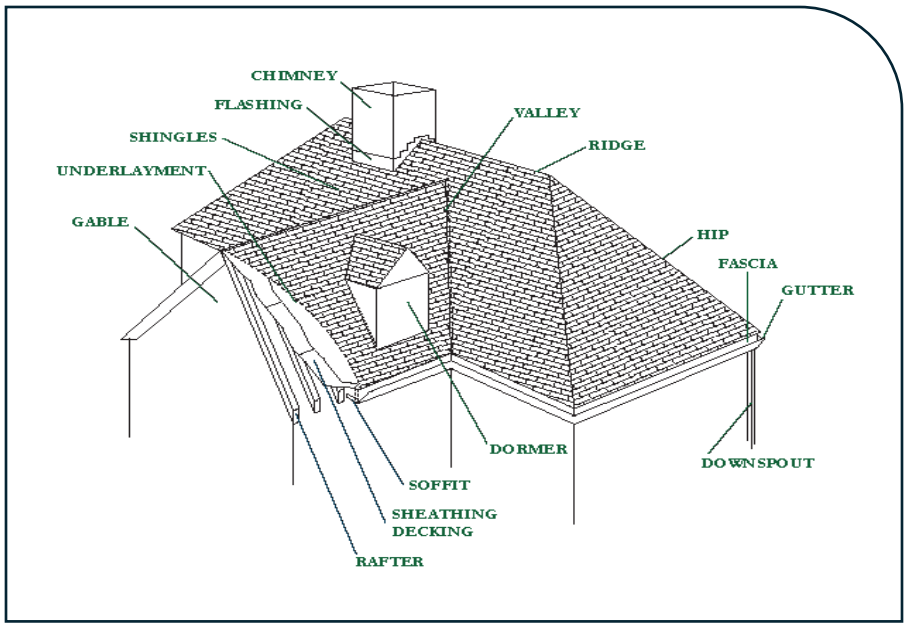


Figure 49: Diagram of typical roof parts.

Figure 50: Example of preserved historic roofing on historic residential building.

Figure 51: Example of inappropriate dormer addition to front of residential building.

Figure 52: Example of appropriate replacement roof on historic residential building.

Figure 53: Example of inappropriate dormer addition to side of residential building.

D. Siding

Wood siding is a common exterior wall material found in the historic district. Maintaining and preserving existing historic siding is the preferred approach in Douglas. Typical historic wooden siding includes beveled (clapboard), drop (shiplap), flush wood, or board and batten. Clapboards are wooden boards with the bottom edge slightly thicker than the top edge.

Some historic wood exteriors have been covered with asbestos, metal, vinyl, and other inappropriate materials. They obscure the original material, often damage historic details and ornamentation, and can cause moisture to be trapped inside walls.

Best Practices

- Repair historic wood siding, including in-kind replacement of damaged or deteriorated members, as needed.
- For piecemeal replacement of damaged members where the majority of siding is being retained, replacement siding members must match the historic siding's material, board width, length, and thickness.
- Maintain the existing wood exteriors using appropriate paint or other protective coatings. Repair minor deterioration using an appropriate wood consolidant or filler.
- Remove metal, vinyl, asbestos shingles, and other inappropriate materials from exteriors and repair damaged wood underneath as needed.
- Removal of asbestos should follow hazardous material disposal guidelines.

Not Acceptable

- Removing original siding features that can be maintained.
- Replacing existing synthetic siding with new synthetic siding.
- Applying replacement material that will damage underlying materials, trap moisture, or compromise the structural capacity of the exterior.
- Applying replacement material so that it damages or destroys other character-defining elements including trim and ornamental pieces.
- Using blown-in insulation on exteriors of wood frame buildings, as it creates moisture issues and damages interior historic plaster.

Figure 54: Example of appropriate replacement siding on a historic residential building.

Figure 55: Example of inappropriate replacement siding on a historic residential building.

E. Paint Colors

The following guidance is for informational purposes only as paint color is not regulated in Douglas' historic districts.

Some of the construction materials used for the buildings in Douglas' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings. They include wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials protect them from the weather, as well as contribute to the character of a building.

When choosing a new paint scheme for a building, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

Besides aesthetic appearance, paint can play a role in the durability of building materials. Paint is a protective coating for wood and metal surfaces but can cause damage to masonry surfaces which were not intended to be coated.

The following links can be helpful when planning your project:

Sherwin Williams https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors

Benjamin Moore https://www.benjaminmoore.com/en-us/paint-colors/historical-collection

PPG https://www.ppgpaints.com/color/color-collections/historic

Best Practices

- Maintain historically painted building surfaces.
- New or replacement building features of the types that were historically painted, such as wood siding or trim, should be painted to match like features on the building. This protects them from water and sun damage.
- Use paint schemes to tie elements of the building together.
- Patched siding, roofing, or masonry should match the surrounding surfaces in terms of color.
- Match colors for related elements. For example, the color of a handrail for a stair should generally match the color of the stringers and risers.

Not Acceptable

- Leaving new wood surfaces exposed.
- Sandblasting or other abrasive methods to strip paint from wood, masonry, tin, or zinc.
- Using flame or heat ironing to remove paint from wooden surfaces.
- Inharmonious, clashing color palettes.

F. Awnings and Canopies

Historically, awnings were found on storefronts and sometimes on the upper floor front façade windows of commercial buildings. Awnings provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. Many historic awnings were operable so they could be retracted, either at night or to allow sunlight to enter the building during the winter. They also can be used as a secondary location for signage.

Awnings were historically made of steel frames and canvas duck. Today the frames are typically made of aluminum covered with a fabric such as canvas or similar woven material, compatible with the style of the house and treated with a fire retardant.

Best Practices

- Awnings should fit the opening to which they are applied. Arched openings should have curved or rounded (not bubble) awnings to match the opening.
- Awnings should be mounted to historic masonry buildings through mortar joints rather than through masonry units wherever possible to prevent unnecessary damage of original details and materials.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.

Not Acceptable

- Metal, fiberglass, or vinyl awnings should not be used.
- Awnings should not employ illumination.
- Awnings should not be used over windows with shutters.
- Awnings should not cover or conceal significant architectural details such as window hood molding.

Figure 56: Example of appropriate canvas, curved awning over residential door.

Figure 57: Example of inappropriate metal awning over shutters.

3. *Additions*

Additions to historic buildings should be designed and constructed so that the character of the original building is not adversely affected. Additions to original buildings may affect the appearance of the historic structure or character of the historic district as well as the external walls, roofing, drainage system, HVAC, and other building services. New structural loads may be imposed on existing walls, especially if the new addition is more than one story high. Small additions typically include fire stairs, mechanical equipment, storage areas, decks, entryways, porches, etc. All additions shall be sensitive in style, size, and location to the historic building and the immediate surroundings within the historic district. Careful planning, staging, and phasing shall be considered to minimize disruption of original building systems, components, and operations.

New additions should reflect, but not copy the historic nature of a building's style, shape, roof, height, and mass. Additions on the side of a building are discouraged, while additions at the rear of a building should not extend beyond the width of the building. Additions adding height to a building are discouraged but can be accomplished under special circumstance and care.

Best Practices

- Additions should be compatible with the massing and scale of the main building. In general, they should be the same or lower height as compared to the surrounding historic buildings.
- Materials for the new addition should complement or otherwise harmonize with the historic materials.
- Additions should not imitate earlier architectural styles.

May Be Appropriate

- Addition located on the side of the building if they align with the façade of the main building and respect the alignment and setback of other buildings on the street.
- Additions located on the rooftop only when set back from the front façade, using similar roof form as the existing building, and when not removing or altering character defining rooftop features.

Not Acceptable

- Materials that are not harmonious with the main structure – metal, vinyl, sheet, or paneled siding and vinyl or metal windows – are inappropriate.
- Disproportionate building mass and roof pitch when compared to the main structure.
- Rooftop additions when a rear or side addition design is possible.
- Enclosed porches.

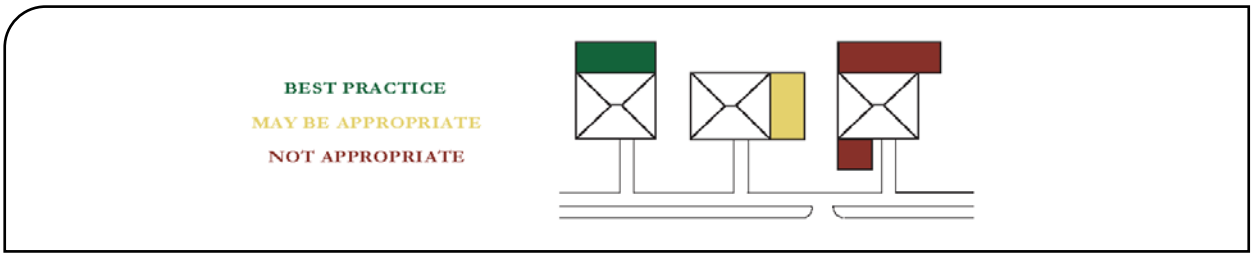


Figure 58: Diagram of appropriate and inappropriate locations of additions.

Figure 59: Example of appropriate side addition to historic residential building.

Figure 60: Example of inappropriate side addition to historic residential building.

Figure 61: Example of appropriate rear addition to historic residential building.

Figure 62: Example of inappropriate rear addition to historic residential building.

4. *Porches and Decks*

Many historic homes have front porches that are significant to a building's front façade. They were used for socializing outdoors and often contain many decorative elements. Porches are especially susceptible to deterioration and were historically altered to fit the changing needs and styles of the time. Front porches are held to a higher standard than side or rear porches. Unlike porches, decks are often open, outdoor platforms extending off the rear of a residential property. Decks or patios may be later, non-historic alterations or may be completely new.

Historic deck and porch materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

A. Porches

Best Practices

- Maintain and repair original porches, including steps, flooring, ceiling, columns, roof, details and ornamentation (such as roof brackets, exposed rafters, balustrades, railings, column supports, location of steps, and spindle work) where possible.
- If porch features are to be repaired or replaced, they shall match the original feature in material, size, design, detail, scale, and finish.
- Keep wooden surfaces painted and keep up with general maintenance.
- Replace missing posts and railings where necessary to match size, shape, profile, proportion, and spacing to the historic feature.
- If a porch is not visible from a primary public right-of-way, it may be enclosed (or screened in) if done in a manner that does not significantly alter the original character of the porch.
- It is appropriate to remove enclosures to reveal the original porch and details.

May Be Appropriate

- Alternate or synthetic material may be allowable on a side or rear porches if new material, size, scale, and overall appearance match the historic feature.
- A new porch may be added to a side or rear façade if designed to be compatible with the overall character of the building.
- If a side porch is to be enclosed or screened, a clear or transparent material should be used and the infill material should be placed behind porch columns.

Not Acceptable

- Decorative elements installed that are not acceptable to the style of the building.
- Avoid adding a new porch to the front façade of a contributing building unless historical evidence exists to indicate a porch previously existed.
- Avoid enclosing a porch located on the front façade or visible from a primary public right-of-way.

B. Decks

Best Practices

- New decks and patios should be located so they are not visible from the primary right-of-way. Avoid locating decks and patios so they are visible from a primary right-of-way, employ landscaping and other screening measures as necessary.
- New decks and patios should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property.
- Alternate materials may be used on side or rear construction.

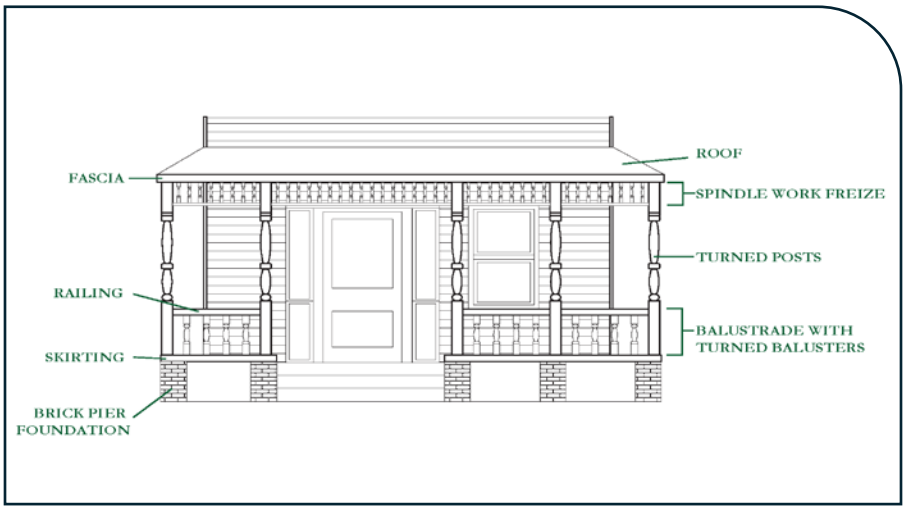


Figure 65: Diagram of typical porch parts.

Figure 64: Example of appropriate front porch on residential building.

Figure 63: Example of inappropriately enclosed front porch on residential building.

5. *Site Features*

A. Mailboxes

Historic mailboxes should be retained to the greatest extent possible, and new mailboxes should be compatible with the feeling and appearance of the district. They should be conveniently located to not impede pedestrian traffic, well designed, and as maintenance-free as possible.

Figure 66: Example of mailbox in Douglas historic district.

B. Lighting

Exterior light fixtures can be character-defining features of a property. The need for increased site and street lighting reflects concerns with safety and security. It is important to meet these demands in ways that do not compromise the historic character of the site or district. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries.

i. Permanent

Best Practices

- Retain and maintain historic light fixtures.
- Repair deteriorated or damaged light fixtures, keeping their historic appearance.
- Replace missing or damaged light fixtures with replacements that replicate originals or other similar examples appropriate to the character of the building.
- Light fixtures on buildings should be indicative of the period and style of the building architecture.
- Minimize the use of exterior lighting by only accenting architectural details, building entrances, and signs and to illuminate walkways and sidewalks.

May Be Appropriate

- Replace missing or damaged light fixtures with modern light fixtures where light fixtures did not exist. They should be unobtrusive and not damage or obscure architectural features.

Figure 67: Example of appropriate residential front entry historic lighting.

Not Acceptable

- Over- or under-illuminating buildings in ways that do not match historically. For example, full illumination of a residential building is inappropriate, and illumination should be limited to the doors, porch ceilings, and entries to drives and sidewalks.
- Shining light onto neighboring properties.
- Avoid the addition of streetlights in styles that are inconsistent with the decorative lighting fixtures found throughout the district except where required by health and safety or traffic codes.

C. Fencing

Fences add texture and variety to the historic district. Historic fence materials in the districts include iron, wood, and masonry. Fences and perimeter walls are typically located at the front property lines in residential areas. They help to define public from private space, as well as significantly contribute to the character of the districts. All new walls and fences must ad-here to the height, material, and replacement requirements outlined in Douglas' zoning ordinances.

Best Practices

- Retain and preserve original fences whose features are character-defining elements of the property including, gates, pillars, hardware, decorative pickets, and rails.
- Repair or restore damaged or deteriorated historic perimeter walls and fences. Where repair is not possible due to the severity of the deterioration, replace historic walls or fences in-kind using the same material as the original and matching in size, shape, height, profile, texture, and color. If use of the same material is not feasible, the substitute material should approximate the original as closely as possible.
- New walls and fences should be consistent with the setback of the subject building and adjacent properties and shall match the style of the building in scale and material.
- Privacy fences should be limited to side and rear yards and not exceed six feet in height.
- Historic wood fences should be protected with a painted surface.

May Be Appropriate

- When replacement is necessary, in-kind replacements are the first choice. A simple fence in a style that complements the surrounding architecture may also be appropriate.
- Chain link fences may be permitted at the rear of a property not visible from a primary right of way and should be less than five feet in height.

Figure 69: Example of appropriate fencing at residential property.

Not Acceptable

- Use multiple fencing materials and/or styles.
- Concrete block, split rail, horizontal boards, vinyl, and similar styles fences.
- Replacing a historic fence with incongruous materials, such as chain-link or plain concrete block, or constructing a new fence of non-historic, incongruous material.
- Painting or covering a historic masonry fence or wall with stucco is not acceptable.
- It is not acceptable to use fences or walls to screen front yards.

Figure 68: Example of inappropriate and dilapidated fencing at residential property.

D. Plants

Landscaped areas are important to define the character of the historic districts. The front yards of residential buildings and certain important civic areas are major visual elements within the streetscape.

Best Practices

- Preserve existing shade trees.
- New shade trees should be located where they will not obscure important historic features or damage historic buildings with roots or branches.
- Whenever possible, existing historic landscaping should be maintained and preserved. If replacement of shrubs or plantings becomes necessary, the same or similar types of plantings should be used.
- Landscaping at the front yards of residential properties should generally reflect the period of the home.
- The use of planter boxes and other landscaping features is encouraged. The design should be compatible with the character of the building and surrounding district.
- Window boxes should be appropriately scaled and proportioned to suit the building. Appropriate materials should be used.
- Avoid covering or removing character-defining features of windows, such as trim and sills, when installing window boxes.

Figure 70: Example of appropriate window boxes.

Figure 71: Example of inappropriate plant growth.

Figure 72: Example of appropriate landscaping and plants on a residential property.

E. Utilities

Best Practices

- Place electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or a nonvisible side of the property.
- Exterior conduit and housing should be located inconspicuously, and if possible, the housing should be painted to match the exterior surface to which it is applied.
- Rooftop mechanical systems should be positioned as to not be visible from the street.

May Be Appropriate

- Utilizing the rear or other non-visible elevation to place utilities.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way.

Figure 73: Example of appropriately located and painted utilities on historic residential building.

Figure 74: Example of inappropriately located utilities on the front of a historic residential building.

F. HVAC

Best Practices

- Retain and maintain existing functional, efficient HVAC systems.
- Upgrade existing systems to increase efficiency when the existing system has reached the end of its useful life.
- Increase efficiency of HVAC systems by installing programmable thermostats, ceiling fans, and louvers and vents where appropriate.
- Place equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.

Figure 75: Example of appropriate side placement of HVAC equipment on historic residential structure.

Figure 76: Example of inappropriate front placement of HVAC equipment on historic residential structure.

G. Satellite Dishes

Best Practices

- Satellite dishes should be placed in locations that are as inconspicuous as possible. Installation should occur in a manner that will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).

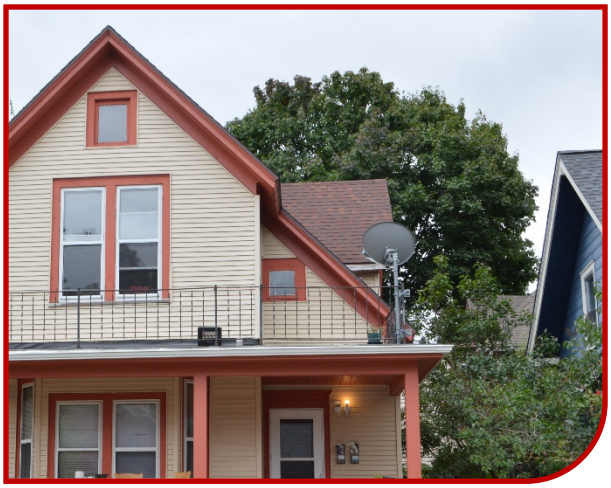


Figure 77: Inappropriately located satellite dish on front of residential structure.

H. EV Charging Stations

The installation of three types of Electric Vehicle Supply Equipment (EVSE) result in minimal or no effects to historic properties when certain conditions are met. Wall mount, pole mount, or freestanding EVSE rely on existing electric infrastructure, as well as existing parking structures and areas, and therefore result in minimal ground disturbance during installation. The ability to easily remove EVSE when no longer needed at certain locations allows any effects to be temporary in nature.

Figure 78: Appropriate residential wall mounted EV charging station.

Best Practices

- During installation, efforts should be made to cause minimal changes to a facility's or location's distinctive materials, features, spaces, and spatial relationships, including landscapes and streetscapes.
- The EVSE equipment itself should either be placed in a way that is minimally visible, or will utilize colors that allow it to blend in.

I. Other Utilities

Best Practices

- Locate dumpsters and other trash receptacles in the rear alley or on a side elevation if not visible from the public right-of-way.
- If a utility area will be visible from the public right-of-way, use opaque fencing or screening to shield the area from view.

Figure 79: Inappropriately located trash receptacles and utility area visible from public right-of-way.

J. Signage

Significant historic signs and landmark signs within the district should be preserved and maintained with the restoration of historic signage encouraged. Historic signs may be valued independently, apart from the buildings or sites to which they are attached and so defunct historic signage should also be preserved.

All signage must comply with the Douglas Sign Ordinance, which can be verified by talking to the City's Planning and Building Division of the Community Development Department. Each sign will be reviewed for location, total sign area, and aesthetic style or look of the sign. All types of signage will not be permitted on a single building. For each proposed sign, the following information must be submitted to the HPC: sketch showing design and dimensions; site plan or elevation showing the location of the proposed sign on a site or building; 4 to 6 photographs of the site, building, and surrounding properties. The following guidelines are in addition to or might restrict otherwise allowed signage.

Best Practices

- Historic signs, such as those constructed directly into an architectural detail of the structure, should be maintained and should be restored if necessary.
- Restore or recreate historic signs where sufficient documentation exists if the restored or recreated sign would be in compliance with the Douglas Sign Ordinances.
- New signage shall be located on flat unadorned parts of a façade, on windows, awning flaps, fascia, and frieze, or other areas where signs have been historically placed on the building.
- Limit the overall number of signs to avoid a cluttered appearance that competes with the building's historic character.
- Signs should be mounted to historic masonry buildings through the mortar joints rather than through masonry units wherever possible.

Not Acceptable

- Signs mounted to a building through its historic masonry units rather than through its mortar joints.
- Signs should not obscure or hide significant historic features or details, such as windows, cornices, and architectural trim.

Figure 80: Diagram of possible sign placement on historic residential buildings.

K. On Street Parking

When no driveway exists on a historic property and there is no space to appropriately construct one, on-street parking is necessary.

Douglas' Parking and Loading Standards requires a minimum of 2 parking spaces per unit for single-family, two-family, and two or more-bedroom multi-family residences and 1.5 per unit for a studio or one-bedroom multi-family residence (Historic Preservation Ordinance of the City of Douglas, Article V, Sec. 111-138).

L. Sidewalks

Streets and sidewalks are the primary connective networks in the historic districts, providing safe access for pedestrians, while streets provide vehicular access throughout the districts and beyond. Within the residential areas, sidewalks are typically separated from the street by a narrow, landscaped area.

Best Practices

- Original sidewalks should remain, if possible. Keeping with the original character of the sidewalk is a must.
- When deteriorated, repair or replacement should be in the same or compatible material matching the dimension, texture and finish of the original.
- Retain and preserve original curbing whenever possible; particularly if curbing provides features that are character-defining elements to the original property.
- New private walkways should be designed to be compatible with the historic walkways and buildings on the property.
- Provide accessible curb cuts at appropriate locations throughout the districts for ADA accessibility. New or replacement curb cuts and ramps may be constructed of concrete.

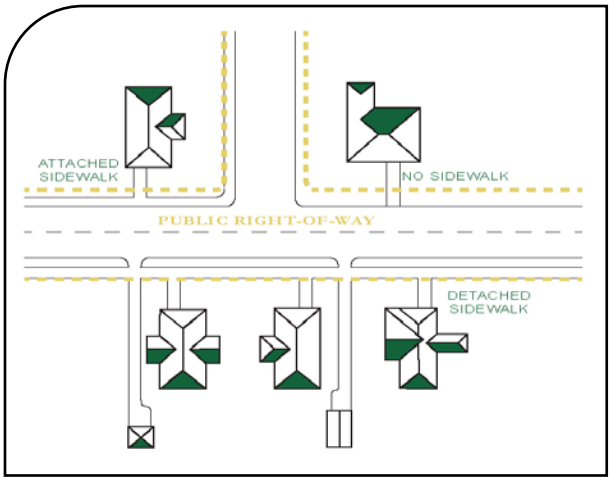


Figure 81: Diagram of typical types of sidewalk construction in the public-right-of-way.

Figure 82: Example of typical sidewalk in residential area of Douglas historic district.

M. Pools

Best Practices

- All swimming pools, unless entirely screened in, shall be completely enclosed with a fence or wall at least four feet high and so constructed as to be not readily climbable by children.
- Bathhouses and other associated secondary structures or pool cages should also be obscured from the public right-of-way with landscaping or vegetation.

Figure 83: Example of appropriate side yard pool fencing at residential property.

Figure 84: Example of appropriate rear yard pool fencing at residential property.

6. *Energy Conservation*

Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of their historic building or the historic district. Take a holistic planning approach that considers the entire building, its existing systems, and its site and environmental considerations as well as the potential impact on historic materials and features and on the district as a whole.

Before committing to a system that requires the installation of new equipment onto the exterior of your historic building, it is recommended that a property owner obtain an energy audit from a certified energy efficiency contractor. This will inform the property owner where a building is losing energy and provide a prioritized list of recommended retrofits.

Best Practices

- Maintain historic windows for energy efficiency and utilize energy efficient windows with low emissivity ("low-e") glass.
- Install weatherization strategies in a way that does not alter or damage significant materials and their finishes.
- Install additional insulation in an attic, basement, or crawl space as a simple method to make a significant difference in a building's energy efficiency. Provide sufficient ventilation to prevent moisture build-up in the wall cavity.
- Use operable systems such as storm windows, insulated coverings, curtains, and awnings to enhance the performance of historic windows.
- Install equipment where it can be easily removed without damaging the historic character.
- Add natural sustainable features to the site, such as shade trees, where possible. Locate shade trees where they will not grow to damage historic buildings.
- Avoid removing existing shade trees or vegetation.
- Use permeable paving where appropriate to manage stormwater.
- Avoid paving up to the building foundation, which can create a heat island effect. Use permeable materials or landscaping with native plants to help control stormwater and reduce heat transmission to the building interior.
- Employ features that provide natural light to the building interior, such as glass doors and transom, clearstories, and roof monitors.
- Wherever possible, use durable, repairable, and recyclable building materials.

Figure 85: Example of appropriate storm windows installed on historic residential windows.

Not Acceptable

- Locate and install energy-generating technology where it will damage, obscure, or result in the removal of significant features or materials.

A. Solar Panels

There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on residential properties and result in minimal or no effects to historic properties when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials; they should not replace original or historic materials. Freestanding systems should be installed in locations that minimize visibility from the public right of way and their placement and design should not detract from the historic character of the site or destroy historic landscape materials.

Best Practices

- Install solar panels or a rear slope or side not visible from the street, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.
- Solar shingles will be approved on a case-by-case basis.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.

Figure 88: Example of appropriate location of solar panels on side gable roof.

Figure 87: Example of inappropriate location of solar panels on front gable roof.

Figure 86: Example of integrated solar shingles.

7. *Secondary Structures*

A wide variety of secondary buildings including privies, sheds, barns, carriage houses, and automobile garages are typical on historic residential properties. They face the same repair needs as the principal home of a property. Small auxiliary buildings contribute to the overall character of a property and the districts. Existing auxiliary buildings are subordinate to and compatible with the main building and often were not easily seen from the front of the building.

Best Practices

- Original secondary structures should be maintained and preserved in accordance with the appropriate sections of these guidelines (roofs, walls, masonry, etc.).
- Secondary buildings should be inspected regularly for signs of moisture damage, mildew, vegetation, and structural cracks or settlement.
- When portions of a historic outbuilding require repair or replacement, those elements should be replaced in-kind or using substitute materials that replicate the historic appearance.
- Carports may be considered if they complement the primary structure.

May Be Appropriate

- Carports may be considered if they compliment the primary structure.
- Utilitarian storage sheds and prefabricated storage units can only be considered for rear yard locations and not visible from the public right of way. These must relate to the architectural style and materials of the main building.

Not Acceptable

- Metal, vinyl, sheet, or paneled siding.
- Disproportionate roof pitch pr building mass to the main building.
- Removal of architectural detailing, especially when visible from the street.
- Replacing reparable historic outbuildings with new, prefabricated buildings.
- Metal carports are not acceptable.
- Concrete block and plywood are not acceptable materials for new garages and accessory buildings.

Figure 89: Example of an appropriate secondary structure within a residential yard.

Figure 90: Example of an appropriate rear detached garage.

Figure 91: Example of an appropriate pavilion in side yard.

5.3. *New Residential Construction*

This section provides design guidelines for new residential buildings of all types, including multi-family homes and apartment buildings. While the HPC only reviews new constructions in the local historic districts, these guidelines also provide useful recommendations for those building new residential buildings in National Register Districts or other areas of Douglas with historic character.

New infill buildings should be compatible with the overall historic and architectural character of the area, yet they should also be recognizable as products of their own time. New construction needs to reflect and maintain the existing building setbacks, scale, height, number of stories, massing, foundation height, roof form, window size, door size, fenestration, and porches found within its historic district. Compatible new construction strengthens the historic streetscape by filling in the gaps left by homes lost to demolition while reinforcing the neighborhood's residential character and scale.

New construction should not be monolithic in scale or greatly contrast with the existing scale of the area. A sense of human scale is achieved when one can reasonably interpret the size of a building by comparing features of its design to comparable elements in one's experience. To ensure that human scale is achieved in new construction, it is important to focus design attention on aspects most directly experienced by pedestrians, such as the scale of buildings and architectural details at the street level. For example, providing front porches creates a human scale, especially in a residential setting. These features should be respected in new construction.

Best Practices

- Use surrounding historic buildings to inspire new construction.
- Maintain the design of the neighborhood and design new structures to be compatible within its specific context.
- Site new construction on existing vacant lots.
- The width and proportion of infill buildings should be similar to or compatible with surrounding buildings.
- Construct new buildings to a height compatible with adjacent buildings.
- Maintain solid-to-void (wall-to-window) ratios as found on surrounding historic buildings.
- Orient new construction toward the street and align new buildings with the setback of the surrounding buildings.

Not Acceptable

- New construction that is not compatible with its surroundings or reflect historic design features.
- Aligning new construction with a shallower or deeper setback than is extant on surrounding buildings.
- New construction with blank facades.
- Contemporary designs and massing.
- Covering front yard space with paving or a large outdoor deck.
- Using modern dimensions that are out of scale with the surrounding neighborhood.
- Using roof forms not seen historically, especially exotic or shed roof forms, on a primary structure.

1. *Accessibility*

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility but does not require full compliance for private residences. New residential buildings should also be constructed with ADA features when applicable in their design. As elevators are not common installations in residential buildings, common accessibility features include ramps and railings. It's important to note that while the ADA provides federal standards, there may also be local or state regulations that impose additional accessibility requirements on new construction homes.

A. Railings

Best Practices

- Railings should be constructed with complimentary materials to the new structure and surrounding District.
- At least 25 percent of new railings, guards, or handrails shall be 34 inches (865 mm) maximum.

Figure 93: Example of an appropriate railing on a residential building.

Figure 92: Example of an appropriate railing on a residential building.

Figure 94: Example of an inappropriate railing replacement on a residential building.

B. Ramps

Best Practices

- Construct ramps of concrete or wood painted to blend with surrounding materials.
- Designs, including railings, should be simple.
- Where possible, ramps should be located on the rear or side elevations rather than on the primary façade.

May Be Appropriate

- An appropriate ramp on the front façade when efforts to install a ramp elsewhere is not viable.

Figure 95: Example of an obscured appropriate ramp on the side of the front elevation.

Figure 96: Example of a necessary front wood ramp but that should be painted to better match house.

2. *Exterior Materials*

The materials used for walls, sloped roofs, and other visible elements of historic buildings should be carefully considered when designing a new building or addition. Designs for new buildings should utilize materials that are the same or similar to those found on buildings in the surrounding area in order to tie into the streetscape. Traditional wall materials found within the Douglas Historic District include wood and masonry. Metals were primarily used for roofing, details and ornamentation, and landscape features.

The size, texture, surface finish, and other defining characteristics of exterior materials are as important as the type of material. For example, in a street of red brick façades, a new building constructed of glazed white brick would probably not be compatible.

Use of contemporary building materials on new construction within a historic district is more tolerable because the use of contemporary materials assists in making the new construction appear a product of its own time, rather than conveying a false sense of history. These may include engineered polymer, engineered wood, fiber cement board, metal panels, or "smart siding." However, such materials should still contribute to the visual continuity within its context and appear similar to those seen traditionally. Use of such materials will be approved on a case-by-case basis based on the proposed design and character of the surrounding area.

Best Practices

- Traditional materials such as masonry, wood, and stucco are encouraged for exterior siding materials on new construction. If wood is used, the boards must be laid in a historically accurate manner, such as beveled (clapboard), drop (shiplap), or board and batten.
- Consider alternative exterior siding materials, such as cementious siding, that are compatible but subtly discernible from historic materials.
- Any materials on new construction will not detract from historic building materials on adjacent properties.
- Proven to be durable in the Douglas climate.
- Use of accents that mirror those found on a historic home.

Not Acceptable

- Use of vinyl or metal siding, soffits, fascia, or skirting.
- Incorporating materials differently than the way they were used traditionally.
- Use of variety of building materials on the façade.
- Use of products with short lifespans.
- Use of products manufactured using harmful chemicals.

Figure 97: Example of typical siding found in Douglas.

A. Windows and Doors

i. Windows

Windows and doors on new construction should mimic the fenestration pattern of surrounding historic examples.

Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. Use of exterior materials will be approved on a case-by-case basis based on the overall design and character of the surrounding area.

Best Practices

- Windows should be present on all elevations that are visible from the street.
- Window heights and sizes on new buildings should generally be consistent with that of the surrounding buildings.
- The relationship of voids to solids should be similar to that of neighboring buildings.
- Window orientation should be consistent with the directional expression of surrounding buildings.
- Windows should match the character of the new building's façade. Traditionally styled buildings should have traditional windows, while contemporary or modern style buildings should have modern windows.
- Use of locally manufactured or recycled materials.

Figure 98: Example of appropriate windows on new residential construction.

Not Acceptable

- Oddly shaped new windows.
- Oversized windows that disrupt the window-to-wall ratio established by surrounding older buildings.
- Vinyl windows are generally not manufactured in historic proportions and are not acceptable for use in the historic district.
- Blank or windowless walls on the front façade or street side are not acceptable.

Figure 99: Example of inappropriate windows on new residential construction.

ii. Doors

Best Practices

- The size and proportion (ratio of width to height) of door openings should be similar and compatible with those on surrounding facades.
- Doors may be centered or aligned to either side of the façade.
- The street level should be the primary orientation and access for residents.
- Secondary doors should be understated and simple in design as compared to the front or main door.

Not Acceptable

- Inappropriately detailed doors or doors that are otherwise not in keeping with the character of the building and surrounding district.

Figure 100: Example of appropriate door on new residential construction.

Figure 101: Example of inappropriate door on new residential construction.

B. Roofs

The roof is one of the defining features of an historic building. The pattern of roof shapes along a street adds to the district's character. To preserve this pattern, new buildings should have roof shapes that are consistent with and complementary to the existing historic roofs in the surrounding area. The introduction of inconsistent roof forms can be jarring to the streetscape and interrupt its historic rhythm.

Roof shapes and elements such as chimneys, gables, dormers, and steeples are important character defining features of residential buildings. New construction character defining features should reflect the surrounding district. All roof systems should be selected and assembled to resist the environmental forces of nature such as rain, snow, wind, solar radiation, and gravity loads.

Best Practices

- Roof forms should be consistent with and similar to adjacent buildings.
- Avoid constructing new buildings with roofs that vary significantly in shape or pitch.
- In general, the heights of cornices and parapets on new buildings should match those of surrounding buildings.
- Roof material should generally be consistent with that of adjacent buildings.
- Roof colors, where visible, should be compatible with the color scheme of the new building and buildings in the historic district.

May Be Appropriate

- Create a design incorporating a roof type that is compatible with the surrounding buildings.

Not Acceptable

- Steeply pitched roofs are not in character in the historic district and are discouraged.

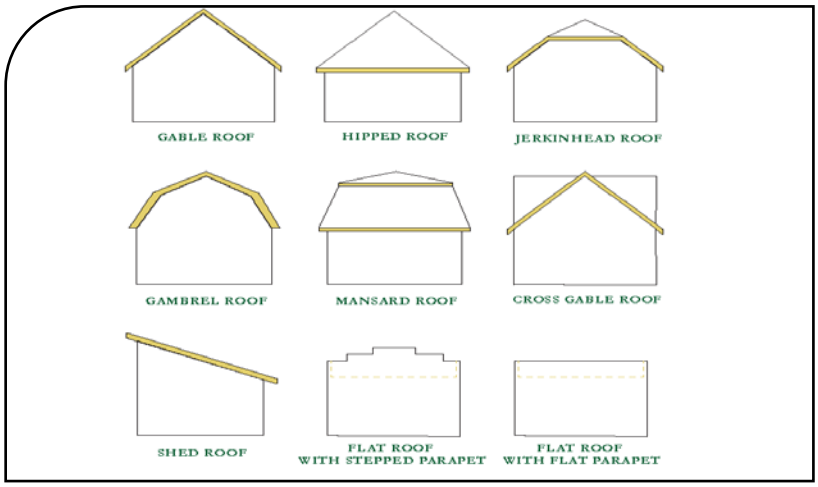


Figure 102: Diagram of typical roof types.

Figure 103: Example of appropriate roof on new residential building.

C. Siding

Wood siding is a common exterior wall material found in the historic district. Typical historic wooden siding includes beveled (clapboard), drop (shiplap), flush wood, or board and batten. Clapboards are wooden boards with the bottom edge slightly thicker than the top edge. The employment of wood siding in new residential construction in Douglas Historic Districts is typically appropriate.

Best Practices

- Traditional materials such as masonry, wood, and stucco are encouraged for exterior siding materials on new construction. If wood is used, the boards must be laid in a historically accurate manner, such as beveled (clapboard), drop (shiplap), or board and batten.
- Consider alternative exterior siding materials, such as cementious siding, that are compatible but subtly discernible from historic materials.

Not Acceptable

- Vinyl siding is not acceptable for use in the historic district.

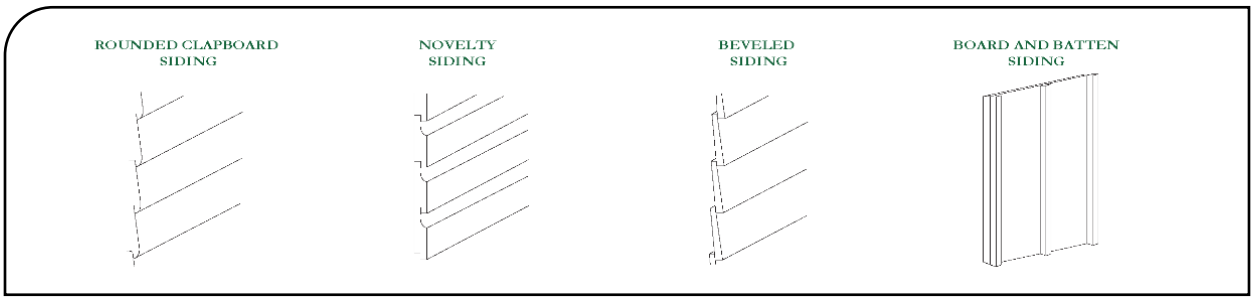


Figure 104: Diagram of typical historic wooden siding types.

Figure 105: Example of appropriate siding on residential building.

Figure 106: Example of inappropriate siding on residential building.

D. Paint Colors

The following guidance is for informational purposes only as paint color is not regulated in Douglas' historic districts.

Some of the construction materials used for the buildings in Douglas' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings. They include wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials protect them from the weather, as well as contribute to the character of a building.

When choosing a new paint scheme for a building, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

Besides aesthetic appearance, paint can play a role in the durability of building materials. Paint is a protective coating for wood and metal surfaces but can cause damage to masonry surfaces which were not intended to be coated.

The following links can be helpful when planning your project:

Sherwin Williams https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors

Benjamin Moore https://www.benjaminmoore.com/en-us/paint-colors/historical-collection

PPG https://www.ppgpaints.com/color/color-collections/historic

Best Practices

- All appropriate materials that require paint as a protective coating, such as wood and metal surfaces, should be painted.
- Use paint schemes to tie elements of the building together.
- Match colors for related elements. For example, the color of a handrail for a stair should generally match the color of the stringers and risers.

Not Acceptable

- Leaving new wood surfaces exposed.
- Inharmonious, clashing color palettes.

E. Awnings and Canopies

Historically, awnings were found on storefronts and sometimes on the upper floor front façade windows of commercial buildings. Awnings provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. Many historic awnings were operable so they could be retracted, either at night or to allow sunlight to enter the building during the winter. Awnings and canopies are sometimes appropriate for residential buildings, insofar that the awning location does not obscure significant decorative windows or architectural features. They also can be used as a secondary location for signage.

Awnings were historically made of steel frames and canvas duck. Today the frames are typically made of aluminum covered with a fabric such as canvas or similar woven material, compatible with the style of the house and treated with a fire retardant.

Best Practices

- Awnings should be made of canvas or similar woven material, compatible with the style of the house.
- A separate awning should be installed for each window and door opening, rather than a single awning across an entire façade.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.
- Awnings should fit the opening to which they are applied.
- Arched openings should have curved or rounded (not bubble) awnings to match the opening.

Not Acceptable

- Metal, fiberglass, or vinyl awnings should not be used.
- Awnings should not employ illumination.
- Awnings should not be used over windows with shutters.
- Awnings should not cover or conceal significant architectural details such as window hood molding.

Figure 107: Example of appropriate awning on residential building.

3. *Porches and Decks*

Many historic homes have front porches that are significant to a building's front façade. They were used for socializing outdoors and often contain many decorative elements. Unlike porches, decks are often open, outdoor platforms extending off the rear of a residential property. Porches and decks should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property.

Historic deck and porch materials typically include wood, brick, stone, and concrete and therefore new porch construction should. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood.

Best Practices

- Use surrounding historic building porch design as inspiration for new construction.
- Keep wooden surfaces painted and keep up with general maintenance.
- Locating decks and patios on a side or rear elevation. Avoid locating decks and patios so they are visible from a primary right-of-way, employ landscaping and other screening measures as necessary.

Not Acceptable

- Design a porch with decorative elements that are not acceptable to the style of the building and to the surrounding district.
- Locating decks and patios so that they are visible from a primary right-of-way.

Figure 108: Example of appropriate porch on residential building.

Figure 109: Example of inappropriate porch on residential building.

4. Site Features

A. Mailboxes

The design of new mailboxes should be compatible with the feeling and appearance of the district. They should be conveniently located to not impede pedestrian traffic, well designed, and as maintenance-free as possible.

Figure 110: Example of mailbox in Douglas historic district.

B. Lighting

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries. New construction should utilize compatible lighting with the existing lighting scheme of the district in which it is located.

i. Permanent

Best Practices

- Exterior light fixtures should match the character of the building as well as the historic character of the surrounding area in terms of materials, color, finish, scale, size, and design.
- Place building-mounted lighting to illuminate functional building elements, like entrances and signs.
- Utilize accent lighting to highlight architectural elements. Accent light fixtures should be placed in inconspicuous locations and should generally not be visible from street-level.
- Exterior lighting design should be subordinate to overall façade design.
- When selecting a lighting scheme, consider how the light will affect neighboring properties.

Figure 111: Example of an appropriate light on a post adjacent to a residential building.

Figure 112: Example of appropriate lighting on residential building.

ii. Seasonal

Holiday and seasonal decorations that employ lighting should be installed in a manner to minimize damage to historic building fabric and evenly spaced on a post or around an element such as a door. They should be of a material and scaled appropriately for the proposed location. Since the visual appearance of the fixture is highlighted, its style should be compatible with the building. In addition, any traditionally temporary lights such as seasonal Christmas or Halloween lights, or decorative light displays should be installed no more than one month before the holiday and removed within 15 days after the holiday, with the exception of Christmas when decorations may be erected on October 15.

Best Practices

- Seasonal string lighting is appropriate.
- Lighting installed in a manner that doesn't damage historic building fabric.
- Seasonal lighting should be of a material and scaled appropriately for the proposed location.
- Lighting style should be compatible with the historic building.

Not Acceptable

- Seasonal lighting installed out of season without discussion with the HPC.
- Seasonal lighting not taken down 15 after the associated holiday ends.

Figure 113: Example of appropriate seasonal lighting installed on residential property in historic district.

Figure 114: Example of inappropriate seasonal lighting installed on residential property in historic district.

C. Fencing

New residential fencing and walls should be of an appropriate height relative to the building and should conform to the City's Fence Code in terms of height and setback requirements (Historic Preservation Ordinance of the City of Douglas, Article VII, Sec. 111-251). Fencing and walls shall be constructed of concrete, cement blocks, brick, chainlink, wood, ornamental wrought iron, stone, or any alternate material as approved by the community development director. Concrete or cement block walls shall be stucco or provided with a textured finish.

Best Practices

- New walls and fences should be consistent with the setback of the subject building and adjacent properties and shall match the style of the building in scale and material.
- Privacy fences should be limited to side and rear yards and not exceed six feet in height. Privacy fences should be sited toward the rear of a building and should begin after the center point of the floor plan.
- The maximum height of fences and walls shall be four feet in any required front yard and six feet in any required side or rear yard.

May Be Appropriate

- Chain link fences may be permitted at the rear of a property not visible from a primary right of way and should be less than five feet in height.

Not Acceptable

- Use multiple fencing materials and/or styles.
- Split rail, horizontal boards, vinyl, and similar styles fences.
- It is not acceptable to use fences or walls to screen front yards.

Figure 115: Example of appropriate fencing at residential property.

Figure 116: Example of inappropriate fencing at residential property.

D. Plants

Landscaped areas are important to defining the character of the historic districts. The front yards of residential buildings and certain important civic areas are major visual elements within the streetscape. Proposed residential plans for a property should also include landscaping and planting designs with identification of vegetation to be planted.

Best Practices

- Preserve existing shade trees.
- Whenever possible, existing historic landscaping should be maintained and preserved. If replacement of shrubs or plantings becomes necessary, the same or similar types of plantings should be used.
- Landscaping at the front yards of residential properties should generally reflect the period of the home.
- The use of planter boxes and other landscaping features is encouraged. The design should be compatible with the character of the building and surrounding district.
- Window boxes should be appropriately scaled and proportioned to suit the building. Appropriate materials should be used.
- Avoid covering or removing character-defining features of windows, such as trim and sills, when installing window boxes.

Figure 118: Example of appropriate landscaping and preservation of existing trees at new residential property on corner lot.

Figure 117:Example of appropriate landscaping and preservation of existing trees at new residential property

E. Utilities

Best Practices

- Place electric, telephone, and cable services underground whenever possible.
- Exterior conduit and housing should be located inconspicuously, and if possible, the housing should be painted to match the exterior surface to which it is applied.
- Rooftop mechanical systems should be positioned as to not be visible from the street.

May Be Appropriate

- Utilizing the rear or other non-visible elevation to place utilities.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way.

Figure 119: Example of appropriate side location of utility installations on residential structure.

Figure 120: Example of inappropriate front location of utility installations on residential structure.

F. HVAC

Best Practices

- Increase efficiency of new HVAC systems by installing programmable thermostats, ceiling fans, and louvers and vents where appropriate.
- Place equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.

Figure 121: Example of appropriate side placement of HVAC equipment on historic residential structure.

Figure 122: Example of inappropriate front placement of HVAC equipment on historic residential structure.

G. Satellite Dishes

Best Practices

- Satellite dishes should be placed in locations that are as inconspicuous as possible.

Figure 123: Inappropriately located satellite dish on residential structure.

H. EV Charging Stations

The installation of three types of Electric Vehicle Supply Equipment (EVSE) result in minimal or no effects to historic properties when certain conditions are met. Wall mount, pole mount, or freestanding EVSE rely on existing electric infrastructure, as well as existing parking structures and areas, and therefore result in minimal ground disturbance during installation. The ability to easily remove EVSE when no longer needed at certain locations allows any effects to be temporary in nature.

Figure 124: Appropriately located wall freestanding EV charging station at side of residence.

Best Practices

- During installation, efforts should be made to cause minimal changes to a facility's or location's distinctive materials, features, spaces, and spatial relationships, including landscapes and streetscapes.
- The EVSE equipment itself should either be placed in a way that is minimally visible, or will utilize colors that allow it to blend in.

I. Other Utilities

Best Practices

- Locate dumpsters and other trash receptacles in the rear alley or on a side elevation if not visible from the public right-of-way.
- If a utility area will be visible from the public right-of-way, use opaque fencing or screening to shield the area from view.

Figure 125: Appropriately utilities screened from the public right-of-way.

J. Signage

All signage must comply with the Douglas Sign Ordinance, which can be verified by talking to the City's Planning and Zoning Division of the Community Development Department. Each sign will be reviewed for location, total sign area, and aesthetic style or look of the sign. All types of signage will not be permitted on a single building. For each proposed sign, the following information must be submitted to the HPC: sketch showing design and dimensions; site plan or elevation showing the location of the proposed sign on a site or building; 4 to 6 photographs of the site, building, and surrounding properties. The following guidelines are in addition to or might restrict otherwise allowed signage.

Best Practices

- Integrate signs to the overall building composition. Locate signs in a way that emphasizes architectural features of the building. Use the shapes and sizes of signs to reinforce the directional expression or visual façade divisions.
- Limit the overall number of signs to avoid a cluttered appearance that competes with the design of the new residential building.

Not Acceptable

- Signage obscuring any character defining elements or details.
- Placing signs above the roofline of any building.

Figure 126: Diagram of possible sign placement on residential buildings.

K. On Street Parking

Site features such as driveways are necessary for residential parking and shall be designed so that they are as unobtrusive as possible and be visually compatible with historic resources. When driveways are not possible on a historic property, on street parking is necessary.

Douglas' Parking and Loading Standards requires a minimum of 2 parking spaces per unit for single-family, two-family, and two or more-bedroom multi-family residences and 1.5 per unit for a studio or one-bedroom multi-family residence (Historic Preservation Ordinance of the City of Douglas, Article V, Sec. 111-138).

L. Sidewalks

Streets and sidewalks are the primary connective networks in the historic districts, providing safe access for pedestrians, while streets provide vehicular access throughout the districts and beyond. Within the residential areas, sidewalks are typically separated from the street by a narrow, landscaped area.

Best Practices

- New sidewalks should be constructed with compatible material matching the dimension, texture and finish of the original surrounding sidewalks in the district.
- New private walkways should be designed to be compatible with the historic walkways and buildings on the property.
- Provide accessible curb cuts at appropriate locations throughout the districts for ADA accessibility. New or replacement curb cuts and ramps may be constructed of concrete.

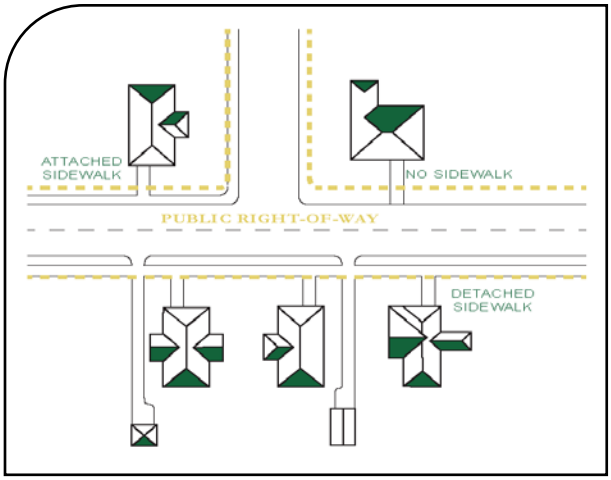


Figure 127: Diagram of typical types of sidewalk construction in the public-right-of-way.

Figure 128: Example of typical sidewalk in residential area of Douglas historic district.

M. Pools

Best Practices

- New swimming pools shall be constructed in the rear of a residential property and be either entirely screened in or completely enclosed with a fence or wall at least four feet high and so constructed as to be not readily climbable by children.
- Proposed bathhouses and other associated secondary structures or pool cages should also be obscured from the public right-of-way with landscaping or vegetation.

Figure 129: Example of appropriate pool fencing for the rear yard.

Figure 130: Example of inappropriate fencing for the pool that extends to the front yard.

5. *Energy Conservation*

New energy conservation devices can be introduced without compromising the historic character of buildings within the local historic district when designing new construction. Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of the surrounding historic district. Take a holistic planning approach that considers the new building design, systems, site, and environmental considerations as well as the potential impact on adjacent historic materials and features and to the districts as a whole.

Best Practices

- Utilize energy efficient windows with low emissivity ("low-e") glass.
- Install weatherization strategies in a way that does not alter or damage significant materials and their finishes.
- Install additional insulation in an attic, basement, or crawl space as a simple method to make a significant difference in a building's energy efficiency. Provide sufficient ventilation to prevent moisture build-up in the wall cavity.
- Use operable systems such as storm windows, insulated coverings, curtains, and awnings to enhance the performance of historic windows.
- Add natural sustainable features to the site, such as shade trees, where possible. Locate shade trees where they will not grow to damage historic buildings.
- Avoid removing existing shade trees or vegetation on the property.
- Use permeable paving where appropriate to manage stormwater.
- Avoid paving up to the building foundation, which can create a heat island effect. Use permeable materials or landscaping with native plants to help control stormwater and reduce heat transmission to the building interior.
- Employ features that provide natural light to the building interior, such as glass doors and transom, clearstories, and roof monitors.
- Wherever possible, use durable, repairable, and recyclable building materials.

Figure 131: Example of residential building employing energy conservation features such as storm windows.

N. Solar Panels

Solar panels should be integrated into the initial design of new construction or infill projects, when possible, to assure cohesion of design within a historic context. There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on residential properties and result in minimal or no effects to a roof's design and roofing materials when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials that integrated within traditional roofing materials. Freestanding systems should be installed in locations that minimize visibility from the public right of way and their placement and design should not detract from the historic character of the district or destroy historic landscape materials.

Best Practices

- Install solar panels or a rear slope or side not visible from the street, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.
- Solar shingles will be approved on a case-by-case basis.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.

Figure 132: Example of appropriate solar panels on side of gable roof.

Figure 133: Example inappropriate solar panels on front of gable roof.

Figure 134: Example of integrated solar shingles.

6. *Secondary Structures*

Accessory or secondary structures are traditionally subordinate in scale and character to the primary structure. They are typically located in the rear of a lot and used for parking garages and storage. While structures in the rear generally have little impact on the character of the street, they do have an impact on the character of the alley and the neighbors to the rear. The subordinate character of accessory structures should be maintained when constructing a new accessory structure.

Best Practices

- New secondary structures are compatible in scale, massing, material, and style with its primary building.
- New secondary structures are subordinate in height to primary structures as seen along the street front, of no more than one-and-a-half stories.
- Locate new auxiliary buildings to limit visibility from public rights-of-way when possible.
- Maintain the orientation of new accessory structures relative to others along the same street or alley.
- Garages in particular should be located along an alley where possible.

May Be Appropriate

- Prefabricated and nonpermanent sheds are permitted in the rear of a property.
- Use of contemporary building materials on new accessory structures, where compatible with the primary structure.
- If it is not possible to locate new buildings so that they are not visible from the primary public right-of-way, use landscaping or appropriate fencing to screen these features from view.

Not Acceptable

- Disproportionate roof pitch pr building mass to the main building.
- Locating secondary structures in the front or other visually prominent location of the property.
- Using incompatible building design or materials. Concrete block and plywood are not acceptable materials for new garages and accessory buildings.

Figure 135: Example of acceptable rear secondary structure that is compatible in scale and material.

Chapter 6. Demolition and Relocation

6.1. *Demolition*

The majority of buildings within Douglas local historic districts are considered contributing structures. The loss of any contributing structure could have an adverse effect upon the district as a whole. Generally, demolition is strongly discouraged. Demolition of a local historic landmark or a contributing building within a local historic district requires consultation with HPC to obtain a COA and demolition permit. This is because demolition within historic districts and areas of historic character leaves gaps in the streetscape, interrupting the look and feel of the area.

Demolition may be approved in limited circumstances but will ultimately be considered and approved or denied on a case-by-case basis by the Historic Preservation Commission (HPC) in conjunction with the Douglas Building Division. Considerations for demolition and what is required to determine each include:

A. Such structure is determined structurally unsound or in a state of deterioration and is determined by the commission to be an imminent threat to the health and/or safety of the public.

i. This determination requires a technical report detailing the nature and extent of the specific problems with accurate cost estimates for their correction prepared by a preservation architect or professional engineer with knowledge of historic building construction.

B. Retention of such structure would cause undue economic hardship to the owner.

i. This determination requires a financial report detailing the cost of rehabilitation and evidence the existing building is incapable of producing a reasonable economic return on the investment.

C. The structure has lost its integrity of design, and its removal would be in the best interest of the majority of the community and the district.

i. This determination requires a documented plan for new construction that should relate to the historic district rather than the existing building. See Chapter 5 and its section on New Residential Construction.

Demolition by Neglect

Demolition by neglect is the willful negligence of a historic property in order to hasten its deterioration to a point where demolition is the only option.

A. Property owners are expected to keep their buildings in sound repair in compliance with all applicable codes, laws, and regulations governing the maintenance of property.

B. Passive or willful neglect of a property in order to necessitate demolition of a property whose demolition would not otherwise be approved is a violation of the historic preservation ordinance.

Partial Demolition

In some cases, it may be appropriate to demolish a non-historic, non-contributing, or structurally unsound portion of a contributing property. Partial demolitions will be evaluated by the HPC on a case-by-case basis, taking into account the significance of the building, the portion to be demolished, and the context of the surrounding area.

Total Demolition

Total demolition is rarely the best choice, and the Douglas HPC supports exploring all possible options before considering total demolition. Mitigation for approving any demolition may require the applicant to adequately document the historic building in its original setting through photographs and/or measured drawings or placing a landmarker prior to demolition which will be reviewed by the commission prior to granting a demolition permit.

The following alternatives to demolition should be considered:

A. Explore the possibility of selling historic buildings.

B. Explore the possibility of adapting historic buildings to a new purpose. Consider constructing an addition to increase interior space.

C. Consider relocation of significant historic buildings to a new location.

D. Demolition may be appropriate if the building poses an immediate hazard to public safety.

E. In cases of fire or other catastrophic disaster where at least 50% of the building remains standing, it is recommended that the structurally sound portion be rehabilitated, and the other portions rebuilt.

If Total Demolition is approved, the following measures must be taken:

A. Document the existing building, site, and setting through photographs, site plans, drawings, and other written measures.

B. Save reusable architectural materials and features prior to demolition.

C. Protect significant site features including landscaping and archaeological resources from damage before, during, and after demolition.

D. Submit post-demolition site development plans to the Historic Preservation Commission for approval before the demolition.

6.2. *Relocation*

Relocation shall only be considered when there are no other reasonable alternatives to preserving a historic building. This includes moving a building from one location to another within a historic district, moving a building from outside a historic district into a historic district, or moving a building from within a historic district to outside the district. Relocation methods include:

A. Moving the entire structure to a new setting

B. Moving the structure in parts to a new setting

C. Dissembling and moving materials from the structure and rebuilding on a new setting

Regardless of how it is moved, relocating a historic building compromises the building's historic setting and unavoidably impacts original historic material. The goal with this section is to minimize impacts on the historic building to be relocated and the impacts on the properties surrounding the proposed relocation site.

Guidelines for the Relocation of Historic Properties

A. Demonstrate that the structure cannot remain within the district and be adaptively reused.

B. The new site shall be within the same district or district of similar historic context (age, setting, and architecture).

C. Document the existing historic building's setting and site conditions prior to the relocation of any building through photographs and other written or graphic means such as site plans.

D. Minimize damage to the historic building during and after the move by assessing its structural condition prior to the move,

i. taking all necessary precautions to prevent damage during the move,

ii. working with contractors experienced in moving historic buildings, and

iii. securing and protecting the building from weather damage and vandalism.

E. The orientation of the relocated building must be compatible with the orientation of the buildings adjacent to the proposed relocation site. Consideration should also be given to maintaining the original compass orientation of the relocated building, if possible.

F. The relocated building should maintain the same height above grade that it had in its original location unless required to meet flood elevation requirements. This is to discourage elevating the property significantly above its original height for the purpose of obtaining more space for parking or creating additional enclosed space.

G. The proposed relocation site must be landscaped to make the structure appear original to the lot and harmonious with its neighboring properties. Street trees shall be planted as needed to provide continuity with the neighborhood.

H. The significant features of the original site and the proposed relocation site shall be protected during relocation.

I. The historic building shall be relocated as a single unit, when practical. Otherwise, partial disassembly is permissible. Complete disassembly is strongly discouraged as it often results in a substantial loss of original building material and detail.

J. All character-defining features of the relocated building shall be retained (i.e. the exterior end chimney shall be relocated/reconstructed with the historic building).

K. The historic structure shall be protected from weather damage and vandalism during the relocation process.

L. Repair or replace any damaged features to match the original.

M. The building shall be sited to be compatible with the new surrounding context related to setbacks and orientation.

N. New foundation design and materials and first-story elevation shall match the original.

Appendix A: Glossary

A

Abutting - Having a common border with or being separated from such common border by an alley or easement. This term implies closer proximity than the term “adjacent.”

Accessory (or Ancillary) Building - A subordinate building or a portion of the main building, the use of which is located on the same lot and is incidental to the dominant use of the main building or premises.

Adaptive Use - The restrained alteration of an historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way as to maintain the general historical and architectural character.

Addition or Expansion - An increase in floor area of a building, or a modification to the roof line of a building, such as the construction of a dormer, that increases the amount of floor space devoted to human use or occupancy.

Alignment - The arrangement of objects along a straight line.

Alley - A public right-of-way that normally affords a secondary means of access to abutting property.

Alteration - Any change in size, shape, character, occupancy, or use of a building or structure.

Major Alteration - An alteration which affects the historic, cultural, or architectural integrity, interpretability, or character of a building, structure, site, or district. For instance: new siding or windows.

Minor Alteration - An alteration which does not significantly affect the historic, cultural, or architectural integrity, interpretability, or character of a building, structure, site or district. Generally, includes the kind of work that is done without the aid of a professional drafter or professional quality plans. For example: minor landscaping, small repairs or repaving an existing paved driveway.

American Bond - Also known as Common Bond. The pattern of laying bricks in which several horizontal rows (usually an odd number - three, five, or seven) of stretchers are placed between every row of headers. (See “Brick Bonds”)

Antebellum - Dating from before the Civil War (pre-1861).

Applied - Placed upon. For example, a thin strip of molding may be applied to a wider plain board to give the total effect of the boards having been molded as one piece.

Appropriate - Typical of the historic architectural style, compatible with the character of the historic district, and consistent with local preservation criteria.

Appurtenances - An additional object added to a building; typically includes vents, exhausts hoods, air conditioning units, etc.

Appurtenances and Environmental Settings - All the space of grounds and structures thereon which surrounds a designated site or structure and to which it relates physically or visually. Appurtenances and environmental settings shall include, but are not limited to, walkways and

driveways (whether paved or unpaved), trees, landscaping, pastures, croplands, waterways, open space, setbacks, parks, public spaces, and rocks.

Architectural Shingles - Composition asphalt roof shingles that are heavier weight and are irregularly sized and that resemble the random textured look of wood shingles.

Architectural Style - A category of architecture of similar buildings distinguished by similar characteristics of construction, design, materials, etc. Typical styles in Oxford include Greek Revival, Federal, Italianate, Queen Anne, and Colonial Revival.

B

Balcony - A platform that projects from the exterior wall of a building above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

Balloon Framing - Eliminated the use of hewn joints and heavy timbers. Balloon-frame houses are supported entirely by closely spaced two-inch boards of varying widths. This system allowed for cheaper and more rapid construction, and with some minor modifications it remains the dominant method of American house construction today.

Baluster - A banister; the upright, often vase-shaped, support of a rail, in the railing of a staircase, balcony, or porch.

Balustrade - A series of balusters with a handrail.

Bay Window - A window built in a recess or bay, in a room projecting from the outer wall and usually having windows on three sides.

Beaded Clapboard - A wooden board similar to clapboard which has a groove cut into the board for its width near the bottom of the side. The bottom edge may be slightly rounded. (See “Clapboard”).

Beveled Glass - Glass having a sloping edge across edge of the glass.

Blind (Exterior) - A louvered panel of wood or metal made to close over a window. An exterior blind is usually referred to as a shutter, although technically a shutter is solid, not louvered. (See “Shutter”)

Board and Batten - Vertical flush board which has had smaller strips of wood nailed over cracks between adjacent boards used as exterior siding.

Bracket - A support element under eaves, shelves, or other overhangs; often more decorative than functional.

Brick Bonds - Patterns in which bricks are laid, determined by the inter-relationship of headers and stretchers.

Broken Pediment - A pediment-like triangle which is interrupted by a recessed compartment which "breaks" the top angle. (See “Pediment”)

Building Materials - The physical characteristics that create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Building Type - Describes a structure's function and form. Building types, such as "Double Pile," "American Foursquare," "rowhouse," or "twin" houses are sometimes associated with one or more architectural styles.

Bulkhead - The section of a storefront that forms the base for the display windows.

Bungalow - A small low house, usually one-story, with one or several porches; best known for craftsmanship (as in the Arts and Crafts movement) and for use of natural materials.

C

Canopy - An ornamental roof-like structure, or cloth covering held horizontally over an entrance.

Cantilever - A projecting beam or part of a structure supported only at one end.

Capital - The uppermost part of a column or pilaster. Examining the capital is usually the simplest means of determining the order of a column. (See "Column" and "Order")

Casement - A hinged window frame that opens horizontally like a door.

Casing – Moldings that go around windows and doors.

Certificate of Appropriateness (COA) - An authorization, awarded by a preservation commission or local architectural review board, allowing alteration, demolition, or new construction to an historic site, provided the changes are consistent with the property's character.

Character - Attributes, qualities, and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Character-Defining - Those architectural materials and features of a building that define the historic nature of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, exterior and interior trim, etc.

Clapboard - A wooden board, often with one side thicker than the other, used for exterior siding. Term is synonymous with weatherboard.

Classical - Pertaining to the architecture of ancient Rome and Greece.

Column - A cylindrical vertical support in classical architecture, the column has three parts - capital, shaft, and base.

Common Bond - Also known as American Bond. (See "Brick Bond")

Compatibility - The characteristics of different uses or activities that permit them to be located near each other in harmony and without visual conflict.

Conservation - The sustained use and appearance of a structure or area, maintained essentially in its existing state.

Contemporary - Existing or happening in the same time period; from the same time period.

Contemporary Architecture – A style of architecture that pulls from a combination of modern styles, relying on few classical building ideas.

Contributing Building/Structure/Site - A building, object, site or structure that adds to and supports a district's sense of time and place and historical development.

Coping - A protective cap, top, or cover of a wall or parapet, often of stone, terra cotta, concrete, metal, or wood. This may be flat, but commonly is sloping to shed water.

Corbel - In masonry, a projection or one of a series of projections, each stepped progressively farther forward with height.

Corbelled - Furnished with a bracket or block projecting from the face of a wall to bear weight, generally supporting a cornice, beam, or arch.

Corinthian Order - The lightest most ornate of the Greek orders of architecture characterized by its bell-shaped capital enveloped with acanthus. (See "Order")

Corner Board - A vertical board at the intersection of two walls. A corner board serves as a joint for the intersecting clapboard as well as concealing the ends of the clapboard. During the Greek Revival and Classical Revival periods, corner boards were frequently ornamented to resemble pilasters at every corner.

Cornices - Projecting ornamental molding on top of a building or wall.

Course - A continuous row or layer of stones, tile, brick, shingles, etc. in a wall.

D

Demolition by Neglect - The act or process of neglecting the maintenance and repairs of a building, thus allowing the building to deteriorate to the point where demolition may be necessary.

Dentils - Small rectangular blocks in a series - like teeth - usually on a molding.

Design Guidelines - A set of directions that have been adopted for historic buildings to guide rehabilitation, additions, and other construction, in order to retain the building's (and the district's) original design features and ensure compatibility between the old and the new.

Detail - A small piece of the overall character of a building, which contributes to its architectural significance.

Display Window - A large area of glass within a storefront opening.

Door frame - The part of a door opening to which a door is hinged. A door frame consists of two vertical members called door jambs and a horizontal top member called a lintel or head.

Door Jamb - The vertical portion of the door frame onto which the door is attached.

Doric Order - A classical order most readily distinguished by its simple, unornamented capitals. (See "Order")

Dormer - A window set upright within a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Double-Hung - A window where both sashes slide up and down using cords and weights.

Double-Pile House - A two-story center hall plan house, two rooms deep on either side of the hall.

E

Eaves - The projecting overhang at the lower edge of a roof.

Eclectic - Exhibiting elements and characteristics of more than one historic style simultaneously.

Elevation - A flat representation of the vertical view of one side of a building's exterior. The front elevation is often referred to as the façade. (See "Façade")

Engaged Columns - Columns partly embedded in a wall, often referred to as half-rounded columns.

Engaged Porch - A porch whose roof is structurally continuous with that of the main section of the building.

English Bond - The pattern of laying bricks in which horizontal rows of headers are alternated with horizontal rows of stretchers. (See "Brick Bond")

Entry - A door, gate, or passage used to enter a building.

Exterior Features - The architectural type, style, design, and general arrangement of the exterior of an historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of an historic structure.

Eyebrow Dormer - A small, curved window in an attic story.

F

Façade - The primary elevation of a structure, typically containing the main entrance.

Fanlight - A semicircular or semi-elliptical window above a door.

Fascia - The flat band or board around the edge of a roof or a part of the entablature.

Fenestration - The arrangement of windows and doors in a wall.

Finial - A roof ornament, usually projecting from the top of a gable.

Fish-Scale Shingles - Shingles with rounded edges, which when placed in staggered rows are reminiscent of fish scales.

Flashing - Sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Flemish Bond - The pattern of laying bricks in which every horizontal row is characterized by alternating headers and stretchers. (See “Brick Bond”)

Fluting - Vertical grooving, usually found on columns or pilasters. (See “Column”)

Form - The overall shape of a structure (i.e., most structures are rectangular in form).

Foundation - A foundation is the supporting portion of a structure below the first-floor construction, or below grade, including the footings.

Foundation Enclosures - Many foundations were enclosed with open brickwork or wood lattices, which were often decorative and open to allow ventilation. Foundations should be enclosed only with the materials that are appropriate to the building style.

French Door - A door having rectangular glass panes extending throughout its length, often hung in pairs. Also called a casement door.

G

Gable - The triangular wall segment at the end of a ridged roof.

Gable Roof - A roof which forms a gable at each end. It is also referred to as a peak roof.

Gambrel Roof - A roof with two slopes of different pitch on either side of the ridge with the flatter slope adjoining the ridge.

Gingerbread - A pierced curvilinear ornament, executed with a jigsaw or scroll saw, under the eaves of roofs. So-called after the sugar frosting on German gingerbread houses. The word is also used to describe anything ornately showy.

Glazing - Fitting glass into windows and doors.

H

Half-Story - A partial story under the roof, usually denoted by the presence of dormer windows or by full windows within gables.

Half-Timbering - A wall construction in which the spaces between members of the timber frame are filled with brick, stone, or other material.

Hardscape - Portions of the exterior environment of a site, district, or region that is constructed with masonry or other impermeable materials, including sidewalks, driveways, or patios.

Height - The vertical distance from the average grade level to the average level of the roof.

High Style - The more ornately detailed version of a particular architectural style; used in contrast to simpler examples, both from different periods or the same period; the opposite of vernacular.

Hipped roof - A roof with four uniformly pitched sides.

Historic - Important in history; distinguished from “historical,” which conveys the sense of things or events related to the past.

Historic Building - A building important because of its association with a historic event or with the history of a locality.

Historic Fabric - Those elements and features of a historic building that are original and contribute to the integrity of the historic building.

Hood molding - A large molding over a window, originally designed to direct water away from the wall; also called a drip molding.

I

In Kind - To replace existing materials or features with materials of identical appearance and composition (or similar approved substitute).

Infill Construction - New construction, or the move of existing structures, on vacant lots or replacement of blighted or thoroughly deteriorated structures within existing neighborhoods or developments.

Integrity - The ability of a property to convey its historic significance through the retention of location, design, setting, materials, workmanship, feeling, and association.

Ionic Order - A classical order distinguished by the form of the capital, with a spiral scroll, called a volute, on either side. (See also "Splayed Ionic" and "Order”)

Iron lace - Decorative, lacy patterns formed in cast iron and used for railing.

J

Jerkinhead Roof - A gable roof where the peak is clipped, forming a slope and resulting in a truncated gable on the wall below. Also known as a clipped gable roof.

Jalousie - A type of window comprised of a series of horizontal slats connected to a mechanical device operated by a crank.

K

Keystone - A wedge-shaped stone at the top of a masonry arch.

Kickplate - A metal plate (usually brass) attached to the bottom of a door to protect the door from damage.

L

Lancet - A narrow pointed arch.

Landscape - The whole of the exterior environment of a site, district, or region, including landforms, trees, plants, rivers, and lakes and the built environment.

Landscape Elements - Those elements that contribute to the landscape, such as exterior furniture, decks, patios, outdoor lighting, and other elements that may be located within a landscape.

Lattice - A panel of crisscrossed, diagonal, or perpendicular slats often utilized as decorative infill between masonry foundation piers.

Leaded Glass - Small panes of glass which are held in place with lead strips; the glass may be clear or stained.

Light - A section of a window, also called “pane” or “sash light.”

Lintel - A beam over an opening in a wall, such as for a window or door, or over two or more pillars.

M

Main Building - The primary historic building in an individual historic site.

Maintenance and Repair - Any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance. A CA is not needed for regular maintenance and repair. This work may include cleaning, repainting, in-kind repairs, or yard maintenance.

Mansard roof - A roof that has two slopes on all four sides.

Mass or Massing - Building mass is established by the arrangement and proportions of its basic geometric components- the main block and side blocks, the roof and the foundation. Similarly, massing helps create rhythm along the street, which is one of the appealing aspects of historic districts.

Masonry - Construction materials such as stone, brick, concrete block, or tile which is secured with mortar.

Material - Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Medallion - An oval or circular design or carving.

Meeting Rail - The place in the middle of the window where the upper and lower sashes meet, where the lock is typically located.

Millstone - A large circular stone once used for grinding grains.

Modify/Modification - To make changes to an existing structure; those changes made to an existing structure.

Module - The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding - A continuous decorative band that is either carved into or applied to a surface.

Mortar - The materials used to fill the joints of masonry.

Mortar Joint - Masonry joint between masonry units, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units, and keep out the weather.

Mortar Mix - The composition (and proportions of these ingredients) of the mortar used in masonry.

Mullion - A vertical member separating (and often supporting) windows, doors, or panels set in a series.

Muntin - A bar member supporting and separating panes of glass in a window or door.

N

Natural Features - Features or elements of the exterior environment that are substantially unaltered by human activity such as landforms, trees, plants, rivers, and lakes.

Neoclassic - A revival or adaptation of a classic style of architecture.

New Construction - The act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, outbuildings, fire escapes, and retaining walls.

Non-Contributing Building/Structure/Site - A building, object, site or structure that neither adds to nor detracts from a district's sense of time and place and historical development.

O

Object - A material thing of functional, aesthetic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment.

Order - Any of several specific styles of classical and Renaissance architecture characterized by the type of column used (e.g., Doric, Ionic, Corinthian, Composite, Tuscan).

Oriel Window - A bay window, especially one projecting from an upper story, usually supported by a corbel or bracket.

Orientation - Generally, orientation refers to the way a building relates to the street. The entrance to the building plays a large role in the orientation of the building. It should face the street.

Original - Features, components, materials, or other elements of a structure that were part of its initial construction; or structures that were part of the initial development of a site (such as

accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered "historic."

Ornamentation - Any decorative objects or series of objects, which are added to the basic structure to enhance its visual appearance.

P

Palladian window - A three-part window opening with a large arched central light and flanking rectangular side lights.

Panel - A sunken or raised portion of a door with a frame-like border.

Parapet - A low, solid protective, wall or railing along the edge of a roof or balcony, usually used to surround a flat or built-up roof.

Pediment - The space forming the gable of a two-pitched roof in classic architecture.

Pendant - A hanging ornament from roofs, ceilings, etc.

Period of Significance - The length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register Listing.

Pier - The upright support for a structure, such as for a porch column.

Pilaster - A flat-faced representation of a column against a wall.

Pillar - A vertical supporting member in a building, may be ornamental.

Pitch - The angle of slope.

Porch - A covered and floored area of a building, especially a house, that is open at the front and usually the sides.

Porch Ornamentation - Decorative elements include, but are not limited to, scrollwork, balustrade, and porch supports that are decorative.

Porte cochere - A large, covered entrance porch through which vehicles can drive.

Portico - A large porch having a roof, often with a pediment supported by columns or pillars.

Post - A piece of wood, metal, etc. usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; Also referred to as a pillar or pole.

Preservation - The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, structures, or monuments significant to the heritage of the people of Douglas (or any area).

Adaptive Use - The restrained alteration of an historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way as to maintain the general historical and architectural character.

Conservation - The sustained use and appearance of a structure or area, maintained essentially in its existing state.

Protection - The security of a resource as it exists through the establishment of the mechanisms of historic preservation.

Reconstruction – See "Reconstruction."

Rehabilitation – See "Rehabilitation."

Restoration – See "Restoration."

Pressed Metal - Thin sheets of metal molded into decorative designs and generally used to cover interior walls and ceilings.

Proportion - The dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

Protected - An architectural or landscaping feature that must be retained and its historic appearance maintained, as near as is practical, in all aspects.

Protection - The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, or to cover or shield the property from danger or injury.

Q

Quoin - Units of stone or brick used to accentuate the corners of a building.

R

Rafter - Any of the parallel beams that support a roof.

Rafter Tail - Exposed rafter supporting the eave.

Ramp - A sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

Recessed Entry - An entry set back from the storefront. Historically, storefronts step in, towards the interior of the building at the entry point.

Reconstruction - The act or process of duplicating the original structure, building form, and materials by means of new construction based on documentation of the historic condition.

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

Renovation - The act or process of repairing and/or changing an existing building for new use or to make it functional; this may involve replacement of minor parts.

Replacement - To interchange a deteriorated element of a building, structure, or object with a new one that matches the original element.

Replicate - To copy or reproduce an historic building or element.

Repointing - Repairing existing masonry joints by removing defective mortar and installing new mortar.

Restoration - The process of accurately recovering all or part of the form and detail of a resource and its setting, as it appeared at a particular period of time, by means of the removal of later work and the replacement of missing earlier work.

Reveal - The vertical side of a door or window opening between the frame and the wall surface.

Rhythm - The repetitive use of a group of visual elements, to establish a recognizable pattern.

Ridge - The horizontal line of meeting of the upper slopes of a roof.

Rustication - Masonry cut in massive blocks separated from each other by deep joints.

S

Sash - The framing in which panes of glass are set in a glazed window. Also, a window frame that opens by sliding up or down.

Sawtooth Shingles - Shingles with pointed edges, which when placed in rows are reminiscent of sawteeth.

Scale - The harmonious proportions of parts of a building, structure, or monument to one another and to the human figure.

Screening - Construction or vegetation of which the essential function is to separate, protect, conceal, or shield from view but not support.

Semi-Engaged Porch - A porch whose roof forms a continuous surface with, but is in a different plane than, the roof of the building.

Setback - An architectural device in which the upper stories of a tall building are stepped back from the lower stories.

Shaft - The main part of a column between the base and the capital. (See “Column”)

Shed Dormer - A dormer with a series of separate windows connected by sections of the facade material, with a shed roof. Frequently found on a gambrel roof, a shed dormer may stretch the entire length of the house.

Shed Roof - A roof resembling a lean-to. Shed roofs are often used for extensions of gable roofs or for additions or porches.

Shutter - A solid panel of wood or metal made to close over a window. Technically, a louvered panel is an exterior blind, but it is usually referred to as a shutter.

Sidelight - Narrow windows on either side of a door to admit light.

Significant Characteristics of Historical or Architectural Resources - Those characteristics that are important to or expressive of the historical, architectural, or cultural quality and integrity of the resource and the setting and includes, but is not limited to building material, detail, height, mass, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship. Refer to the following definitions:

Building Materials – See "Building Material."

Detail – See "Detail."

Height - See "Height."

Proportion - See "Proportion."

Rhythm - See "Rhythm."

Scale - See "Scale."

Setting - The surrounding buildings, structures, monuments, or landscaping that provides visual aesthetics or auditory quality to historic or architectural resources.

Shape - The physical configuration of structures of buildings or monuments and their component parts, including but not limited to roofs, doors, windows, and facades.

Sill - The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Site - The land upon which a significant event, activity, building, structure, archaeological resource, or another feature is located.

Size - The dimensions in height and width of a building; similarly, the overall area of the building.

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

Spandrel - The triangular space between adjacent arches and the horizontal molding, cornice, or framework above them; in skeleton frame construction, the horizontal panels below and above windows between the continuous vertical piers.

Spindle/Spindlework - A short decorative turned piece.

Spindle Frieze - A series of parallel spindles which are located between supporting posts just beneath a veranda roof in such a manner that they resemble a frieze. A spindle frieze is a characteristic of the Queen Anne Style.

Stabilization - The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property.

Stained glass - Colored glass.

Stand Alone - A building or structure that is separate from, and not attached to any existing or adjacent structure or building.

Stile - A vertical piece in a panel or frame, as of a door or window.

Storefront - A ground level façade of a commercial building with display windows with minimal mullions or columns; this is often with a recessed entrance.

Storefront Column - Slender vertical elements within the storefront opening that help support the lintel.

Story - The space between two floors of a structure or between a floor and roof.

Streetscape - The character of the street, or how elements of the street form a cohesive environment.

Stretcher - The long end of a brick when laid towards the face of a wall. Running bond is the name given to the brick pattern where only stretchers are visible. (See “Brick Bond”)

String Course - A narrow horizontal band projecting from the exterior walls of a building, also known as a stringcourse. It is often located between the stories of a building and provides a visual break in the mass of bricks or stones, defining the interior floor levels.

Stucco - A masonry material applied as exterior wall fabric.

Surround - The term applied to the outside of a window or door opening. It is also called “casing.”

Synthetic Materials - Building materials that are manufactured with man-made or artificial components as opposed to materials derived from natural sources, such as plants, trees, or earth (e.g. vinyl, aluminum, fiber cement, plastic resin).

T

Terra-Cotta - A fine-grained, brown-red fired clay used for roof tiles and decoration.

Texture - The feel, appearance, or consistency of a surface or substance.

Tracery - The cured mullions or bars of a stone-framed window. Also, ornamental work of pierced patterns in or on a screen or window.

Transom - A narrow horizontal window over a door or part of a door.

Trellis - An open grating or latticework of either wood or metal placed vertically on a site and typically supported by wood columns; often used as a screen and usually supporting climbing vines.

Turret - A small, slender tower usually at the corner of a building.

U

Upper Facade - The mostly solid part of the wall above the display window. May be a plain surface on a one-story building or may contain rows of windows defining the number and location of floors in a multi-story building and may include decorative bands or patterns.

V

Veranda - A roofed open gallery or porch.

Vergeboard - An ornately curved board attached to the projecting edges of a gable roof; sometimes referred to as verge boards.

Vernacular - The non-academic local architecture of the region.

Viewshed - The natural environment that is visible from one or more viewing points.

Visibility from A Public Way - Able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

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

W

Wall - A structure or hedgerow that provides a physical barrier, typically constructed of a solid material such as stone or rock.

Weatherboard - Clapboard; wooden siding.

Workmanship - The physical evidence of the crafts of a culture, people, or artisan.

Y

Yard - An open space at grade, other than a court or plaza, between a structure and the adjacent lot lines. In measuring a yard for the purpose of determining depth, the minimum horizontal depth between the lot line and a building or structure shall be used.

Z

Zoning District - A planning tool used to regulate land use, building form, design, and compatibility of development.

Appendix B: Substitute Materials

For additional information and guidance, see the National Park Service's Preservation Brief 16 *The Use of Substitute Materials on Historic Building Exteriors.*

While the preferred method for treatment of historic properties emphasizes repairing original features to the greatest extent possible, and to replace historic features with like materials where repair is not possible, there are several instances in which utilizing substitute materials may be permissible. Substitute materials are new materials or technology which are designed to simulate the appearance of a historic material.

Situations in which the use of substitute materials may be appropriate include:

- When the historic material is unavailable (for instance, a particular type of slate, or old growth lumber),
- Where historic craft techniques or skilled artisans are not available,
- When the historic feature has already been lost and little is known about its original appearance, or
- Where the historic material does not meet existing code requirements.

Problems associated with using substitute materials include a lack of repairability, and a lack of durability and/or a shorter lifespan as compared to traditional materials. Some substitute materials are physically incompatible with existing historic building fabric and can trap moisture or cause damage to remaining historic fabric due to incompatible thermal expansion and contraction. Substitute materials should not be used to cover existing historic materials or features, and they should not be used to replace sound historic materials for the sake of convenience.

Substitute materials should only be used if they will not damage existing historic features and if they will not negatively alter the appearance of the historic resource. The new material should mimic the original in form, color, and perceived texture. The Commission will judge applications which propose the use of a substitute material in place of historic materials on a case-by-case basis and may approve or deny such materials based on each particular situation.

Factors that the Commission may consider when evaluating applications for the use of substitute materials include:

- Is the existing material historic?
- How durable is the new product vs. the old in the same environment?
- How similar is the new product in size, proportion, detail, profile, texture, and finish?
- Will the new product be physically compatible with the remaining materials?
- How much of the new material will be used?
- Where will the material be used?

The following outlines substitute materials commonly used in historic districts which may be appropriate for your proposed project. Remember – consult with the Planning and Zoning Department early and often to get feedback on your project proposals.

Windows & Doors

Windows and Doors are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. When a historic door or window needs to be replaced, it is typically due to deterioration, for increased security, or for code compliance. For windows and doors on the primary façade, it is always preferred to repair and retrofit the original material. Otherwise, the replacement should match as closely as possible the size, proportions, and configuration of the historic part that is being replaced. Replacement doors and windows are manufactured in a wide variety of materials including wood, aluminum, steel, vinyl, fiberglass, and composites.

Your current windows and/or doors are:	
Wood	Most historic-age buildings, excepting those of the more recent past, have wood windows. Replacement of an existing historic wood window or wood door with a new wood window or door matching the dimensions and configuration of the original is considered a replacement in-kind. However, most wood building products that are commercially available now are made from faster-growing trees and are inferior in quality to historic, old growth lumber products. New wood windows and doors are not as durable as historic windows. If wood windows or doors are desired, consider repairing these historic wood elements.
Vinyl	Vinyl can either be used as a cladding on wood or composite materials in the same way as aluminum, or vinyl windows or doors can be completely constructed out of PVC. Vinyl products are problematic for use in historic districts, as they are not typically available in proportions or finishes that are compatible with historic buildings. Because of the way vinyl is manufactured, vinyl windows have narrow stiles and rails on the sashes which do not match the thicker proportions on historic window openings. Vinyl windows and doors are not paintable and are the least durable option with a lifespan of 10 to 15 years. Nonetheless, vinyl materials may be appropriate for use in properties constructed in the mid-20th century, on nonvisible elevations, and on non-contributing properties.
Fiberglass	Fiberglass windows and doors have a matte finish and are available in proportions that mimic their historic replacement. Fiberglass windows may be appropriate if they can match the appearance of the historic windows.
Composite	Composite windows and doors are made from a mixture of materials, typically fiberglass and wood fibers. Composite is

	paintable and is a good lower-cost option for residences in historic districts. Composite windows may be appropriate if they can match the appearance of the historic windows.
Metal	Metal doors and windows may be appropriate for later (post-1900) architectural styles, industrial and commercial buildings, or on non-visible elevations. Aluminum is a common metal for windows. Aluminum clad windows are wood or composite windows with an aluminum facing on the trim, sashes, and muntins. Aluminum clad windows may be approved for replacement of historic windows in cases where the historic windows are deteriorated beyond repair and where the replacement matches the original in size, proportion, and configuration. Aluminum clad windows typically have an anodized or baked enamel finish, rendering them unpaintable, which can be a drawback when building paint schemes are changed. Shiny metal screen doors look out of place on a historic home, and main façade doors should avoid replacement with metal.

Siding

Maintaining and preserving existing historic siding is the preferred approach in Douglas. In many cases when wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Only when the entirety of the siding on a building needs to be replaced should substitute materials be considered.

Your current siding is:

Wood	Replacement of an existing historic wood siding with new wood siding matching the size, shape, profile, dimensions, configuration, and key design elements of the original is considered a replacement in-kind. Special attention should be made to match the size of historic shingles, the width of wood boards, and the corners and seam details. If only deteriorated portions of siding are being replaced, the replacement pieces of siding should be staggered with the existing siding to make the replacement pieces less apparent.
Stucco	Stucco surfaces should remain stuccoed. Removing stucco that covers masonry could damage the masonry beneath. Stucco should be repaired to match color, texture, coarseness, and thickness of application of the historic stucco.
Vinyl	Vinyl siding is not an appropriate replacement material for wood siding, but may be appropriate for replacing existing vinyl, asbestos, or aluminum siding.
Cement Fiberboard	Cement fiberboard, with a smooth finish to mimic planed and painted wood is also an appropriate replacement for existing vinyl, asbestos, or aluminum siding. Proposed replacement siding should have smooth, lap siding finish. Cement fiberboard with a manufactured wood grain finish is generally not acceptable as it is less compatible with the appearance of traditional wood siding.
Engineered Wood	Engineered wood products, such as LP Smartsiding, can be an appropriate replacement siding for the rear, non-visible elevations of a building.
Engineered Polymer	Polymer siding products are more durable than other synthetics, such as vinyl. However, it is not an appropriate covering for visible elevations of a historic building.

Roofing

In Douglas, most roofing materials are either asphalt or metal. While repairing and maintaining roofing is the preferred approach, when it is necessary to replace a roof, it is typically due to deterioration. In situations where the entire roof must be replaced, materials should be replaced in kind (i.e. asphalt with asphalt and metal with metal).

Your current roof is:

Asphalt	When replacing asphalt shingles, heavyweight architectural shingles are preferred. New asphalt shingles should match previous materials in composition, style, size, and color.
Metal	Sheet metals – tin, copper, zinc, tin plate, terne plate, and galvanized iron – are common historic metal roofing materials. Corrosion, pitting, and streaking are common deteriorations to metal roofs. Metal roofs are only appropriate where a metal roof was part of the original structure and should be replaced with similar details and proportions.
Tile, Slate, and Concrete	Clay tile and slate were common historic roofing materials as well as some of the most durable. Tile and slate require a level of craftsmanship and specialization that is not attainable to mimic exactly. When feasible, it is preferred to replace a historic tile or slate roof in-kind. If a roof historically did not have clay tile, it would not be an appropriate material.
Composite Synthetic	Composition shingles are a heavy-duty asphalt product made with a fiberglass backing and a facing made from ceramic-coated mineral grains, suspended in an asphalt coating. Also known as laminated shingles, architectural shingles, or dimensional shingles, these differ from traditional asphalt tab shingles as they are more dimensional and provide a more irregular, natural looking pattern. Architectural shingles may be an appropriate replacement for severely deteriorated slate or timber shingle roofs, as well as existing tab-style asphalt shingles. Composition roofing may be determined to be appropriate for flat or low-pitched roofs to prevent structural damage.

Deck & Porch Materials

Historic deck and porch materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

Composite	Composite materials are made from a mixture of plastic and wood fibers and is manufactured for use as floorboards and stair treads. These materials are formed into planks to imitate wood decking and are installed in a manner similar to traditional wood planks. The product is sometimes available in a paintable finish. Composite materials are appropriate for installations on non-visible sections of a property.
Fiberglass	Fiberglass can be used to replicate decorative features, such as columns and balusters, and are available in a variety of shapes and sizes. Fiberglass products which mimic historic forms are commercially available. Fiberglass is typically more expensive than their wooden counterparts. A fiberglass replacement may be appropriate if it closely matches the design and proportion of the original elements.
Metal	Railings, balusters, and porch columns can be constructed of metal. Metal porch elements made of cast iron may be of historic age, or may be a later, possibly historic age modification to a property. Aluminum may be appropriate for mid-20th century properties but would be an inappropriate choice for an older property. Metal on front porches should only be used when there is evidence that it was the original material. Metal may be appropriate on a rear, non-public visible porch on a case-by-case basis.
Pressure Treated Lumber	Pressure treated lumber is preserved through a process that uses high pressure to inject a preservative into the wood, adding years to the life of the material. Pressure treated lumber is not stronger than untreated wood, but pressure treated does withstand the elements better than untreated while still being susceptible to deterioration of checks (separation in wood fibers across the annual rings of a piece of wood), warping, and splitting. Pressure-treated wood can be effective when used for hidden structural elements such as posts, joists, and sills. It is not a good substitute for visible porch parts.

Vinyl	Vinyl is a common material for replacement columns and railings, often used in new construction. Vinyl can be appropriate for buildings constructed in the late 20th century or later. Vinyl is susceptible to fading and warping with a low lifespan.

Architectural Details

Suggested substitute materials have the following characteristics: Architectural details help convey the style of a building. Architectural details should be retained and never permanently removed. When formerly hidden ornamentation is discovered, it should be maintained and preserved.

High-quality synthetics may be an appropriate replacement for wood or plaster details where the profile, size, and dimension of the element can be accurately reproduced. Synthetic material use on architectural details and trim will be considered on a case-by-case basis by the HPC and all synthetics are subject to a painting requirement.

Cellular PVC	Polyvinyl chloride is more commonly known as PVC. Cellular PVC board is used to produce trim, moldings, and other decorative architectural elements. These are durable products that can be painted.
Metal	Metal is only appropriate for architectural details and trim when it was the original material.
Vinyl	Vinyl is not an appropriate material for architectural detail and trim replacements unless the details are not visible from the street.

Appendix C: Historic Preservation Resources

Local Resources

Douglas Historic Preservation Committee

Certificate of Appropriateness Application

Application for Administrative Review and Approval

Georgia Historical Society

Georgia Historic Preservation Division

1920 Sanborn Map of Douglas

Map of the Gaskin Avenue Historic District

Map of the Downtown Douglas Historic District

National Park Service

The Secretary of the Interior's Standards for the Treatment of Historic Properties

Preservation Briefs

Preservation Briefs are produced by the National Park Service and provide information on preserving, rehabilitating, and restoring historic buildings. These publications provide guidance on a number of topics to help both professionals and building owners.

The briefs are especially useful to Historic Preservation Tax Incentives Program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.

Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings. Surveys a variety of cleaning methods and materials and provides guidance on selecting the most appropriate method and the gentlest means possible. Discusses water-repellent and waterproof coatings, the purpose of each, the suitability of their application to historic masonry buildings, and possible consequences of their inappropriate use.

Repointing Mortar Joints in Historic Masonry Buildings. Provides general guidance on appropriate materials and methods for repointing historic masonry buildings.

Improving Energy Efficiency in Historic Buildings. Discusses the inherent energy efficient features of historic buildings. Recommends actions to increase energy efficiency. Describes alternate energy sources that have been used for historic buildings.

Roofing for Historic Buildings. Provides a brief history of the most commonly used roofing materials in America. Presents a sound preservation approach to roof repair, roof replacement, and the use of alternative roofing materials.

The Preservation of Historic Adobe Buildings. Provides information on the traditional materials and construction of adobe buildings and the causes of adobe deterioration. Makes recommendations for preserving historic adobe buildings.

Dangers of Abrasive Cleaning to Historic Buildings. Cautions against the use of sandblasting to clean various buildings and suggests measures to mitigate the effects of improper cleaning. Explains the limited circumstances under which abrasive cleaning may be appropriate.

The Preservation of Historic Glazed Architectural Terra-Cotta. Discusses deterioration problems common to terra-cotta and provides methods for determining the extent of deterioration. Makes recommendations for maintenance and repair and suggests appropriate replacement materials.

The Repair of Historic Wooden Windows. Provides information on evaluating the condition of historic wood windows and on practical methods for repair.

Exterior Paint Problems on Historic Woodwork. Identifies and describes common types of paint surface conditions and failures. Provides guidance on preparing historic woodwork for repainting, including limited and total paint removal.

Rehabilitating Historic Storefronts. Explores the role of the storefront in historic buildings and provides guidance on rehabilitation techniques for historic storefronts as well as compatible storefront designs.

The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass). Provides information on the early manufacture, installation, and use of this decorative building product

commonly found in 20th century buildings; reasons for its damage; and a general approach for its maintenance, repair, and replacement.

The Repair and Thermal Upgrading of Historic Steel Windows. Presents brief historical background on the development, use, and styles of rolled steel windows popular in the first half of the 20th century. Explains steps for cleaning and repairing damaged steel windows; provides information on methods of weatherstripping and options for storm panels or the installation of thermal glass.

Exterior Additions to Historic Buildings: Preservation Concerns. Uses a series of examples to suggest ways that attached additions can successfully serve contemporary uses as part of a rehabilitation project while preserving significant historic materials and features and the building's historic character.

Preservation of Historic Concrete. Discusses the characteristics of concrete and causes of deterioration. Includes information on cleaning, maintenance, and repair, and on protective systems.

The Use of Substitute Materials on Historic Building Exteriors. Provides general guidance on the use of substitute materials as replacement materials for distinctive features on the exterior of historic buildings.

Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character. Essential guidance to help property owners and architects identify those features of historic buildings that give the building its visual character so that their preservation can be maximized in rehabilitation.

Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements. Assists building owners in identifying significant interior spaces, features, and finishes so they may be preserved in rehabilitation work. Applies to all building types and styles, from 18th century churches to 20th century office buildings.

The Repair and Replacement of Historic Wooden Shingle Roofs. Discusses historic wooden roofing, expectations for longevity, and repair and replacement options. Identifies roofing material that duplicates the appearance of a historic roof, offers guidance on proper installation, and provides information on coatings and maintenance procedures to help preserve the roof.

The Preservation of Historic Barns. Identifies historic barn types, helps owners understand the historic character of their barns, and offers advice on the maintenance, repair, and rehabilitation of old and historic barns.

Repairing Historic Flat Plaster—Walls and Ceilings. Guides building owners on repairing historic plaster using traditional materials (wet plaster) and techniques. Suggests replacement options if the historic plaster is severely deteriorated. Useful chart on various plaster bases and compatible basecoats and finish coats.

The Preservation and Repair of Historic Stucco. Describes the evolution of stucco as a building material, beginning with a brief history of how stucco is applied, and how its composition, texture, and surface patterns have changed. Includes guidelines on how to plan for and carry out repair of historic stucco, with sample mixes for 18th, 19th, and 20th century stucco types.

Preserving Historic Ornamental Plaster. Discusses ornamental plaster production, explaining the processes of run-in-place and cast ornamentation using three common decorative forms as examples: the cornice, ceiling medallion, and coffered ceiling. Provides guidance on identifying causes of deterioration and understanding complex restoration techniques. Includes useful advice on selecting and evaluating a restoration contractor.

Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches. Underscores the importance of careful planning in order to balance preservation objectives with the interior climate needs of the building.

The Preservation of Historic Signs. Discusses the history of sign types pre-1800 to the 20th century, including symbol signs, flat signs, fascia signs, hanging signs, goldleaf signs, rooftop signs, and neon signs. Makes recommendations for their repair and re-use.

The Preservation and Repair of Historic Log Buildings. Focuses on horizontally laid or vertically positioned logs, but the preservation and repair treatments are essentially the same for all log structures. Discusses traditional splicing-in techniques, the use of epoxies, and replacement, as well as guidance on the repair and replacement of chinking and daubing.

The Maintenance and Repair of Architectural Cast Iron. Discusses the role of cast iron in 19th-century industrial development and the resulting advances in building design, technology, ornamental detailing. Provides essential guidance on maintaining and repairing architectural cast iron.

Painting Historic Interiors. Discusses wall paint and decorative surface treatments from the late 17th century to the 1950s. Describes the usefulness of a complete paint investigation for preservation and restoration projects. Provides guidance on the common causes of interior paint failure and preparing surfaces for repainting. Makes recommendations about paint with health and safety factors in mind.

The Repair, Replacement, and Maintenance of Slate Roofs. Describes the causes of slate roof failures and provides comprehensive guidance on their repair and, when necessary, their appropriate replacement. Repair/Replacement Guidelines are included to assist owners prior to work.

The Preservation and Repair of Historic Clay Tile Roofs. Reviews the history of clay roofing tiles and describes many types and shapes of historic tiles, as well as their method of attachment. Provides general guidance for historic property owners on how to plan and carry out a project involving the repair and selected replacement of historic clay roofing tiles.

Mothballing Historic Buildings. Describes process of protecting a deteriorating historic building from weather as well as vandalism when funds are not currently available to begin a preservation, rehabilitation, or restoration project.

Making Historic Properties Accessible. Introduces the complex issue of providing accessibility at historic properties and underscores the need to balance accessibility and historic preservation. Provides guidance and many examples of successful projects.

The Preservation and Repair of Stained and Leaded Glass. Gives a short history of stained and leaded glass in America. Surveys basic preservation and documentation issues and addresses common causes of deterioration and presents protection, repair, and restoration options.

Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament. Describes the history, appearance, and characteristics of this uniquely pliable material. Provides guidance on identifying compo and suggests appropriate treatments, depending upon whether the project goal is preservation or restoration.

Understanding Old Buildings: The Process of Architectural Investigation. Explains architectural investigation as the critical first step in planning an appropriate treatment. Addresses the investigative process of understanding how a building has changed over time and assessing levels of deterioration.

Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes. Describes types of cultural landscapes. Provides a step-by-step process for preserving historic designed and vernacular landscapes to ensure a successful balance between historic preservation and change.

Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing. Under revision to reflect current Federal laws and regulations concerning lead-based paint.

Removing Graffiti from Historic Masonry. Focuses on cleaning methods to remove surface-applied graffiti without damaging historic masonry. Includes tips for successful graffiti removal, a discussion of barrier coatings, and useful charts designed to guide the graffiti-removal process.

Holding the Line: Controlling Unwanted Moisture in Historic Buildings. Outlines a way to diagnose moisture problems and choose remedial treatments. Provides guidance on managing moisture deterioration, repairing and maintaining historic building materials, and correcting common problem areas. Includes charts on types of diagnostic tools, recommended treatments and treatments that should always be avoided.

Preserving Historic Ceramic Tile Floors. Summarizes the historical use of glazed and unglazed ceramic flooring tiles and describes different types of tiles. Provides guidance for maintaining and preserving historic ceramic tile flooring, on cleaning treatments, and on protective and code-required, slip resistant coatings. Also contains information on various repair options, as well as the selective replacement of damaged tiles.

The Seismic Rehabilitation of Historic Buildings. Discusses the issues of protecting historic buildings from earthquake damage. Describes approaches to seismic retrofit that make a building safe without destroying significant historic materials. Provides guidance on the extent of strengthening to consider, design approaches, and the visual impact of these changes.

The Maintenance, Repair, and Replacement of Historic Cast Stone. Provides a brief history of the manufacture and use of cast stone. Discusses the causes of its deterioration, repairable conditions, and methods of repair. Addresses the replication and replacement of historic cast stone installations, and the use of cast stone as a substitute replacement material for natural stone.

The Preparation and Use of Historic Structure Reports. Defines the historic structure report and provides a historical overview of its use. Outlines an entire procedure for preparing a report, taking a team approach.

The Use of Awnings on Historic Buildings: Repair, Replacement and New Design. Provides a historic overview of the practical and aesthetic use of various types of awnings. Presents guidance for their maintenance, preservation, and repair. Discusses the circumstances under which awning replacement is appropriate and how to achieve a compatible design for new awnings on historic buildings.

Preserving Historic Wooden Porches. Explains how to assess the condition of historic porches. Provides detailed procedures for proper maintenance and repair and includes measures to address code issues. Provides a range of information from the selection of materials to guidance on contemporary alterations.

The Preservation and Reuse of Historic Gas Stations. Provides guidance on assessing the significance of historic gas stations and provides information on their maintenance and repair. Describes appropriate rehabilitation treatments, including conversions for new functions when the historic use is no longer feasible.

Maintaining the Exterior of Small and Medium Size Historic Buildings. Discusses the benefits of regular inspection, monitoring, and seasonal maintenance work for historic buildings. Provides guidance on maintenance treatments for historic building exteriors.

Preserving Grave Markers in Historic Cemeteries. Describes grave marker materials and the risk factors that contribute to their decay. provides guidance for assessing their condition and discusses maintenance programs and various preservation treatments.

Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement. Discusses the history and manufacturing of decorative metal for ceiling and wall applications; provides information on paint removal, maintenance, and repair; and includes guidance on replacement.

Lightning Protection for Historic Structures. Describes the history and components of traditional lightning protection systems; discusses inspection, evaluation, and maintenance of systems; and provides guidance on the repair of systems and the installation of new systems.

Appendix D: Tax Incentives

Based on the scope of your project, some incentives and/or grants may be available to help cover the costs.

Federal

The NPS website states, “The Federal Historic Preservation Tax Incentives program encourages private sector investment in the rehabilitation and re-use of historic buildings. It creates jobs and is one of the nation's most successful and cost-effective community revitalization programs. It has leveraged $131.73 billion in private investment to preserve more than 49,000 historic properties since 1976.”

20% INCOME TAX CREDIT

This is available for the rehabilitation of historic buildings that are determined by the Secretary of the Interior to be “certified historic structures” that function in a business, commercial, or other income-producing use.

TAX EASEMENTS FOR HISTORIC PRESERVATION EASEMENTS

A historic preservation easement is a voluntary legal agreement, typically in the form of a deed that permanently protects a historic property. Through the easement, the property owner places restrictions on the development of, or changes to, the historic property. These restrictions are then transferred to a preservation or conservation organization.

A historic property owner who donates an easement may be eligible for tax benefits, such as a federal income tax deduction. Easement rules are complex, so property owners interested in the potential tax benefits of an easement donation should consult with their accountant or tax attorney.

State

GEORGIA HERITAGE GRANT

Since 1994, the Georgia Heritage Grant Program, administered through the Historic Preservation Division (HPD), has provided seed money for the preservation of historic properties throughout the state. The Program offers matching funds on a statewide competitive basis to local governments and nonprofit organizations for the preservation of Georgia Register-eligible historic properties.

STATE PREFERENTIAL PROPERTY TAX ASSESSMENT FOR REHABILITATED HISTORIC PROPERTY

Freezes the county property tax assessment for more than 8 years. Available for principal residences as well as income-producing properties. The owner must increase the fair market value of the building by 50 – 100%, depending on its new use.

STATE INCOME TAX CREDIT FOR REHABILITATED HISTORIC PROPERTY

The Georgia State Income Tax Credit Program for Rehabilitated Historic Property allows eligible participants to apply for a state income tax credit equaling 25 percent of qualifying rehabilitation expenses capped at $100,000 for a principal residence, and $5 million or $10 million for all other properties.

THE GEORGIA TRUST FOR HISTORIC PRESERVATION

Various grants and prizes.

Appendix E: Selected Bibliography

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Appendix F: Ordinance

Please note:

Codes may have been amended. Please check City of Douglas Municode for more up to date information. https://library.municode.com/ga/douglas

Chapter 109 HISTORIC PRESERVATION[1]

ARTICLE I. IN GENERAL

Sec. 109-1. Purpose.

(a) (1) In support and furtherance of its findings and determination that the historical, cultural, and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity, and general welfare of the citizens of the city;

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

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

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

(b) Now, therefore, the mayor and board of commissioners of the city hereby declare it to be the purpose and intent of this chapter to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, and landscape features having a special historical, cultural, or aesthetic interest or value, in accordance with the provisions of this chapter.

(Code 1993, pt. II, § 52-1; Ord. No. 02-25.1-97, § I, 2-25-1997)

Sec. 109-2. Definitions.

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

[1] State law reference(s)—Historic preservation, O.C.G.A. § 44-10-20 et seq.

Building means a structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure. The term "building" may refer to an historically related complex such as a courthouse and jail or a house and barn.

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

Commission means the historical preservation commission.

Exterior architectural features means an architectural style, general design, and general arrangement of the exterior of a building, structure, or object, including, but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing, as more fully described in the Design Guidelines for the City of Douglas, a copy of which is identified as appendix "A" and attached to the ordinance from which this chapter is derived.

Exterior environmental features means all those aspects of the landscape or the development of a site which affect the historical character or the property.

Historic property means an individual building, structure, site, or object, including the adjacent area necessary for the proper appreciation thereof, designated by the city commission as an historic property pursuant to the criteria established in section 109-27.

Historical district means a geographically definable area, possessing a significant concentration, linkage, or continuity of sites, buildings, structures or objects, united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history. The term "historical district" shall further mean an area designated by the city commission as an historic district pursuant to the criteria established in section 109-26.

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

(1) A reconstruction or alteration of the size, shape or facade of an historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;

(2) Demolition or relocation of an historic structure;

(3) Commencement of excavation for construction purposes;

(4) A change in the location of advertising visible from the public right-of-way; or

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

Object means a material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Site means the location of a significant event, a prehistoric or historical occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.

Structure means a work made up of interdependent and interrelated parts in a definite pattern of organization. A structure is constructed by man and it is often an engineering project large in scale.

(Code 1993, pt. II, § 52-2; Ord. No. 02-25.1-97, § II, 2-25-1997; Ord. No. 08-11.01-97, 8-11-1997)

Sec. 109-3. Penalty provisions.

Violations of any provisions of this chapter shall be punished as provided in section 1-11.

(Code 1993, pt. II, § 52-3; Ord. No. 02-25.1-97, § VII, 2-25-1997)

Secs. 109-4—109-24. Reserved.

ARTICLE II. DESIGNATION OF HISTORIC DISTRICTS AND HISTORIC PROPERTIES[2]

Sec. 109-25. Preliminary research by commission.

(a) Commission's mandate to conduct a survey of local historical resources. The commission shall compile and collect information and conduct surveys of historic resources within the city.

(b) Commission's power to recommend districts and buildings to the city commission for designation. The commission shall present to the city commission recommendations for historic districts and properties.

(c) Commission's documentation of proposed designation. Prior to the commission's recommendation of an historic district or historic property to the city commission for designation, the commission shall prepare a report for nomination consisting of:

(1) A physical description;

(2) A statement of the historical, cultural, architectural and/or aesthetic significance;

(3) A map showing district boundaries and classification (i.e., historic, non-historic, intrusive) of individual properties therein, or showing boundaries of individual historic properties;

(4) A statement justifying district or individual property boundaries; and

(5) Representative photographs.

A copy of the report for nomination is identified for purposes of this section as appendix "B," a copy of which is attached to the ordinance from which this chapter is derived and hereby incorporated by reference.

(Code 1993, pt. II, § 52-41; Ord. No. 02-25.1-97, § IV(A), 2-25-1997)

Sec. 109-26. Designation of an historic district.

(a) Criteria for selection of historic districts. An historic district is a geographically definable area, which contains buildings, structures, sties, objects, and landscape features or a combination thereof, which:

(1) Have special character or special historic/aesthetic value or interest;

(2) Represent one or more periods, styles or types or architecture typical of one or more eras in the history of the city, county, state or region; and

[2] State law reference(s)—Designation of historic districts and historic properties, O.C.G.A. § 44-10-26.

(3) Cause such area, by reason of such factors, to constitute a visibly perceptible section of the city or county.

(b) Boundaries of an historic district. Boundaries of an historic district shall be included in the separate ordinances designating such districts and shall be shown on the official zoning map of the city.

(c) Evaluation of properties within historic districts. Individual properties within historic districts shall be classified as:

(1) Historic (contribute to the district);

(2) Non-historic (does not contribute, but does not detract from the district, as provided for in subsection (a) of this section); and

(3) Intrusive (detracts from the district as provided for in subsection (a) of this section).

(Code 1993, pt. II, § 52-42; Ord. No. 02-25.1-97, § IV(B), 2-25-1997)

Sec. 109-27. Designation of an historic property; criteria for selection of historic properties.

An historic property is a building, structure, site, or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the nation, city, or the state, for one of the following reasons:

(1) It is an outstanding example of a structure representative of its era;

(2) It is one of the few remaining examples of a past architectural style;

(3) It is a place or structure associated with an event or persons of historic or cultural significance to the city, state, or the region; or

(4) It is the site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the city, county, state or region.

(Code 1993, pt. II, § 52-43; Ord. No. 02-25.1-97, § IV(C), 2-25-1997)

Sec. 109-28. Requirements for adopting an ordinance for the designation of historic districts and historic properties.

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

(1) For historic districts, an historical society, neighborhood association or group of property owners may apply to the commission for designation.

(2) For historic properties, an historical society, neighborhood association or property owner may apply to the commission for designation.

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

(1) List each property in a proposed historic district or describe the proposed individual historic property;

(2) Set forth the names of the owners of the designated properties;

(3) Require that a Certificate of Appropriateness be obtained from the commission prior to any material change in appearance of the designated property; and

(4) Require that the property or district be shown on the official zoning map of the city and kept as a public record to provide notice of such designation.

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

(d) Notification of historical preservation section. No less than 30 days prior to making a recommendation on any ordinance designating a property or district as historic, the commission must submit the report required in section 109-25(c), to the historic preservation section of the department of natural resources.

(e) Recommendations on proposed designations. A recommendation to affirm, modify or withdraw the proposed ordinance for designation shall be made by the commission within 15 days following the public hearing and shall be in the form of a resolution to the city commission.

(f) City commission action on the commission's recommendation. Following the receipt of the commission recommendation, the city commission may adopt the ordinance as proposed, may adopt the ordinance with any amendments it deems necessary, or may reject the ordinance.

(g) Notification of adoption of ordinance for designation. Within 30 days following the adoption of the ordinance for designation by the commission, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site or work of art located within a designated historic district, shall be given written notification of such designation by the commission, which notice shall apprise said owners and occupants of the necessity of obtaining a Certificate of Appropriateness prior to undertaking any material change in appearance of the historic property designated or within the historic district

designated. A notice sent via the United States mail to the last-known owner of the property shown on the city tax roll and a notice sent via United States mail to the address of the property to the attention of the occupant shall constitute legal notification to the owner and occupant under this subsection.

(h) Notification of other agencies regarding designation. The commission shall notify all necessary agencies within the city of the ordinance for designation.

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

(Code 1993, pt. II, § 52-44; Ord. No. 02-25.1-97, § IV(D), 2-25-1997)

Secs. 109-29—109-59. Reserved.

ARTICLE III. CERTIFICATE OF APPROPRIATENESS[3]

Sec. 109-60. Approval of material change in appearance in historic districts or involving historic properties.

After the designation by ordinance of an historic property or of an historic district, no material change in the appearance of such historic property, or of an historic or non-historic building, structure, site or object within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the commission.

(Code 1993, pt. II, § 52-61; Ord. No. 02-25.1-97, § V(A), 2-25-1997)

Sec. 109-61. Submission of plans to commission.

An application for a Certificate of Appropriateness shall be accompanied by drawings, photographs, plans, and documentation required by the commission, as further set forth on the application for Certificate of Appropriateness, attached to the ordinance from which this chapter is derived as appendix "C".

(Code 1993, pt. II, § 52-62; Ord. No. 02-25.1-97, § V(B), 2-25-1997; Ord. No. 08-11.01-97, 8-11-1997)

Sec. 109-62. Interior alterations.

In its review of applications for Certificate of Appropriateness, the commission shall not consider interior arrangement or use having no effort on exterior architectural features.

(Code 1993, pt. II, § 52-63; Ord. No. 02-25.1-97, § V(C), 2-25-1997)

Sec. 109-63. Technical advice.

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

(Code 1993, pt. II, § 52-64; Ord. No. 02-25.1-97, § V(D), 2-25-1997)

Sec. 109-64. Public hearings on applications for Certificates of Appropriateness notices, and right to be heard.

(a) The commission shall hold a public hearing at which each proposed Certificate of Appropriateness is discussed. Notice of the hearing shall be published in the principal newspaper of local circulation in the city and written notice of the hearing shall be mailed

[3] State law reference(s)—Certificates of Appropriateness, O.C.G.A. § 44-20-27 et seq.

by the commission to all owners and occupants of the proposed property. The written and published notice shall be provided in the same manner and timeframe as notices are provided before a public hearing for rezoning.

(b) The commission shall give the property owner and/or applicant an opportunity to be heard at the Certificate of Appropriateness hearing.

(Code 1993, pt. II, § 52-65; Ord. No. 02-25.1-97, § V(E), 2-25-1997)

Sec. 109-65. Acceptable commission reaction to applications for Certificate of Appropriateness.

The commission may approve the Certificate of Appropriateness as proposed, approve the Certificate of Appropriateness with modifications it deems necessary, or reject it. The commission shall approve the application and issue a Certificate of Appropriateness if it finds that the proposed material changes in the appearance would not have a substantial adverse effect on the aesthetic, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

(1) *Reconstruction, alteration, new construction, or renovation*. The commission shall issue Certificate of Appropriateness for the above-proposed actions if those actions conform in design, scale, building material, setback and landscaping as further specified in the Design Guidelines for the City of Douglas, a copy of which is attached to the ordinance from which this article is derived as appendix "A," and to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, a copy of which is attached to the ordinance from which this article is derived as appendix "D" and hereby incorporated by reference.

(2) *Relocation*. A decision by the commission approving or denying a Certificate of Appropriateness for the relocation of a building, structure, or object shall be guided by:

a. The historic character and aesthetic interest the building, structure, or object contributes to its present setting.

b. Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be.

c. Whether the building, structure or object can be moved without significant damage to its physical integrity.

d. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site or object.

(3) *Demolition*. A decision by the commission approving or denying a Certificate of Appropriateness for the demolition of buildings, structure, sites, or objects shall be guided by:

a. The historic, scenic or architectural significance of the building, structure, site, or object.

b. The importance of the building, structure, site, or object to the ambiance of a district.

c. The difficulty or the impossibility of reproducing such a building, structure, site, or object because of its design, texture, material, detail, or unique location.

d. Whether the building, structure, site or object is one of the last remaining examples of its kind in the neighborhood or the city.

e. Whether there are definite plans for use of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.

f. Whether reasonable measures can be taken to save the building, structure, site or object from collapse

g. Whether the building, structure, site or object is capable of earning reasonable economic return on its value.

(Code 1993, pt. II, § 52-66; Ord. No. 02-25.1-97, § V(F), 2-25-1997; Ord. No. 08-11.01-97, 8-11-1997)

Sec. 109-66. Undue hardship.

When, by reason of unusual circumstances, the strict application of any provision of this chapter would result in the exceptional, practical difficulty, or undue economic hardship upon any owner of a specific property, the commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship, provided such variances, modifications, or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this chapter. An undue hardship shall not be a situation of the person's own making.

(Code 1993, pt. II, § 52-67; Ord. No. 02-25.1-97, § V(G), 2-25-1997)

Sec. 109-67. Deadline for approval or rejection of application for Certification of Appropriateness.

(a) The commission shall approve or reject an application for a Certificate of Appropriateness within 45 days after the filing thereof by the owner or occupant of an historic property, or of a building, structure, site, or object located within an historic distinct. Evidence of approval shall be by a Certificate of Appropriateness issued by the commission. Notice of the issuance or denial of a Certificate of Appropriateness shall be sent by United States mail to the applicant and all other persons who have requested such notice in writing filed with the commission.

(b) Failure of the commission to act within said 45 days shall constitute approval, and no other evidence of approval shall be needed.

(Code 1993, pt. II, § 52-68; Ord. No. 02-25.1-97, § V(H), 2-25-1997)

Sec. 109-68. Necessary action to be taken by commission upon rejection of application for Certificate of Appropriateness.

(a) In the event the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he so desires, may make modifications to the plans and may resubmit the application at any time after doing so.

(b) In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a Certificate of Appropriateness by the commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

(Code 1993, pt. II, § 52-69; Ord. No. 02-25.1-97, § V(I), 2-25-1997)

Sec. 109-69. Requirement of conformance with Certificate of Appropriateness.

(a) All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the commission shall issue a cease and desist order and all work shall cease.

(b) The commission or the city commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provisions of this chapter or to prevent any illegal act or conduct with respect to such historic property or historic district.

(Code 1993, pt. II, § 52-70; Ord. No. 02-25.1-97, § V(J), 2-25-1997)

Sec. 109-70. Certificate of Appropriateness void if construction not commenced.

A Certificate of Appropriateness shall become void unless construction is commenced within six months of the date of issuance. Certificates of Appropriateness shall be issued for a period of 18 months and are renewable.

(Code 1993, pt. II, § 52-71; Ord. No. 02-25.1-97, § V(K), 2-25-1997)

Sec. 109-71. Recording applications for Certificate of Appropriateness.

The commission shall keep a public record of all applications for Certificate of Appropriateness, and of all the commission's proceedings in connection with said application.

(Code 1993, pt. II, § 52-72; Ord. No. 02-25.1-97, § V(L), 2-25-1997)

Sec. 109-72. Acquisition of property.

The commission may, where such action is authorized by the city commission and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, to the property or any interest therein.

(Code 1993, pt. II, § 52-73; Ord. No. 02-25.1-97, § V(M), 2-25-1997)

Sec. 109-73. Appeals.

Any person adversely affected by any determination made by the commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to the city commission. Any such appeal must be filed with the city historic preservation commission within 15 days after the issuance of the determination pursuant to section 109-67(a) or, in the case of a failure of the commission to act, within 15 days of the expiration of the 45-day period allowed from the commission action pursuant to section 109-67(b). The city commission may approve, modify, or reject the determination made by the commission, if the governing body finds that the commission abused its discretion in reaching its decision. Appeals of the decision of the city commission may be taken to the superior court of the city in the manner provided by law for appeals from conviction for city ordinance violations.

(Code 1993, pt. II, § 52-74; Ord. No. 02-25.1-97, § V(N), 2-25-1997)

Secs. 109-74—109-104. Reserved.

ARTICLE IV. MAINTENANCE OF HISTORIC PROPERTIES; BUILDING AND ZONING CODE PROVISIONS

Sec. 109-105. Ordinary maintenance or repair.

Ordinary maintenance or repair of any exterior architectural or environmental feature in or on an historic property to correct deterioration, decay, or to sustain the existing form, and that does not involve a material change in design, material or outer appearance thereof, does not require a Certificate of Appropriateness.

(Code 1993, pt. II, § 52-81; Ord. No. 02-25.1-97, § VI(A), 2-25-1997)

Sec. 109-106. Failure to provide ordinary maintenance or repair.

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

(1) The commission shall monitor the condition of historic properties and existing buildings in historic districts to determine if they are being allowed to deteriorate by neglect. Conditions which allow the elements and vermin to enter (such as broken windows, doors, and openings) and the deterioration of a building's structural system shall constitute failure to provide ordinary maintenance or repair.

(2) In the event the commission determines a failure to provide ordinary maintenance or repair, the commission will notify the owner of the property and set forth the steps which need to be taken to remedy the situation. The owner of such property will have 30 days in which to do this.

(3) In the event that the condition is not remedied in 30 days, the owner shall be punished as provided in section 109-3 and, at the direction of the city commission, the commission may perform such maintenance or repair as is necessary to prevent deterioration by neglect. The owner of the property shall be liable for the cost of such maintenance and repair performed by the commission.

(Code 1993, pt. II, § 52-82; Ord. No. 02-25.1-97, § VI(B), 2-25-1997)

Sec. 109-107. Affirmation of existing building and zoning codes.

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

(Code 1993, pt. II, § 52-83; Ord. No. 02-25.1-97, § V(C), 2-25-1997)