

## **PRESERVATION RESOURCES**

### **A: Historic Preservation Ordinance**

The purpose of \_\_\_\_\_ Historic Preservation Ordinance is as follows:

*In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of \_\_\_\_\_ is among its most valued and important assets and the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; in order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historic and aesthetic attractions to tourists and thereby promote and stimulate business; in order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; and in order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same; the City Council hereby declares it to be the purpose and intent of this Ordinance 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 the Ordinance which was enacted on \_\_\_\_\_.*

The Historic Preservation Ordinance establishes and provides for the following:

### **B: Historic Preservation Commission**

The Historic Preservation Commission (HPC) shall consist of a minimum of five (5) members appointed by the Mayor and ratified by the City Commission. All members shall be residents of \_\_\_\_\_ and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. The Preservation Commission shall be authorized to:

- 1.) Prepare and maintain an inventory of all property within the City of \_\_\_\_\_ having the potential for designation as historic property;
- 2.) Recommend to the \_\_\_\_\_ City Commission specific districts, sites, buildings, structures, or objects to be designated by ordinance as historic properties or historic districts;
- 3.) Review applications for Certificate of Appropriateness, and grant or deny same in accordance with the provisions of this Ordinance;
- 4.) Seek out local, state, federal or private funds for historic preservation, and make recommendations to the \_\_\_\_\_ City Commission concerning the most appropriate uses of any funds acquired.

## **C: Designation of Historic Properties & Districts**

A historic property is a building, structure, site or object, including the adjacent area necessary for the proper appreciation of use thereof, deemed worthy of preservation by reason of value to the City of \_\_\_\_\_, the region or the State of Georgia 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 of \_\_\_\_\_, State of Georgia, to 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 municipality, county, state or region.

A historic district is a geographically definable area, which contains buildings, structures, sites, objects, and landscape features or a combination thereof, which:

- 1.) Has special character of unique historic/aesthetic value or interest
- 2.) Represents one or more periods, styles or types of architecture typical of one or more eras in the history of the municipality, county, state or region;
- 3.) Causes such area by reason of such factors, to constitute a visibly perceptible section of the municipality or county.

Designations may be proposed by the \_\_\_\_\_ City Commission, the Historic Preservation Commission, a historical

society, a neighborhood association or property owner(s).

## **D: Preservation Assistance Programs**

### **1. Main Street Program**

The City of \_\_\_\_\_ was designated a Main Street community in \_\_\_\_\_. The program provides technical assistance and advice designed to stimulate downtown revitalization. Assistance includes a four-point planning process that guides communities through the development of an ongoing strategy for improvements and economic revitalization in their downtowns. The Georgia Main Street Program is run through the Georgia Department of Community Affairs (DCA).

### **2. Certified Local Government Program (CLG)**

The Certified Local Government program extends the federal and state preservation partnership to the local level. It enhances the local government role in preservation by strengthening community preservation programs and links with the State Historic Preservation Office (Historic Preservation Division). In Georgia, the Certified Local Government program builds upon the longstanding working relationship between the Historic Preservation Division (HPD) and the local governments by expanding the scope of local responsibilities and opportunities for preservation including the Historic Preservation Fund (HPF) Grant offered annually.

\_\_\_\_\_ became a Certified Local Government in \_\_\_\_\_ and since this time property owners in \_\_\_\_\_ will find it much easier to apply for and obtain tax incentives as well as obtain other funding opportunities available for Historic Preservation.

## **E: The Secretary of the Interior's Standards for Rehabilitation**

The Secretary of the Interior is responsible for establishing standards for all national preservation programs and for advising federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places. The Standards for Rehabilitation, a section of the Secretary's Standards for Historic Preservation Projects, address the most prevalent preservation treatment today: rehabilitation. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

The standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

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

*alteration of features and spaces that characterize a property shall be avoided.*

- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*
- 6. Deteriorated historic features shall be repaired. Rather than replacement of a distinctive feature, the new feature shall match the old in design, color texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- 7. Chemical or physical treatments, such as sandblasting that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
- 8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*

9. *New addition, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.*
  
10. *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

**Standard 1**, requiring *compatibility of use*, is the only standard in which the impact of a proposed reuse of a historic building is addressed. (Questions of use are typically fully and appropriately addressed in zoning ordinances and building codes.) The principle of this standard is that a proposed reuse of a historic structure for purposes other than that for which it was initially designed should have minimal distinctive architectural consequences to a certain extent self-evident. That is to say, reuses that will result in destructive architectural treatments are unacceptable. However, for reuses where the anticipated impact of a proposed reuse is not readily apparent, evaluation of the architectural treatment rather than the proposed use itself will still be required.

**Standard 2**, recommending the retention and preservation of character-defining features, is one of several statements in the standards which emphasize preserving as much building material as possible. Thus, alterations that accommodate existing original or historic building fabric are, under this standard, clearly preferable to those that require removal of such fabric.

**Standard 3**, recommends *historical honesty*, and is a clear endorsement of 'true'

versus 'false' history. This standard is thus the basis for the prevention of such practices as conjectural restoration of building features or the grafting of architectural features taken from one historic building on to another. This standard also provides a clear basis on which to discourage the practice of building new buildings in a historicized distinguishing architectural style.

**Standard 4**, which requires the acknowledgment of physical evolution of historic buildings, is a critical component in the evaluation of treatments for a historic building which has undergone many changes. This standard not only accepts but values the fact that most historic buildings contain the record of their own evolution and thus are valuable records of changes in taste and use. This standard would provide the basis for discouraging such practices as replacing historic metal roofing with wood shingles, even in cases where a wood shingle roof is known to have originally existed. It would also prevent the replacement of a Victorian porch on an earlier nineteenth century house with a new porch that would replicate porches of the vintage of the original house.

The clear implication of this standard is that, unless it is intended that a building undergo an accurate restoration to a specific period based on adequate documentation, it is best to recommend repair and/or replacement of historic building features *in-kind (similar)*, whether or not they are part of the building's original construction.

**Standard 5**, requires *preservation of the distinctive components* of historic buildings, and is a straight forward endorsement of preservation whenever possible. In Toccoa, this will apply particularly to porches, windows, doors, siding, and other decorative elements.

**Standard 6**, requires *repair rather than replacement* where possible and, where it is not, *visually matching replacements*. These

two standards, 5 and 6, articulate the strong preference in preserving and retaining the authentic materials, object, or building fabric, and not just something that replicates the real object.

These two guidelines are particularly relevant where there is a high level of integrity in the original building fabric. Replacement of such materials would cause irreparable harm to the buildings integrity and authenticity.

**Standard 7**, by its prohibition of damaging chemical and physical treatment, reflects an awareness-often gained through painful experience-that certain treatments can irreversibly damage the historic fabric that the preceding standards are intended to protect. Sandblasting in particular, whether of wood for paint removal or masonry for cleaning, can irretrievably alter the surface characteristics of historic materials and thereby destroy not only visual characteristics but physical ones as well and may accelerate further deterioration. Power washing and overly acidic chemical cleaning of masonry can also cause irreversible damage.

**Standard 8**, requires preservation and protection of archeological resources, and generally comes into consideration only when excavations are associated with a project. This standard clearly recognizes that historic properties will in all likelihood have associated archeological deposits, and recommends that efforts should be made to consider and protect those resources. Considerations of expense and the likelihood of the presence of archeological resources must dictate the extent to which this standard affects the planning of privately-funded projects.

The goals of **Standards 9 and 10**, are *compatibility, differentiation, non-destructiveness, and reversibility of additions, alterations, and new construction*. Both standards are intended to minimize the overall damage to historic

fabric caused by building additions and to insure that new work will be differentiated from, but compatible with, existing structures in order to protect the historic integrity of the property.

The same federal regulation which promulgates the *Standards* explicitly states that they are intended to be "applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility." Thus, the level of craftsmanship and detail as well as the quality of materials that are proposed for any rehabilitation project should be commensurate with the structure to which they will be applied. From the standpoint of the Secretary's *Standards and Guidelines*, successful rehabilitation neither 'improves' the original design nor detracts from it.

It is important to reiterate that the Secretary of the Interior's *Standards for Rehabilitation* provide a philosophical framework for the planning and evaluation of preservation activities. As summarized above, that framework is one which emphasizes preservation of historic building fabric, honesty of historical expression, and reversibility. It is a philosophical framework which assumes that historic buildings are repositories not only of visual satisfaction but also of information and, as such, it must be possible to 'read' the information they contain without having it clouded by conjecture.

The City of \_\_\_\_\_ itself validates the *Standards'* orientation towards architectural continuity and historical integrity. The *Standards* articulate and reinforce the continuity and concern for historic and visual integrity that are evident throughout most of \_\_\_\_\_. The \_\_\_\_\_ area includes (type of district \_\_\_\_\_). The concern for the preservation of the community's historic character is prevalent throughout \_\_\_\_\_ and makes the *Standards* particularly relevant and applicable.

## **F: APPENDICES**

### **APPENDIX A: Legal References**

The City's Historic Preservation Commission operates under a variety of legal and planning documents that are available online.

*(link to document)*

The above link provide's access to \_\_\_\_\_ resource folder which (may include any of the below or others as determined relevant for the municipality):

- **Zoning Ordinance and Map**
- **Tree Ordinance**
- **Sign Ordinance**
- **Setback Requirements**
- **Historic Preservation Ordinance, Historic District Map and COA Application**

- **Open Meetings / Open Records Laws**

The best reference is the Handbook for Georgia Mayors and Council members on the Georgia Municipal Association website.

*<http://www.gmanet.com/Assets/PDF/handbook/open.pdf>*

- **Americans with Disabilities Act**  
*<http://www.ada.gov/>*

### **APPENDIX B: Glossary of Terms**

**ALKYD RESIN PAINT** - A common modern paint using alkyd (one group of thermoplastic synthetic resins) as the vehicle for the pigment; often confused with oil paint.

**ALUMINUM SIDING** - Sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.

**ARCH** - A structure formed of wedge-shaped stones, bricks, or other objects laid so as to maintain one another firmly in position. A rounded arch generally represents classical or Romanesque influence whereas a pointed arch denotes Gothic influence.

**ART DECO** - A style of decorative arts and architecture popular in the 1920s and 1930s characterized by its use of geometric, angular forms; also referred to a Modern or Art Modern.

**ASBESTOS SIDING** - Dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied as large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

**ASHLAR** - A style of stone work consisting of individual stones that are shaped and tooled to have even faces and square edges.

**ASPHALT SHINGLE** - A shingle manufactured from saturated roofing felts (rag, asbestos, or fiberglass) coated with

asphalt and finished with mineral granules on the side exposed to weather.

**ASPHALT SIDING** - Siding manufactured from saturated construction felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to weather. It sometimes displays designs seeking to imitate brick or stone. Asphalt siding was applied to many buildings in the 1950s.

**BALLOON FRAMING** - A style of wood-house building that uses long, vertical 2" x 4"s for the exterior walls. These long "studs" extend uninterrupted, from the sill on top of the foundation, all the way up to the roof.

**BALUSTRADE** - A low barrier formed of balusters, or uprights, supporting a railing.

**BAY** - An opening or division along a face of a structure. For example, a wall with a door and two windows is three bays wide. A bay can also be a projection of a room or facade having windows.

**BOARD AND BATTEN** - A method of covering exterior walls using vertical boards, with narrow strips of wood or battens used to cover the joints between the boards; usually found on Gothic Revival-style buildings.

**BOLLARD** - A thick element, such as a post or curb, used to prevent or direct automobile or pedestrian traffic in an area.

**BOND** - The pattern for laying bricks.

**BRACKET** - A divide, ornamental, structural, or both, set under a projecting element, such as the eaves of a house.

**BULKHEAD** - The area below the display windows on the front facade of a commercial storefront.

**CAPITAL** - The topmost member, usually decorated or molded, of a column or pilaster.

**CASEMENT WINDOW** - A window that swings open along its entire length, usually on hinges fixed to the sides of the opening into which it is fitted.

**CASING** - The exposed trim molding, framing, or lining around a door or a window; may be either flat or molded.

**CENTER - HALL PLAN** - A plan in which the hall or passage extends through the center of a house and is flanked by two or more rooms.

**CLAPBOARD** - A long, narrow board with one edge thicker than the other, overlapped to cover the outer walls of frame structures; also known as a weatherboard. The exposed face of clapboard is usually less than 6 inches wide. This was a common outer face of nineteenth and early twentieth century buildings.

**CLASSICAL** - Embodying or based on the principles and forms of Greek and Roman architecture.

**CLIPPED GABLE** - A gable the peak of which is truncated for decorative effect; often the roof overhangs the missing peak.

**COLONIAL REVIVAL STYLE** - Late nineteenth and early twentieth century style that combines features of Classical and Colonial architecture.

**COLUMN** - A vertical shaft or pillar that supports or appears to support a load.

**COMMON BOND** - A method of laying brick wherein one course of headers is laid for every three, five, or seven courses of

stretchers. (See brick bond illustrations in section 4.7.)

**CORBEL** - A projection (or building out) from a masonry wall, sometimes to support a load and sometimes for decorative effect.

**CORNERBLOCK** - A square piece, either plain or decorated, that forms a corner of a window or door surround.

**CORNER BOARDS** - Vertical boards nailed on the external corners of frame buildings to provide a method of finishing and joining the ends of the weatherboards.

**CORNICE** - The uppermost part of an entablature usually used to crown the wall of a building, portico, or ornamental doorway. The term is loosely applied to almost any horizontal molding forming a main decorative feature, especially to a molding at the junction of walls and ceiling in a room.

**CUPOLA** - A small structure, usually polygonal, built on top of a roof or tower, mostly for ornament.

**DECK** - An uncovered porch, usually at the rear of a building; popular in modern residential design.

**DENTILS** - Small, closely spaced blocks, often tooth like, used as an ornamental element of a classical cornice.

**DORMER WINDOW** - An upright window, set in a sloping roof, with vertical sides and front, usually with a gable, shed, or hip roof.

**DOUBLE-HUNG WINDOW** - A window with two sashes that open and close by sliding up and down in a cased frame.

**DOWNSPOUT** - A vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or a cistern.

**DRESSED** - Descriptive of stone, brick, or lumber that has been prepared, shaped, or finished by cutting, planing, rubbing, or sanding one or more of its faces.

**DRY-VIT** - An artificial building material that has the same finish and texture as stucco.

**EAVES** - The projecting edges of a roof, usually above a cornice, designed to shed water beyond the faces of the walls of a building.

**ELEVATION** - An exterior view of a building or structure as seen from a ground-level perspective.

**ELL** - A secondary wing or extension of a building, often a rear addition, positioned at right angles to the principal mass.

**ENGAGED PORCH** - A porch with a roof which is structurally continuous with the roof of the main section of the building.

**ENGLISH BOND** - A method of laying brick wherein one course is laid with stretchers and the next with headers, thus bonding the double thickness of brick together and forming a high-strength bond or alternating courses of stretchers and headers.

**ENTABLATURE** - The horizontal part of a Classical order of architecture, usually positioned above columns or pilasters. It consists of three parts: the lowest molded portion is the architrave; the middle band is the frieze; the uppermost is the element is the cornice.

**FACADE** - The face of a building, especially the principal or front face showing its most prominent architectural features.

**FANLIGHT** - a semicircular window, usually above a door or window, with radiating muntins suggesting a fan.

**FASCIA** - A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal or eave side of a pitched roof. The rain gutter is often mounted on it.

**FENESTRATION** - The arrangement of windows and doors on a building.

**FINIAL** - A formal ornament at the top of a canopy, gable, pinnacle, streetlight, etc.

**FLASHING** - A thin impervious material placed in construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.

**FLEMISH BOND** - A method of laying brick wherein headers and stretchers are laid alternately in each course, then vertically, headers are placed over stretchers to form a bond and give a distinctive cross pattern.

**FLUSH SIDING** - An exterior wall treatment consisting of closely fitted horizontal boards with joints that are carefully formed to be hidden and flush, giving a very uniform, flat siding appearance.

**FOOTPRINT** - The outline of a building's shape on the ground as seen from above.

**FOUNDATION** - The supporting portion of a structure below the first-floor construction, or below grade, including footings.

**GABLE** - The triangular portion of a wall formed or defined by the two sides of a double-sloping roof; often referred to as an "A" roof.

**GAMBREL ROOF** - A gable roof more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.

**HEADER** - A brick laid across the thickness of a wall to bond together different wythes of a wall; the exposed end of a brick.

**HIP ROOF** - A roof that slopes back equally from each side a building. A hip roof can have a pyramidal form or have a slight ridge.

**IN-KIND** - When replacing a building element, the preferred practice is to replace the material using the same material type or species, dimension, texture, or detailing to retain the historic integrity of the building.

**JOIST** - One of a series of parallel timbers or beams, usually set on edge, that span a room from wall to wall to support a floor or ceiling; a beam to which floorboards, ceiling boards, or plaster laths are nailed.

**KEystone** - The central wedge-shaped stone at the crown of an arch or in the center of a lintel.

**LINTEL** - A beam of wood or stone that spans an opening; in masonry construction it frequently supports the masonry above the opening.

**MANSARD ROOF** - A modification of the hipped roof in which each side has two planes, the upper being shallower. This roof is characteristic of the Second Empire style.

**MULLION** - A vertical member dividing a window area and forming part of the window frame.

**MUNTIN** - The strip of wood separating the panes of a window sash.

**PANEL** - A portion of flat surface set off by molding or some other decorative device.

**PARAPET** - A low wall along a roof or terrace, used as decoration or protection.

**PATIO** - An open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete and at ground level.

**PEDIMENT** - A crowning element of porticoes, pavilions, doorways, and other architectural features, usually of low triangular form, with a cornice extending across its base and carried up the raking sides; sometimes broken in the center as if to accommodate an ornament; sometimes of segmental, elliptical, or serpentine form.

**PILASTER** - A shallow pier or rectangular column projecting only slightly from or engaged to a wall. Pilasters are usually decorated like columns with a base, shaft, and capital. A pilaster is used to stabilize long and/or tall walls.

**PORTE COCHERE** - A roofed passageway large enough for wheeled vehicles to pass through.

**PRIMARY VIEW** - The view of an object considered the direct, most important angle of an object. It is followed by secondary and tertiary views.

**QUOINS** - Ornamental blocks of wood, stone, brick, or stucco placed at the corners of a building and projecting slightly from the front of the façade.

**RAFTERS** - Structural timbers rising from the plate at the top of a wall to the ridge of the roof and supporting the roof covering.

**REHABILITATION** - The act or the process of making possible a compatible use for a property through repair, alterations, and additions while preserving the portions or the features that convey the property's historical, cultural, or architectural values.

**REPOINTING** - A rehabilitation/maintenance process that involves replacing the mortar that forms the shallow grooves between layers of brick.

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

**SASH** - The frame, usually of wood, that holds the pane(s) of glass in a window; may be movable or fixed; may slide in a vertical plane or may be pivotal.

**SCALE** - Created by the size of units of construction and architectural detail, is the relationship between forms as well as the relationship of the human form to a building.

**SECONDARY VIEW** - The manner of viewing an object that involves a second angle, not the angle that is considered the direct, primary vista.

**SHINGLE** - A roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

**SILL** - A heavy horizontal timber positioned at the bottom of the frame of a wood structure, which rests on top of the foundation; also, the horizontal bottom member of a door or window frame.

**STRETCHER** - The long face of a brick when laid horizontally.

**STUCCO** - An exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.

**SURROUND** - The border or casing of a window or door opening, sometimes molded.

**TERRA COTTA** - A ceramic material, molded decoratively and often glazed, used for facings for buildings or as inset ornament.

**TERTIARY VIEW** - The third most important angle or view of an object.

**TEXTURED SIDING** - Wood cut in various flat patterns, such as half-rounds or scallops, and applied to portions of façades to create a picturesque or romantic look. This treatment was generally used in Queen Anne-style buildings. Surface textures are often found in diamond, scallop, staggered butt, or composite patterns.

**TONGUE AND GROOVE** - A joinery system in which boards are milled with a tongue on one side and a groove on the other so that they can be tightly joined with a flush surface alignment.

**TOUTS-ENSEMBLE** - A French phrase meaning that the significance or quality of an entire district, area, or collection is

greater than that of any of its individual parts.

**TRANSOM** - A light or window over a door of entrance way.

**VERNACULAR** - In architecture, as in language, the non-academic local expressions of a particular region. For example, a vernacular Greek Revival structure may exhibit forms and details that are derived from the principles of formal Classical architecture but are executed by local builders in an individual way that reflects local or regional material needs, tastes, climactic conditions, technology, and craftsmanship.

**VINYL SIDING** - Sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard.

**WEATHERBOARDING** - Wood siding consisting of overlapping horizontal boards usually thicker at one edge than the other.

**WOOD GRAINING** - A decorative painted treatment on woodwork, usually used to simulate exotic or costly woods, sometimes to the point of abstraction.

**WROUGHT IRON** - Iron that is rolled or hammered into shape, never melted.

**WYTHER** is a continuous vertical section of masonry one unit in thickness. A wythe may be independent of, or interlocked with, the adjoining wythe(s). A single wythe of brick that is not structural in nature is referred to as a veneer.

## **APPENDIX C: Tax Incentives for Historic Preservation**

federal and state government tax incentives are available for owners of a historic property who carry out a substantial rehabilitation. All properties must be listed in, or eligible for, the National/Georgia Register of Historic Places, either individually or as part of a National/Georgia Register Historic District. Project work must meet the Secretary of the Interior's/Department of Natural Resources Standards for Rehabilitation.

### **1. FEDERAL TAX INCENTIVES**

Federal tax incentives are available for owners of an income producing historic property who carry out a substantial rehabilitation.

<http://georgiashpo.org/tax-federalprograms>

- **Federal Rehabilitation Investment Tax Credit (RITC): 20 percent**

A federal income tax credit equal to 20 percent of the project's qualified rehabilitation expenses available ONLY for income-producing properties. All properties must be listed in, or eligible for, the National Register of Historic Places, either individually or as part of a National Register Historic District. Project work must meet the Secretary of the Interior's Standards for Rehabilitation. The application is first reviewed by the Historic Preservation Division (HPD), then forwarded to the National Park Service for review and approval. This program is available nationwide.

- **Federal Rehabilitation Tax Credit (RITC): 10 percent**

A federal income tax credit equal to 10 percent of the project's qualified rehabilitation expenses is available for non-historic buildings placed in service before 1936. The building must be rehabilitated for non-residential use and must meet three criteria: at least 50 percent of the existing external walls must remain in place as external walls, at least 75 percent of the existing external walls must remain in place as either external or internal walls, and at least 75 percent of the internal structural framework must remain in place. There is no formal review process for rehabilitations of non-historic buildings. National Park Service Fact Sheet

- **Charitable Contribution Deduction: Easements**

The charitable contribution deduction is taken in the form of a conservation easement, and enables the owner of a "certified historic structure" to receive a one-time tax deduction. A conservation easement ensures the preservation of a building's facade by restricting the right to alter its appearance. Qualified professionals should be consulted on the matters of easement valuations and the tax consequences of their donation. To be eligible for the charitable contribution deduction, a property must be listed in the National Register of Historic Places, either individually or as a contributing building within a historic district. If located in a National Register Historic District, a Part 1 must be submitted to HPD for review and certification by NPS.

## 2. GEORGIA STATE TAX INCENTIVES

State tax incentives are available for owners of a historic property who carry out a substantial rehabilitation. All properties must be listed in, or eligible for, the National/Georgia Register of Historic Places, either individually or as part of a National/Georgia Register Historic District. Project work must meet the Secretary of the Interior's Standards for Rehabilitation and the Georgia Department of Natural Resources Standards for Rehabilitation.

<http://georgiashpo.org/tax-stateprograms>

- State Preferential Property Tax Assessment for Rehabilitated Historic Property – Freezes the county property tax assessment for more than 8 years. Available for personal residences as well as income-producing properties. 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 personal residence, and \$300,000, \$5 million or \$10 million for all other properties.

*Note: Historic residential and commercial properties are eligible to participate in both programs. A property must be a "certified structure," which means it must be listed in the National/Georgia Register(s) of Historic Places. The Historic Preservation Division must certify the rehabilitation.*

## APPENDIX D: Historic Preservation Resources

### 1. STATE ORGANIZATIONS

**Georgia Mountains Regional Commission (GMRC) Preservation Planner**  
1310 West Ridge Road  
Gainesville, GA 30301  
Phone 770-538-2619  
<http://www.gmrc.ga.gov/>

### **Historic Preservation Division (GA SHPO)**

Georgia Department of Natural Resources  
DNR Historic Preservation Division  
Jewett Center for Historic Preservation  
2610 GA Hwy 155, SW  
Stockbridge, GA 30281  
Telephone: 770-389-7844 // Fax: 770-389-7878  
<http://georgiashpo.org>

### **The Georgia Trust for Historic Preservation**

1516 Peachtree Street, NW  
Atlanta, GA 30309  
Phone 404-881-9980  
<http://www.georgiatrust.org>

### **Georgia Historical Society**

ATLANTA OFFICE  
260 14th Street, N.W., Suite A-148  
Atlanta, GA 30318  
Tel 404.382.5410  
Fax 404.671.8570

### SAVANNAH HEADQUARTERS

501 Whitaker Street  
Savannah, GA 31401  
Tel 912.651.2125  
Fax 912.651.2831  
Toll Free 877.424.4789  
<http://georgiahistory.com/>

## 2. NATIONAL ORGANIZATIONS

Among the federal resource that provide assistance in historic preservation, the National Park Service within the Department of the Interior and the National Trust for Historic Preservation, chartered by the federal government are primary resources. These two organizations offer a wealth of expertise and services, including grant and funding assistance, publications, training, and technical assistance. To learn more about any of their services or about other federal services, check with their offices, the state historic preservation offices, historic preservation associations, libraries, or local, state, or regional historic societies.

- **National Park Service**  
For decades, the National Park Service (NPS) has led federal efforts to preserve this country's cultural heritage by providing a variety of historic preservation services through their various cultural resource programs. NPS's Heritage Preservation Services (HPS) focuses on preserving and protecting American battlefields, historic buildings, natural historic landmarks, and tribal culture heritage. NPS sets the standards for all aspects of preservation from research to documentation to repair work. Their other services include: developing technical preservation techniques, publishing and distributing technical information about historic preservation, providing training and workshops on all facets of historic preservation from planning to preservation methods, administering the Preservation Tax Incentives program, monitoring the status of the National Historic Landmarks, managing the Historic Preservation Fund grants-in-aid program, and managing all aspects of the National Register of Historic Places. The NPS

offers many publications including nationally recognized standards with helpful guidelines, popular "hands-on" bulletins dealing with repair and replacement issues, and documentary videotapes for workshops and classrooms. Many NPS publications are available online to help in planning activities and preservation projects:  
<http://www.nps.gov/history/publications.htm>

***For more information:***

National Park Service Cultural Resources  
<http://www.cr.nps.gov/>

- **National Trust for Historic Preservation**  
The National Trust for Historic Preservation (NTHP) is a leading advocate and educator for historic preservation demonstrating that preserving our heritage improves the quality of life in American by saving diverse historic places and revitalizing our communities. The National Trust acts as an information clearinghouse on preservation practice, as curator of a collection of historic American homes, and as an advocate for federal, state, and local legislation protecting architectural, cultural, and maritime heritage. The National Trust offers grants, loans, consultation and technical services, and publication. The NTHP Library Collection, one of the most extensive collections of historic preservation resources available, is located at the University of Maryland Hornbake Library in College Park, MD.  
<http://www.lib.umd.edu/NTL/>

***For more information:***

The National Trust for Historic Preservation  
1785 Massachusetts Ave., NW  
Washington, DC 20036

(800) 944-6847  
<http://www.nationaltrust.org>

- **Advisory Council on Historic Preservation**

The Advisory Council on Historic Preservation (ACHP), established in 1966, is an independent Federal agency that promotes the preservation, enhancement, and productive use of our Nation's historic resources, and advises the President and Congress on national historic preservation policy.

<http://www.achp.gov/>

- **Federal and Tribal Historic Preservation Programs and Offices**

<http://www.achp.gov/programs.html>

- **Federal Agency Historic Preservation Programs and Officers.**

With passage of the National Historic Preservation Act in 1966, Congress made the Federal government a full partner and a leader in historic preservation.

- **Tribal Historic Preservation Office (THPO)**

The tribes on the National Park Service's list assumed the responsibilities of the SHPO for compliance on their tribal lands. They have designated Tribal Historic Preservation Officers (THPOs) whom Federal agencies consult in lieu of the SHPO for undertakings occurring on, or affecting historic properties on, tribal lands.

**For more information:**  
Advisory Council on Historic

Preservation  
1100 Pennsylvania Ave., NW, Suite 809  
Washington, DC 20004

### **3. MISCELLANEOUS ORGANIZATIONS**

- **Alliance for Historic Landscape Preservation**

82 Wall Street, Suite 1105  
New York, NY 10005  
<http://www.ahlp.org/>

- **American Association for State and Local History**

1717 Church St.  
Nashville, TN 37203-2991  
<http://www.aaslh.org/>

- **American Institute for Conservation of Historic and Artistic Works**

1717 K St., Suite 200  
Washington, DC 20006  
<http://aic.stanford.edu>

- **American Institute of Architects**

1735 New York Ave., NW  
Washington, DC 20006-5292  
<http://www.aia.org/>

- **American Planning Association**

1776 Massachusetts Ave., NW  
Washington, DC 20036-1904  
<http://www.planning.org/>

- **American Society of Landscape Architects**

636 Eye Street, NW  
Washington, DC 20001-3736  
<http://www.asla.org/>

- **Association for Preservation Technology International**

3085 Stevenson Drive, Suite 200  
Springfield, IL 62703  
<http://www.apti.org/>

**The Association for Living Historical Farms and Agricultural Museums**  
8774 Route 45 NW  
North Bloomfield, OH 44450  
<http://www.alhfam.org>

**The Civil War Preservation Trust**  
1331 H Street, NW, Suite 1001  
Washington, DC 20005  
<http://www.civilwar.org/>

**League of Historic America Theatres**  
616 Water Street, Suite 320  
Baltimore, MD 21202  
<http://www.lhat.org/>

**National Alliance of Preservation Commissions**  
325 South Lumpkin Street  
Founders Garden House  
Athens, GA 30602  
<http://www.sed.uga.edu/psoprograms/napc/napc.htm>

**National Building Museum**  
401 F St., NW  
Washington, DC 20001  
<http://www.nbm.org/>

**National Housing and Rehabilitation Association**  
1625 Massachusetts Ave, NW, Suite 601  
Washington, DC 20036  
<http://www.housingonline.com/>

**National Railway Historical Society**  
100 North 17th Street  
Philadelphia, PA 19103  
<http://www.nrhs.com/>

**Rails-to-Trails Conservancy**  
1100 17th Street, 10th floor, NW  
Washington, DC 20036  
<http://www.railtrails.org>

**Saving Graves: Cemetery Preservation Alliance**  
573 Harshberger Rd  
Johnstown, PA 15905  
<http://www.savinggraves.org/>

**Society of Architectural Historians**  
1365 N. Astor Street  
Chicago, Illinois 60610  
<http://www.sah.org/>

#### 4. LEGISLATION

**National Historic Preservation Act of 1966** (as amended) (NHPA), Pub. L. No. 89-665; Pub. L. No. 96-515; 80 Stat. 915; 94 Stat. 2997; 16 U.S.C. § 470.

<http://www.achp.gov/nhpa.html>

The National Historic Preservation Act established a federal policy to protect historic sites and values in cooperation with other nations, states, and local governments. It establishes a program of grants-in-aid to states for historic preservation activities. Subsequent amendments designated the State Historic Preservation Officer as the individual responsible for administering programs in the states. The Act also creates the President's Advisory Council on Historic Preservation.

**Georgia Historic Preservation Act** (1980, 1989) sections 44-10-20 through 44-10-31

[http://georgiashpo.org/sites/uploads/hpd/pdf/GA\\_Hist\\_Pres\\_Act.pdf](http://georgiashpo.org/sites/uploads/hpd/pdf/GA_Hist_Pres_Act.pdf)

The State of Georgia's Historic Preservation Act, based on the National Historic Preservation Act, is the basis for Toccoa's Historic Preservation Ordinance. The Act provides for the establishment of Historic Districts and the means to control development within the Districts including the Historic Preservation Commission and the Design Review process.

## **Section 106**

Section 106 requires federal agencies to consider the effects on historic properties of projects they carry out, assist, permit, license, or approve (undertakings). Federal agencies must also provide the ACHP a reasonable opportunity to comment on such undertakings before the approval of the expenditure of any federal funds on the undertaking or before the issuance of any license. Agencies comply with Section 106 through the process in the implementing regulations, “Protection of Historic Properties” (36 CFR Part 800).

A fundamental goal of the Section 106 process is to ensure that federal agencies consult with interested parties to identify and evaluate historic properties, assess the effects of their undertakings on historic properties, and attempt to negotiate an outcome that will balance project needs and historic preservation values.

Section 106 review encourages, but does not mandate, a preservation outcome and recognizes that sometimes there is no way for a project to proceed without affecting historic properties. Based on the information gathered through the Section 106 process, a federal agency may make an informed decision to approve, change, or deny a project. Therefore, the outcome of Section 106 reviews can range from avoidance of historic properties to the acceptance of extensive adverse effects to historic properties. The Section 106 process ensures that a federal agency assumes responsibility for the consequences of its undertakings on historic properties.

The regulations implementing Section 106 can be found on the ACHP’s Web site at: <http://www.achp.gov/regs-revo4.pdf>.

## **National Environmental Policy Act (NEPA)**

The National Environmental Policy Act (NEPA) requires federal agencies to integrate environmental values into their decision making processes by considering

the environmental impacts of their proposed actions and reasonable alternatives to those actions.

To meet NEPA requirements federal agencies prepare a detailed statement known as an Environmental Impact Statement (EIS). EPA reviews and comments on EISs prepared by other federal agencies, maintains a national filing system for all EISs, and assures that its own actions comply with NEPA.

<http://www.epa.gov/compliance/nepa/>

## **Section 4(f)**

Section 4(f) refers to the original section within the U.S. Department of Transportation Act of 1966 which provided for consideration of park and recreation lands, wildlife and waterfowl refuges, and historic sites during transportation project development. The law, now codified in 49 U.S.C. §303 and 23 U.S.C. §138, applies only to the U.S. Department of Transportation (U.S. DOT) and is implemented by the Federal Highway Administration (FHWA) and the Federal Transit Administration through the Code of Federal Regulations (CFR) 774.

<http://environment.fhwa.dot.gov/section4f/default.aspx>

## **5. TECHNICAL PUBLICATIONS**

### **1. *National Register Bulletins.***

Provides guidance to document, evaluate and nominate historically significant sites to the National Register. Includes four sections on the Basics, Property Types, Technical Assistance, and General Guidance.

<http://www.cr.nps.gov/nr/publications/bulletins.htm>

2. ***The Secretary of the Interior's Standards for the Treatment of Historic Properties: With Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.*** Kay D. Weeks and Anne E. Grimmer. Washington, DC: U.S. Department of the Interior, National Park Service, Cultural Resource Stewardship and Partnerships, Heritage Preservation Services, 1995, 188 p.

The Secretary of the Interior's Standards are the basis for evaluating proposed design changes proposed in Historic Districts. The Standards are elaborated in local communities Design Guidelines to establish an interpretation for an individual community.

<http://www.nps.gov/hps/tps/standguide/>

3. ***Preservation Briefs:*** Technical Preservation Service (TPS), National Park Service.

TPS provides easy-to-read guidance for homeowners, preservation professionals, organizations, and government agencies on preserving, rehabilitating and restoring historic buildings.

<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings

6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18. Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs

30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings
48. Preserving Grave Markers in Historic Cemeteries
49. Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement
50. Lightning Protection for Historic Buildings

## 6. JOURNALS

Historic preservation associations often publish a journal, newsletter, or magazine about a geographic area (local, regional, or state) or about a specific architectural style or historic interest. A few specific journals are listed below to provide an indication of the variety available. To find out what other publications are available locally, check with a library or an organization in your area. Those journals listed with a web address are available free online.

### **Association for Preservation Technology International**

3085 Stevenson Drive, Suite 200  
Springfield, IL 62703  
<http://www.apti.org/>

### ***Common Ground: Preserving Our Nation's Heritage***

National Park Service  
U.S. Department of the Interior  
<http://www.cr.nps.gov/CommonGround/>

### ***CRM: The Journal of Heritage Stewardship***

National Park Service  
U.S. Department of the Interior  
<http://www.cr.nps.gov/CRMJournal/>  
From 1978 through 2002, known as **CRM Cultural Resource Management:**  
<http://crm.cr.nps.gov/>

### ***GCI Newsletters***

Getty Conservation Institute  
1200 Getty Center Drive  
Los Angeles, CA 90049-1679  
<http://www.getty.edu/conservation/publications/newsletters/>

### ***Heritage News***

National Park Service, U.S. Department of the Interior  
[http://heritagenews.cr.nps.gov/index/Index\\_Head.cfm](http://heritagenews.cr.nps.gov/index/Index_Head.cfm)

### ***History News***

American Association for State and Local History

1717 Church St.  
Nashville, TN 37203-2991  
<http://www.aaslh.org/>

**National Trust for Historic  
Preservation**

**Preservation Magazine**  
The Magazine of the National Trust for  
Historic Preservation  
1785 Massachusetts Ave, NW  
Washington, DC 20036-2117  
<http://www.nationaltrust.org/magazine/>

**Old House Journal**

P.O. Box 420235  
Palm Coast, FL 32142-0235  
<http://www.oldhousejournal.com/>

**7. BOOKS**

The following is a list of useful documents relating to Architectural Styles, Architectural History and Planning, Architectural Conservation, Historic Preservation, Preservation Law.

Burden, Ernest. *The Illustrated Dictionary of Architecture*. New York: McGraw-Hill, 2002.

Burden, Ernest. *The Illustrated Dictionary of Architectural Preservation*. New York: McGraw-Hill, 2004.

Fram, Mark. *Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*. Ontario: Boston Mills Press, 2003.

Irwin, J. Kirk. *Historic Preservation Handbook*. New York: McGraw-Hill, 2003.

Jacobs, Jane. *The Death and Life of Great American Cities*. New York: Random House, 1961.

King, Thomas F. *Cultural Resource Laws & Practice: An Introductory Guide*. Walnut Creek, CA: AltaMira Press, 2004.

Labine, Clem and Carolyn Flaherty. *The Original Old-House Journal Compendium*. Woodstock, NY: The Overlook Press, 1983.

McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1984.

Miller, Julia. *A Layperson's Guide to Historic Preservation Law: A Survey of Federal, State, and Local Laws Governing Historic Resource Protection*. Washington, D.C.: National Trust for Historic Preservation, 2000.

Rypkema, Donovan D. *The Economics of Historic Preservation: A Community Leader's Guide*. Washington, D.C.: National Trust for Historic Preservation, 1994.

Tyler, Norman. *Historic Preservation: An Introduction to its History, Principles, and Practice*. New York: W.W. Norton & Company, Inc., 1994.

Weaver, Martin E. *Conserving Buildings: A Manual of Techniques and Materials*. New York: John Wiley & Sons, Inc., 1997.