

# PART III

# Commercial Design Guidelines





**As the** *Secretary of the Interior's Standards* state,

*New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*

The same document also states that,

*New additions and adjacent or related new construction will 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.*

These are the guiding principles for the following design guidelines for rehabilitation, additions, or new construction related to historic commercial properties. Historic commercial properties with residential character, rehabilitation of historic structures, additions to historic buildings, new construction within a historic character area, and signage for historic commercial properties are all included within this portion of the design guidelines. Regulations touch on aspects unique to commercial enterprises such as how to address historic commercial ventures housed within a historically residential building, historic storefronts, roof deck and accessibility additions, and signage along with the necessary guidelines for materials, design, and other details important in preserving the historic character of the City of Decatur.

*Downtown Decatur with Bailey's Shoe Shop, along Sycamore Street in the 1940s. (Guy Hayes Photograph Collection, DeKalb County History Center, Archives)*

# 10.0 Guidelines for Historic Resources with Residential Character



Commercial enterprises operating in buildings of historic residential character should follow the requirements and recommendations included in the preceding residential section. Areas not addressed in the residential guidelines that relate to historically commercial ventures within residential buildings should follow the requirements and recommendations listed within the commercial design guidelines sections. Some unique characteristics in designated neighborhoods may require further restrictions to be determined by the Historic Preservation Commission of Decatur.



*A former residence that is now a Commercial building on Church Street*

# 11.0 Guidelines for Commercial Rehabilitation



To provide an efficient contemporary use of historic commercial properties, it is understood a historic building may require repair or alteration not only to allow the building to continue to be open to the public, but to allow accessibility to all. These alterations must be done in a way that does not damage or destroy historic materials, or include features which will alter the building's historic character. Therefore, certain precautions must be taken in order to ensure the building's historic integrity. The objective is to bring the building to a state of utility and accessibility, while preserving the components of the property which are significant to its cultural value. Historic commercial structures may encompass alterations that have changed the character of the structure. Previous alterations that are now contributing to the historic character of the property

should be maintained according to standard preservation and rehabilitation guidelines for historic structures.

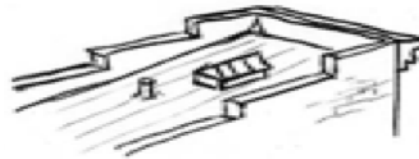
Safety is an important aspect of any rehabilitation and construction project. All rehabilitation projects must adhere to accessibility and building codes as well as environmental regulations. Rehabilitation projects should be strictly regulated to ensure the historic integrity and future use of the property. Building materials which are non-historic to the structure and are environmentally harmful should only be replaced if they are non-contributing and can be removed without damage to the historic fabric. However, historic building materials should not be replaced with new material to simply conserve energy, unless approved by the Historic Preservation Commission.

## 11.1 ROOF

The primary goal of rehabilitating roofs is to maintain the historic form of the building, especially as seen from the public view. Roofs are an integral aspect of the historic structure's form, and should be carefully rehabilitated to maintain historic integrity.

- Maintain existing pitch and shape of roofs as seen from the street-view.
- Repair and replace existing roof materials in-kind.
- Maintain existing cornice and eave details as seen from the street-view.

*The roof below displays the structure's true historic intent. If any changes have been made to this roof, it is not obvious, as the shape and form remain the same as it has always been. This is how all modifications should be displayed, as if the changes never had to be made. The historic integrity of the structure should always be preserved in spite of more efficient modern building technique.*

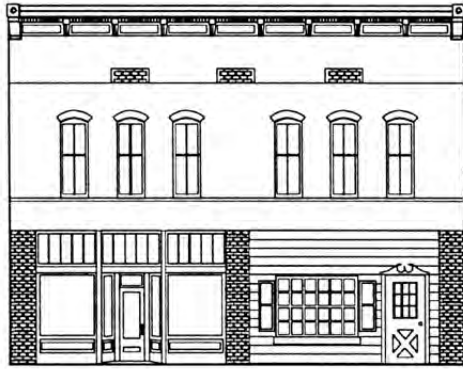


*The two examples below display roofs that have been modified from the structure's historic intent. These modifications must not be made. In both cases, changes to the historic structure were designed to prevent water build up. However, any ascetic change that creates a false appearance impacts the structure's historic integrity.*





## 11.2 STOREFRONTS

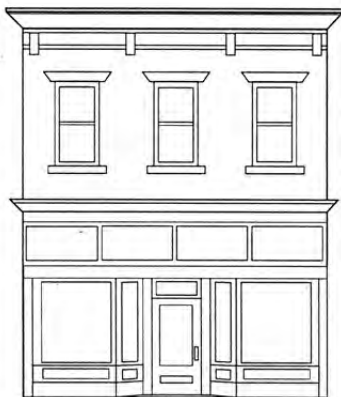


*Storefront design should reflect the style and type of the historic building. The storefront on the right is inappropriate.*

The storefront is a key feature in portraying a structure’s historic character, which makes it an important feature to rehabilitate. The primary goal is to maintain the historic materials and configuration of the storefronts, which will preserve the character of Decatur’s unique twentieth century commercial districts. The National Park Service’s *Preservation Brief #11: Rehabilitating Historic Storefronts* should be referenced for additional guidance.

- Maintain and repair historic storefront materials, or replace existing materials in-kind.
- Maintain existing transoms, opening historic transoms currently covered is encouraged.

- Maintain historic window components; replace damaged portions with in-kind materials.
- Maintain high window-to-wall ratios in display areas. Restoring previously enclosed display windows based on traditional design is encouraged.
- Maintain historic bulkheads, if replacement is necessary, use in-kind materials or those historically documented.
- Removal of non-historic façades is encouraged and either restoration of historic material found underneath or replacement of the non-historic façade with a historic storefront is required.



*Covering a building’s materials and ornaments robs it of its historic character as seen here. This is inappropriate.*

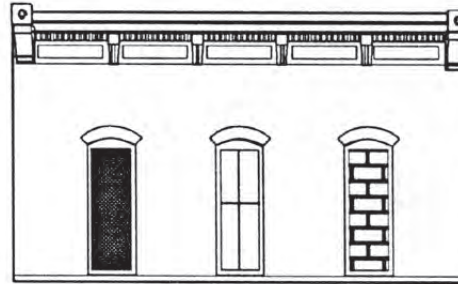


*Inappropriate material greatly detracts from the historic character of an area.*

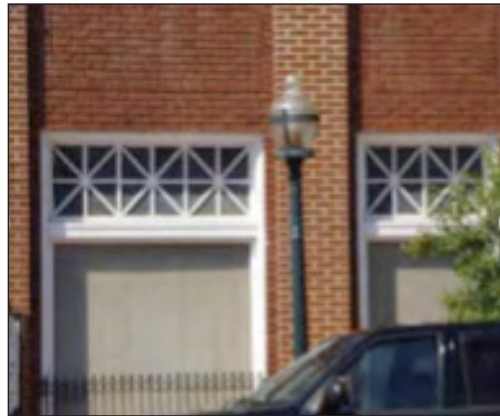
## 11.3 WINDOWS

Windows are an important aspect of commercial buildings, primarily those that historically or currently use large display windows for advertisement and natural lighting. The primary goal is to maintain the historic ratio of window to enclosed space, design, and placement.

- Maintain and preserve historic windows.
- Repair damaged portions of historic windows rather than replacing them in total.
- Replace historic windows damaged beyond repair with windows of matching materials, design, configuration, and muntin profile, if any. Metal or wood windows may be allowed on upper story or rear windows.
- Maintain the historic window configuration and dimensions.
- Relate new windows on side and rear elevations to historic windows through materials, size, and design.
- Match storm windows to the color and configuration of the historic window frame. This must be done in a manner that does not obscure the historic window's detail and character.



*Windows should not be filled in or blocked.*



*Appropriately retained decorative mullions or leaded prism glass transoms typical to 20th century storefronts. The transoms shown here are fit into tall, individual display window openings.*



*It is inappropriate to replace historic upper windows with modern windows that do not fit the historic framed openings. As seen in this photo, such distortion negatively affects the structures historic character.*

## 11.4 DOORS



*Commercial doors appropriate to the time period of the building should be retained.*



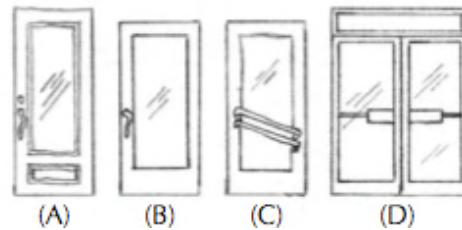
*Replacing commercial doors with residential style doors or doors inappropriate to the time period of the building should not be done.*

Doors, along with windows, are primary openings that are integral to the overall look and historic use of commercial properties. The primary goal is to maintain historic doors in their design placement.

- Maintain and preserve historic doors and surrounding features.
- Repair damaged portions of historic doors rather than replacing the door in total.
- Replace historic doors damaged beyond repair with in-kind material and similar design.

- Maintain the historic door placement on the façade including entrances to upper floors.
- Replace non-historic doors with a replication of the historic door (if documentation exists) or a design typical for the age and style of the building.
- Widening of historic doors on primary façades may be allowed for accessibility if a secondary façade door is not available.

*Appropriate*



*Inappropriate*



*Typical (yet not limited to) commercial door examples for: (A) high-style Victorian (may have oval glass or beveled glass), (B) most common door that is simple and versatile for any style storefront, is still used today with full glass, wood construction and high kick-plate, (C) Art Deco or Art Moderne styled handrails, (D) aluminum—not recommended unless displays match (1930s–today).*



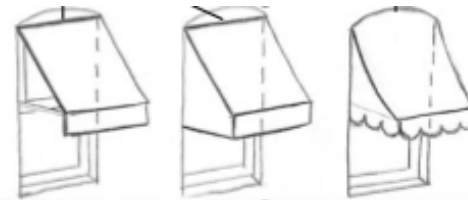
## 11.5 AWNINGS

Awnings are important façade features that if properly installed and designed can greatly compliment the structure's historic character. The primary goal is to promote the use of traditional form and design for awnings and canopies. Awnings are appropriate on any small-scale commercial building in Decatur, but they must be relevant to surrounding historic structures in style and material.

- Maintain historic awnings and canopies.
- Traditional shed-style, sloping, fabric or metal awnings are encouraged.
- Refer to historic documentation, or the awnings of surrounding historic buildings when considering color and surface design.
- Match awning shape to the form of window or door openings.
- Fit awnings within the frame of the window or doorway without covering architectural detail.



*Awnings should reflect their historic use, and should not reflect modern trends.*



*It is inappropriate to install awnings that do not match the shape of the window, as improper installation is blatantly obvious.*

- Install awnings in a manner that does not damage the historic structure. Removal of the structure's historic materials is not permitted.
- Adding fixed awnings is recommended only when historic documentation exists or the majority of the surrounding structures include fixed awnings.



*Permanent awnings are inappropriate and should not be added to the historic structure as they cause permanent damage and are not historic to the structure.*

## 11.6 MATERIALS



*Appropriate: In the photo above, all materials appear to be in-kind and match that which is historic to the building. The materials used in an alteration should never be distinguishable against that which is historic to the structure.*



*Inappropriate: The materials used in alteration should always be “in-kind,” so that they appear to be what is historic to the structure. Materials such as this brick on a stuccoed façade should never be seen.*

Materials portray a visual concept that can disrupt or contribute to a historic district. The primary goal is to maintain the shadow, texture, and look created by existing historic exterior materials. If the historic material is no longer available, a complimentary modern option may be allowed.

- Maintain historic exterior materials.
- Leave unpainted historic materials unpainted and uncoated.
- Repair damaged exterior materials in-kind and only in the area of damage, rather than total replacement.
- Use historic mortar mixes and tooling when repointing brick, which should match the historic mortar joints. A qualified professional mason is recommended.



- Employment of metal and concrete materials should only occur if such materials are historic to the structure, or if historic documentation displays such materials. Metal and concrete materials historic to the structure should always be replaced in-kind.
- Retain secondary features and character-defining materials which contribute to the historic design.
- Using sandblasting cleaning methods is not allowed; the gentlest means possible to clean exterior materials is encouraged.



*Sandblasting historic brick can destroy it as seen here.*

*Older buildings can have softer historic brick and mortar that may become weathered over time. Repairs should be made with a comparable mortar to avoid damage to the brick. Harder based mortar (Portland cement) is not a recommended replacement material for use with softer brick and lime-based mortar.*

## 11.7 DETAILS

Individually altering historic architectural details can negatively change the appearance of a historic structure when applied in mass. The primary goal is to maintain detail elements typical for historic commercial buildings, many of which impart a specific architectural style.

- Maintain and preserve historic details, such as murals or advertisements that contribute to the properties historic value.
- Replace damaged details with details of matching material and matching design.
- Restore missing details when documentation of those elements is available.



*Historic murals contribute to the historic structure's integrity, and the preservation of murals should be an objective when restoring or repairing. This image illustrates how improper rehabilitation can easily destroy a historic mural. One must keep in mind that such paintings are sensitive, as chemicals and treatments can easily ruin historic murals.*



*Altering slight, individual, historic details is inappropriate as it can negatively change the character of the structure as a whole, to a large degree.*



# 12.0 Guidelines for Commercial Additions



Historic structures must allow for expansion for continued use when deemed necessary and no other compatible use can be found. Accessibility additions may be required due to current building codes and should be addressed so as to allow the historic commercial building to be accessible to all while maintaining historic integrity. Additions to historic commercial structures should be designed and constructed so as to preserve significant materials and features. Additions should not detract from the historic character of a structure or a district.

## 12.1 SETBACK

Setback is important to maintain so that the commercial district of a city remains viable and walkable. Any additions should respect the existing historic commercial setback and stay within the established layout. The Decatur Zoning Ordinance takes precedence over any setback guidelines listed.

- Maintain historic setback or align with the most common existing setback line along the street.

## 12.2 ORIENTATION AND RHYTHM

The orientation, or direction the historic building faces, and rhythm, or pattern of open space to building space, are important in keeping the overall historic integrity of a commercial node. In laying out the addition, the historic building's orientation, and other additions seen throughout the historic commercial node should be respected.

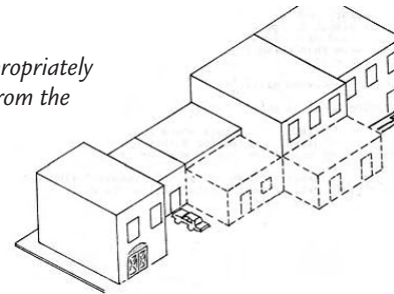
- Place additions away from public view on a rear elevation or on a side elevation to preserve the historic orientation of the building.
- Respect the setback of current historic buildings both within the lot and other historic buildings in the surrounding area.
- Additions to the front of a building are not allowed.

## 12.3 MASS AND SCALE

**Size of an addition** is important so as not to detract from the integrity of the historic structure. Form, height, and width are key factors to consider in an addition.

- Maintain form and symmetry of a historic structure while creating a discernible break at the junction with a historic structure.
- Maintain the historic element's intent, and adhere to the size and scale of the historic structure.
- Alterations to the height of the historic structure are not allowed.
- Follow the same design and pitch as the historic roof for roof covering additions.

*Additions that are appropriately scaled do not detract from the historic building.*



*It is important to maintain appropriate mass and scale when creating an addition. Note the similar height and width, similar shape and placement of doors, windows, and awnings. The new addition is entirely compatible, similar but not identical.*



## 12.4 MATERIALS

Materials of an addition can detract or compliment the historic structure it is attached to. The shadow, texture, and look are important when selecting materials for a new addition in a historic area. If the addition is not as visible, the material selected is not as important, but should still respect the historic structure. If the historic materials present on the structure are no longer available, then a complimentary modern option may be allowed.

- Utilize materials in the addition in keeping with the character of the structure such as roofing and siding.
- Use matching or similar elements, such as windows, on visible façades with modern elements reserved for rear elevations.
- Include materials that are present in the historic structure for the visible portions of additions, and do not include materials that were unavailable at the time of construction.



*This appropriate addition is clearly defined as an addition and is constructed of appropriate material and is at an appropriate scale and orientation to the historic structure.*

## 12.5 DESIGN

The overall design of an addition should not detract from the historic character of the structure. The particular style of the main building should be respected in the design of the addition, but the ability to identify the new structure from the historic structure is important. Design reversibility is crucial.

- Respect historic structure design when designing an addition and incorporate similar or complementary design motifs.



*An inappropriately designed addition that obscures the historic building is not allowed.*

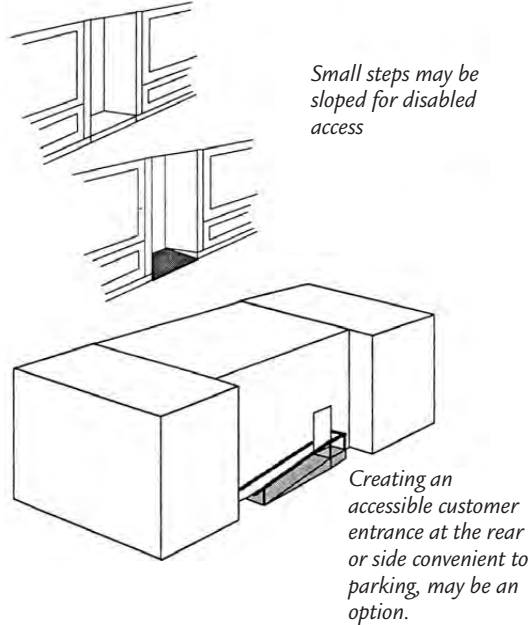
- Obscuring historic design details is not allowed.
- Distinguishing additions through color or architectural detail is necessary so that new construction is clearly viewed as such and not part of the historic structure yet must remain compatible with the historic structure.
- Reversibility of any addition is necessary so that it can be removed without causing alteration or destruction to the historic fabric.

## 12.6 ROOF DECKS

Roof decks are a popular feature of many commercial enterprises, particularly restaurant and bar locations, in order to take advantage of view sheds throughout the City of Decatur. The addition of a roof deck is allowed as long as all precautions have been taken to retain historic fabric of the building and historic integrity of the structure as a whole.

- Install a roof deck so as not to alter or destroy historic details or materials.
- Install a roof deck with proper placement and size so as not to detract from the historic integrity of the structure.
- Installation of roof deck should be unobtrusive to the overall character of the historic structure. For example a deck on the rear façade is preferred.
- Use materials in keeping with the historic materials already present on the structure.
- Maintain the historic style of the building in all rooftop additions.

## 12.7 AMERICANS WITH DISABILITY COMPLIANCE



It is essential to ensure equal access to all amenities for all visitors to a historic commercial building. Care should be taken to not allow secondary treatment of accessibility features while maintaining the overall historic character of a structure. The National Park Service's *Preservation Brief #32, Making Historic Properties Accessible* should be referenced for additional guidance.

➤ Appropriate application of ADA guidelines includes minimal damage to historic materials while allowing those with disabilities to enter on a primary façade if available.

➤ This appropriately sized, layout, and clad addition also shows appropriate ADA access on a secondary façade.



- Install all accessibility features so as not to alter or destroy historic details or materials.
- Install all features so to be easily reversible.
- Use materials in keeping with the historic materials already present on the historic resource.
- Maintain the historic style of the building in all accessibility additions.



Significantly altering the façade of a historic building for ADA access is unacceptable.

# 13.0 Guidelines for New Commercial Construction



**Compatibility for new** commercial properties should be determined by looking at other commercial nodes in the City of Decatur and surrounding commercial as well as residential buildings. The goal of regulating construction of new buildings is to preserve the rhythm and character of the historic neighborhood and to ensure that all new elements of a historic district are sensitive to existing historic elements in design, scale, and general character of the district. Particular attention should be paid to the immediate historic environment constituting a particular block.

The Decatur Ordinance, particularly in relation to zoning, will take precedence over any design guidelines listed. The points on the following pages should be taken into consideration when designing your project.

A wide variety of building styles, set-backs, and general appearances have found their way into Decatur's historic commercial districts. This diversity is a challenge for written guidance in terms of setting rules for new buildings that meet every situation as well as provide accessibility to all. Therefore, variances which meet the intent of the *Secretary of the Interior's Standards* may be judiciously applied by the Historic Preservation Commission of Decatur.

*Please note:* New commercial construction within a historically residential building, the compatibility rule established for residential new construction should be adhered to.

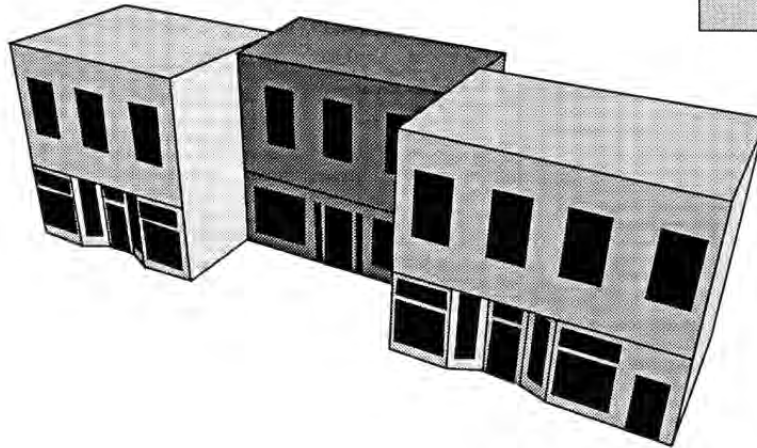




Commercial buildings with minimal setback attribute to the walkable feel of a commercial area as seen in Oakhurst.



Existing parking and new building type may allow varying setback. The Commission determines allowable setback.

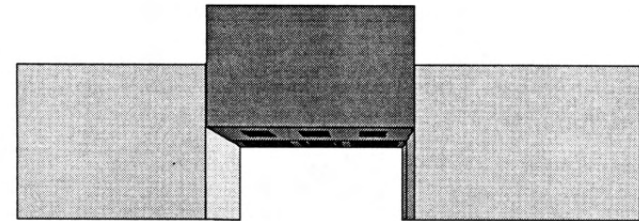


## 13.1 SETBACK

**Setback** is the space between the building footprint and the right of way, which in a commercial application, is typically a sidewalk or street. In most cases, the size of the setback relates to the land use, lot size, and building type. In commercial areas, setback is an important aspect which gives the district a sense of walkability. It is imperative to determine the established setbacks within other historic commercial nodes and attempt to stay within those boundaries while adhering to the Decatur Zoning Ordinance.

Base setback on the type of building and layout of established parking.

Align setback of one-story, multi or single unit commercial buildings with sidewalk or parking already established.



Inappropriate setback. Setback should be aligned with existing historic commercial buildings in the historic node or relative to other historic commercial nodes within Decatur.



## 13.2 ORIENTATION AND RHYTHM

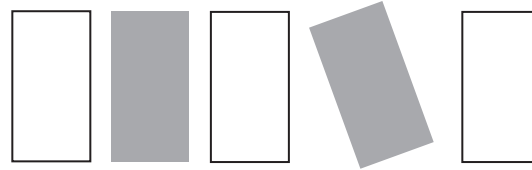
Orientation, or direction, and rhythm, or spacing, determine the way a commercial building is placed within the property boundaries. These factors should be similar to the surrounding historic commercial or residential construction so as to keep a similar historical feel throughout the district.

Locate new commercial properties on main roads and intersections or in similar patterns to those currently found within the historic district.

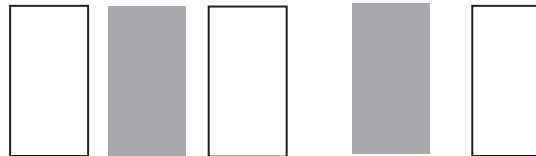
Utilize similar orientation such as diagonal or straight alignment as determined by the surrounding commercial district.

Determine spacing by reviewing surrounding commercial or residential buildings.

Locate new parking in the rear of the building.



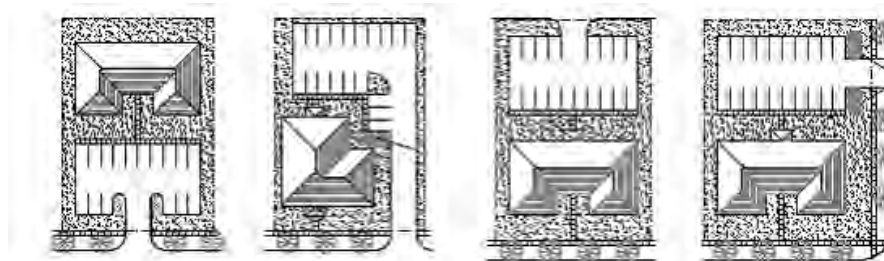
*Orientation should be similar to the surrounding historic commercial buildings.*



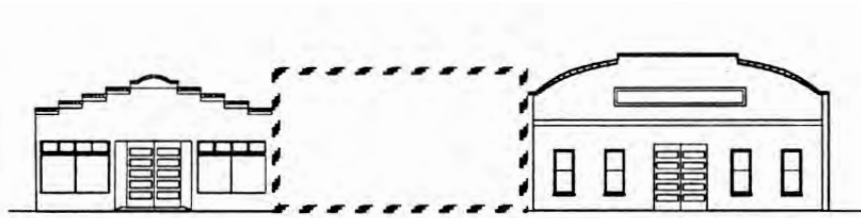
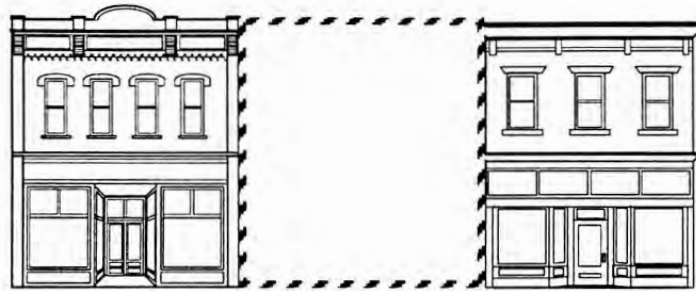
*Spacing should be similar to the surrounding historic commercial buildings.*



*Main intersections are primary locations for commercial enterprises both for visibility and the creation of commercial cores.*



*Parking should be behind the main façade of the building.*



*Appropriate scale gives the commercial node a walkable character and is in keeping with the historic feel. Both horizontal and vertical massing are important elements to coordinate with surrounding historic buildings.*

## 13.3 MASS AND SCALE

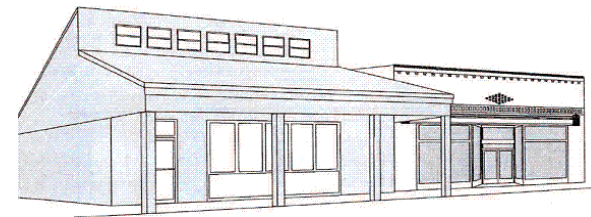
New structures should be designed and constructed of similar scale as surrounding historic commercial or residential structures, so as not to diminish or overpower historic structures in the area.

Keep scale no smaller or larger than other historic structures in commercial nodes.

Keep height no larger or smaller than the historic structures within commercial nodes.

Compliment massing of similar historic buildings of similar style in commercial nodes.

Take into account horizontal massing, such as the effect of length through ribbon windows and banding, and vertical massing, such as columns and piers.



*Inappropriate mass and scale changes the overall feel of a historic district.*

## 13.4 STOREFRONT

The front façade of a structure is vital to its historic character and greatly contributes to the street scene in a historic district. New construction should be recognized as new, but should contribute to the historic character of the area and should not detract from the surrounding historic structures.

Keep style of new structures similar to the styles found within the historic structures in commercial nodes.

Reflect the style of the building in all ornamental detail.

Align fenestration patterns in keeping with the majority of the similarly-styled and historic structures in the commercial nodes of Decatur.

Recessed storefront doors are allowed. The storefront may not be extended in order to account for this recessed entryway.

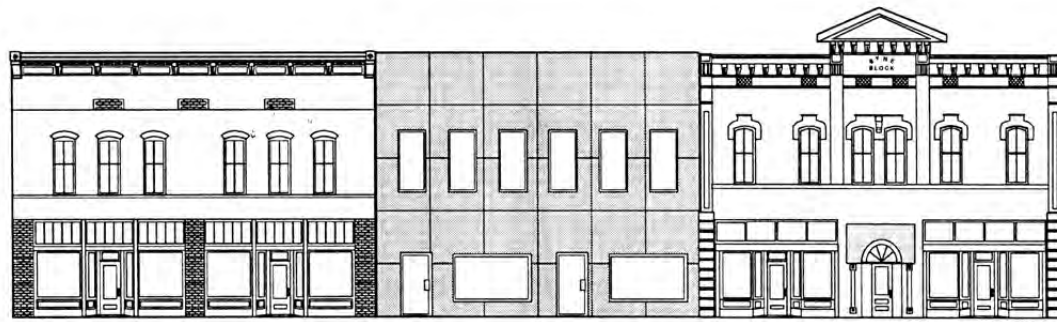
Installing bulkheads below windows is encouraged.



*Bulkheads are typical of historic commercial buildings and are encouraged in new construction.*

*Some modern storefronts are allowed and recessed storefronts may be allowable.*

*When new buildings lack the texture and character of surrounding historic buildings, they detract from the character of the area.*



*Oakhurst commercial district displays appropriate storefront design.*



*Vinyl siding is inappropriate on any commercial building in the City of Decatur.*

## 13.5 MATERIALS

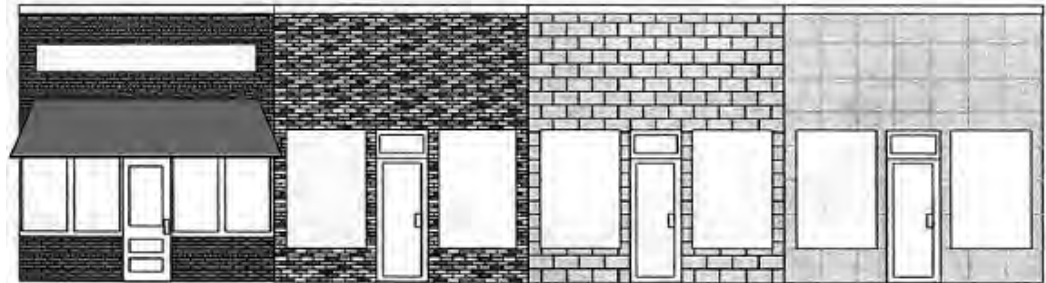
Materials play a key role in the overall look and feel of a structure. To remain in keeping with the historic character of an area, materials should be consistent with existing historic structures, including size, color, and texture.

Utilize materials found in surrounding historic commercial applications for construction.

Painting materials is allowed if existing historic resources in the area present the same finish.

Install built-up tar and gravel flat roofs for all one-story commercial buildings.

Installation of awnings constructed of fabric or metal is allowed on one-story commercial units, but should not detract from the historic character.



*The use of traditional historic materials is essential.*



# 14.0 Guidelines for Signage

**Signage is an** important visual aspect of advertising in all commercial design. It is important that signs be both informative to consumers as well as complementary to the design of the building. In historic districts, signage takes on a special character by not only advertising the enterprise, but also attributing to the historic character of the building and the overall district. Signage should be specially selected to factor in these aspects to preserve the unity of the area and above all, historic signs should be preserved and maintained.

Signs on the exterior of a residential building are inappropriate unless the residential building has been zoned commercial

and is in use as a commercial business. It is understood that signage is a vital component of a business's promotion, but great care should be taken when creating signage for commercial enterprises within residential-styled buildings. Therefore, signs should be both informative to passersby as well as complementary to the building a business is within.

All commercial signs in historic districts must conform to the regulations outlined in the City of Decatur Sign Ordinance. These restrictions do not apply to any Department Of Transportation signage complying with the Manual on Uniform Traffic Control Devices (MUTCD).



## 14.1 DESIGN

The overall design of a sign can be an important aspect of a storefront. It is necessary to balance the need for eye-catching design with the need for design compatibility in order to preserve historic integrity.

Respect the design and visibility of surrounding historic signs.

Complement the historic materials and design elements of the building when selecting colors, style, materials, and design for signage.

Utilize indirect lighting to illuminate the signage. Internally lit signage is not allowed.

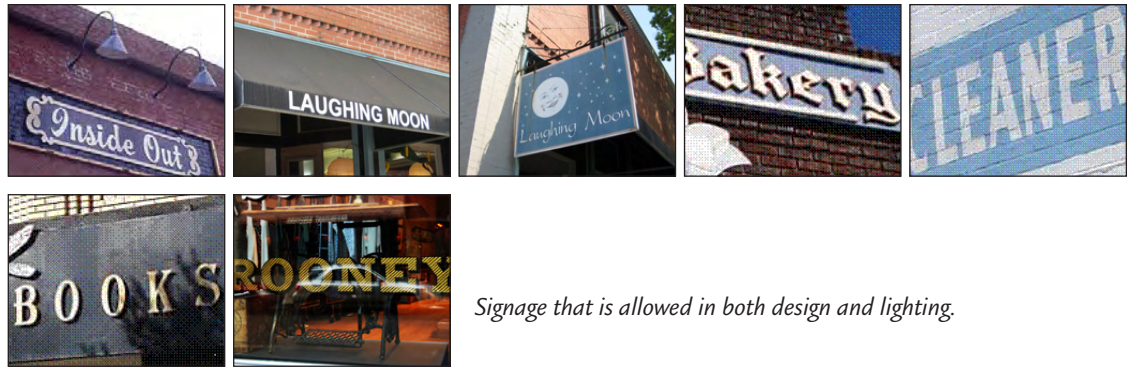
Utilize appropriate styles of signage such as hanging signs, painted window or wall signs, and signs above display windows and awnings.

Utilize freestanding signage, painted window sign on a front façade or a combination of both for residential buildings with commercial purposes.

Disruptive signs, such as flashing, blinking, and rotating signs are not allowed.



*Signage that is not allowed in both design and lighting.*



*Signage that is allowed in both design and lighting.*



*Example of appropriate signage on a residential structure used for commercial purposes.*

## 14.2 PLACEMENT

The location of a sign can benefit a commercial enterprise by attracting clients and advertising the business. The placement should be both evident yet compatible with the storefront.

Interfering, detracting, altering or destroying the historic character of a building is not allowed.

Install signage similar to surrounding examples of historic commercial signage.



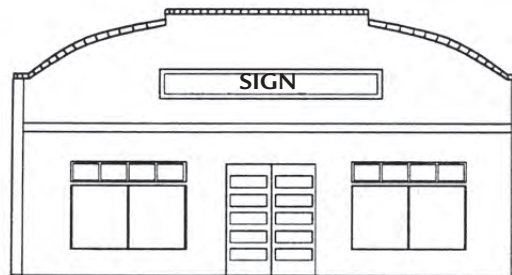
*Appropriate locations for signage on historic commercial buildings as long as historic details are not covered up.*

Installation of a hanging sign from a mailbox within a residential area may be allowed as long as the sign is smaller than the height and width of the mailbox.

Installing façade mounted signs in a residential area is not allowed.



*Installation of signage that hides, alters or destroys historic materials and character is not allowed. Oversized signage is not allowed.*



## 14.3 SIZE

The size of a sign aids in visibility of the advertisement contained within the sign. Over-sized signs can detract from a business while signs sized too small can defeat the purpose of employing signage. Appropriately sized signage can both enhance the overall look of the commercial property as well as constructively portray the advertisement needed.

Detracting from the historic structures or the surround structures with inappropriately sized signage is not allowed.



*Inappropriately sized signage is not allowed. This sign is too small.*

# APPENDICES



AEROPLANE VIEW — AGNES SCOTT COLLEGE — DECATUR, GA.

D-3368



# 15.1 Glossary

This glossary is adapted from several sources including *A Visual Dictionary of Architecture* by Francis Ching and *A Field Guide to American Houses* by McAlester and McAlester. The DeKalb Public Library maintains a collection of reference and circulating materials providing more information on architectural design, building types and styles, local history, and preservation of historic buildings.

**Awning:** A projecting shading device, usually of canvas, mounted on the outside of a door or window.

**Baluster:** One of a series of short vertical posts, often ornamental, used to support a rail.

**Balustrade:** A series of row of balusters supporting a rail.

**Basement:** The lowest, subordinate story of a building often either entirely or partially below ground level.

**Bay:** A regularly repeating division of a façade, marked by fenestration.

**Bay Window:** A projecting form containing windows that rises from the ground or from some other support, such as a porch roof. See also *oriel*.

**Belt Course:** Narrow horizontal band projecting from exterior walls, usually defining interior floor levels.

**Board-and-batten:** A wooden siding treatment in which wide, vertically oriented boards are separated by narrower strips of wood called “battens,” which form the joints between the boards. This is NOT commonly used in Decatur’s historic communities.

**Bond—Patterns of brickwork:** Types of bond include stretcher, English, header, Flemish, garden wall, herringbone, basket, American, and Chinese.

**Bracket:** Projection from a vertical surface that provides structural and/or visual support for overhanging elements such as cornices, balconies, and eaves.

**Building:** An enclosed structure with walls and a roof, created to serve some residential, industrial, commercial, agricultural, or other human use.

**Casement Window:** Window frame hinged on one vertical side, which swings open to either the inside or the outside of the building. Casement windows often occur in pairs.

**Character-defining Feature:** Prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, objects, vegetation, spatial relationships, views, furnishings, decorative details, landscape, and building materials may be such features.

**Clapboard:** Wood siding composed of horizontal, overlapping boards, the lower edges of which are usually thicker than the upper. Clapboards are a traditional weather-proofing device.

**Column:** Vertical support that may be used on porches, door surround, and porticos to historic Decatur houses.

**Cornice:** Crowning projection at a roof line, often with molding or other detail.

**Cornice Molding:** Decorative strip of wood running just below the eaves of a building. A cornice molding is a cross between



a cornice and a molding. A cornice is a crowning projection at a roof line, while a molding is a decorative strip of wood.

**Dentils:** Small rectangular blocks that, when placed together in a row abutting a molding, suggest a row of teeth.

**Design:** The combination of elements that create the form, plan, space, structure, and style of a historic property.

**Diamond-paned Windows:** Windows composed of many small, diamond-shaped panes of glass, common in Colonial and Colonial Revival buildings.

**Dormer:** A structural element of a building that protrudes from the plane of a sloping roof surface. Dormers are used, either in original construction or as later additions, to create usable space in the roof of a building by adding headroom and usually also by enabling addition of windows.

**Double-hung Window:** A window with two sashes that move independently of each other.

**Drip molding:** A projecting molding around the head of a door or window frame, often extended horizontally at right angles to the sides of the frame, intended to channel rain away from the opening; also called a drip lintel.

**Eave:** Overhanging edge of a roof. Often projects to protect exterior walls from rain.

**Elevation:** Common term used to describe the external face of a building, being a view of (or simply a synonym for) a *façade*. Also used to describe a type of architectural drawing.

**Entablature:** Horizontal organization of architectural elements that can include a column, architrave, frieze, and cornice.

**Exposed Rafters:** Rafters that are exposed to the outside of a building. Rafters are the inclined, sloping framing members of a roof, to which the roof covering is affixed.

**Eyebrow dormer:** Curved dormer with no sides, covered by a smooth protrusion from the sloping roof.

**Façade:** An exterior wall, or face, of a building. The front façade of a building contains the building's main entrance, the rear façade is the building's rear exterior wall, and the side façades are a building's side exterior walls. The front façade is also known as the "primary façade." Secondary façades are those which do not face a public thoroughfare, walkway or court and that do not possess significant architectural features.

**Fan Light:** A semi-circular or semi-elliptical window, with wedge-shaped panes of

glass separated by mullions arranged like the spokes of a wagon wheel. Fan lights are usually found over entrance doors and windows.

**Fascia:** Horizontal, flat element, often combined with a cornice and architrave. Often used to describe wood cladding that is part of roofing structure.

**Feature:** Historic and prominent characteristic of a historic property.

**Feeling:** Describes how a property or set of buildings express the aesthetic or historic sense of a particular period of time.

**Fenestration:** Organization and design of windows in a building.

**Flashing:** Strips of sheet metal bent to fit the angle between any two roof surfaces or between the roof and any projection, such as a chimney.

**Floor Plan:** The arrangement of rooms in a building.

**Frieze:** Band (often decorative) below cornice.

**Gable:** Triangular portion of a wall between the edges of a sloping roof.

**Gable Roof:** A roof with two slopes—front and rear—joining at a single ridge line parallel to the entrance façade. When the ridge line of a gable-roofed house is perpendicular to the street, the roof is said to be a "gable-end roof."

**Galvanized Metal:** Metal with zinc to inhibit rusting.

**Gambrel Roof:** Symmetrical two-sided roof with two slopes on each side.

**Gingerbreading:** Wooden architectural ornament popular with American folk houses in the late-19th and early 20th centuries. The widespread use in the mid-19th century of the jigsaw—a hand tool consisting of a handle attached to a small, thin blade—made gingerbread decorations readily available to home builders.

**Grille:** Decorative, openwork grating, usually of iron, used to protect a window, door, or other opening. May also be vents or ventilation panels, often highly decorative.

**Gutter:** Shallow channel of metal or wood set immediately below and along the eaves of a building to catch and carry off rainwater.

**Hardware:** Metal fittings of a building, such as locks, latches, hinges, handles, and knobs.

**Hip roof:** Type where sides slope downwards to the walls, normally with four sloped sides all meeting at ridge in center of the roof.

**Historic character:** All visual aspects, features, materials, and spaces associated with a property's history.

**Historic district:** A local or national geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, landscapes, structures, or objects, united by past events or aesthetically by plan or physical developments. A district may also be composed of individual elements separated geographically, but linked by association or history.

**Historical context:** The structure for organizing and creating summary information about historic properties based on common themes, time periods, and geographical areas.

**Hood:** A projection that shelters an element such as a door or window.

**In-kind:** Refers to use of materials that are the same or similar to historic precedents. Their use is similar or identical to that which they replace.

**Integrity:** Describes the authenticity of a property's historic identity and the extent to which it retains its historic character. Sometimes answered by posing the question—would the original owner or builder be able to identify the structure?

**Lattice:** Thin strips of wood arranged in a netlike grid pattern, often set diagonally.

**Leaded window:** Normally composed of small panes, usually diamond-shaped or rectangular, held in place by narrow

strips of lead. Often used to refer to “stained glass” windows.

**Lintel:** Horizontal structural element over an opening which carries the weight of the wall above it.

**Masonry:** Building materials that include stone, brick, or concrete.

**Molding:** Decorative strip of wood. Often used to trim structural members, wall planes, and openings.

**Mullion:** Vertical primary framing member that separates paired or multiple windows within a single opening.

**Muntin:** Vertical bar of wood, metal, or stone which divides a sashed window into two or more parts.

**National Register of Historic Places:** A list of districts, sites, buildings, structures, and objects of national, regional, state, and local significance in American history, architecture, archeology, engineering, and culture kept by the National Park Service under authority of the National Historic Preservation Act of 1966. (See [www.nps.gov/nr](http://www.nps.gov/nr)) Also related to the Georgia Register of Historic Places.

**Oriel:** Projecting window of an upper floor, supported from below by a bracket or corbel.

**Overhang:** Protruding structure which may

provide protection for lower levels.

**Paver:** Block of stone or other masonry used in sidewalk or areaway paving.

**Pediment:** Low-pitched gable or decorative triangular piece on the front of a building above a doorway or portico

**Pilaster:** Rectangular support projecting slightly from a wall, treated architecturally as a column. May be found as part of the surround for door frames.

**Period of significance:** The span of time in which a property attained attributes that are consistent with the criteria established by the National Register of Historic Places.

**Pier:** A column designed to support concentrated load. In Decatur, can be used as part of the foundation structure.

**Pitch:** Usually refers to the slope of a roof.

**Plinth:** Square block at the base of a column, pedestal or statue. Can also refer to a block at the base of steps/exterior stairways.

**Pointing:** Treatment of joints between bricks, stone, or other masonry components which fills space with mortar. Repointing refers to repairs of missing or damaged joints.

**Porte Cochere:** Porch roof projecting over a driveway.

**Portico:** Porch consisting of a roof supported by columns that is used to protect doorways.

**Preservation:** Actions to the integrity and material of a historic structure (building), landscape, or object. Work generally focuses upon the ongoing preservation maintenance and repair of historic materials and features, rather than extensive replacement and new work.

**Preservation maintenance:** Action to mitigate wear and deterioration of a historic property without altering its historic character by protecting its condition and repairing when its condition warrants with the least degree of intervention. Routine (“ordinary”) maintenance usually consists of service activities such as tightening, adjusting, oiling, pruning, etc. Stabilization refers to actions that render an unsafe, damaged, or deteriorated property stable while retaining its present form.

**Protection:** Action to safeguard a historic property by defending or guarding it from further deterioration, loss, or attack or shielding it from danger or injury.

**Quoin:** Units of stone or brick that are used at the corners of a building for the purpose of reinforcement, frequently imitated for decorative purposes. Can also outline windows and doorways

**Rafters:** Framing members of a roof, and to which the roof covering is affixed.

**Recessed Entryway:** Door that recesses into the side of a building to form two walls on either side.

**Reconstruction:** Act or process of depicting, by means of new work, the form, features, and detailing of a non-surviving historic structure or landscape, or any part thereof, for the purpose of replicating its appearance at a specific time and in its historic location.

**Rehabilitation:** Act or process of making a compatible use for a historic building repair and maintenance while preserving those portions or features, which convey its historical, cultural, and architectural values.

**Repair:** Efforts to correct deteriorated, damaged, or faulty materials or features of a structure or landscape.

**Repointing:** See *pointing*.

**Restoration:** Process of accurately depicting the form, features, and character of a historic structure, landscape, or object as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

**Return:** Part of a molding, cornice or wall surface that changes direction, usually at a right angle, toward the building wall.

**Reveal:** Side of an opening for a door or window between the frame and the outer surface of a wall, showing the wall's thickness.

**Roof Ridge:** The horizontal intersection of two roof slopes at the top of a roof.

**Roofline:** Part of a building that rises above the building's eaves. Rooflines can be highly decorative, with balustrades, pediments, statuary, dormer windows, cross gables, etc.

**Sash:** Part of a window which holds the glazing in place; may be operable or fixed; usually constructed of horizontal and vertical members; sash may be subdivided with muntins.

**Secretary of the Interior's Standards :** Formally known as *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. The *Standards* present advice on protecting a wide range of historic properties through preservation planning, rehabilitation, restoration, and reconstruction. See page 149.

**Shed Dormer:** Dormer window covered by a single roof slope without a gable.

**Shingles:** Small, rectangular-shaped slats of wood that are nailed to an exterior

surface, overlapping one another from top to bottom. Shingling is a traditional weather-proofing method for building.

**Shutters:** Pairs of solid or slatted window coverings, traditionally hinged to the exterior of a building to either side of a window, used to block light or wind from the interior of a building.

**Sidelight:** Vertically framed area of fixed glass, often subdivided into panes, flanking a door.

**Sill:** Horizontal member at the bottom of a window or door.

**Site Plan:** Specific type of architectural view drawn to show the whole context of a building or group of buildings, with boundaries, nearby structures, roads, parking lots, footpaths, hard landscaping, exterior lighting, trees, plantings, and services (such as drainage, water supply lines, and cables).

**Slate:** A finely-grained, foliated rock, native to Pennsylvania, Vermont, and New York, and found in many colors. Slate has been used to roof buildings in the United States since the colonial era.

**Soffit:** Underside of an eave, lintel or other horizontal element.

**Spalling:** Chipping or erosion of masonry caused by abuse or weathering.

**Spandrel:** A panel between the top of one window and the sill of another window on the story directly above it.

**State Historic Preservation Office (SHPO):** Georgia's official program that administers the historic preservation program and carries out certain responsibilities relating to Federal preservation programs and activities in the state. The SHPO office maintains an extensive set of online resources at [www.gashpo.org](http://www.gashpo.org).

**Stile:** Main vertical member of a door or window.

**Stoop:** The steps which lead to the front entrance of a structure.

**Streetscape:** The appearance or view of a street or roadway.

**Structure:** A constructed work. Here it refers to residential and commercial buildings.

**Stucco:** A plaster used as a coating for walls and ceilings. Historic stucco was made from cement, lime, sand, and water.

**Subframe:** A secondary frame set within a masonry opening.

**Sugaring:** Deterioration of stone caused by the breaking up or dissolving of the stone surface. This often occurs when bricks and other masonry are sandblasted to



remove paint and other finishes.

**Surround:** The ornamental frame of a door or window.

**Symmetry:** A characteristic where two sides of a façade or architectural floor plan present mirror images of one another

**Tax credits:** See *Tax Incentives*

**Tax Incentives:** Special tax programs designed to encourage the continued use of historic properties through rehabilitation. There are three different types of tax incentives available to owners who plan to rehabilitate their historic buildings. The Federal Rehabilitation Investment Tax Credit is available only to properties that will be used in an income-producing capacity after rehabilitation for commercial, professional, or residential rental purposes. The Georgia Preferential Property Tax Assessment and the State Income Tax Credit for Rehabilitated Historic Property are available to both private residential properties as well as income-producing properties. More information is available from the Georgia State Historic Preservation Office ([www.gashpo.org](http://www.gashpo.org))

**Terra Cotta:** Hard fired clay, either glazed or unglazed, molded for use in roof tiles. May also be used in some homes as ornamental elements.

**Transom:** Horizontal element in a window

or above a door, but within its vertical frame. May also refer to cross-bar separating a door from the window, panel, or fanlight above it.

**Transom bar:** A horizontal element that subdivides an opening, usually between a door and window.

**Transom light:** A narrow window, sometimes hinged at the top, positioned over a doorway or larger window.

**Veranda:** Porch that runs along front or side of a building; supported by pillars or columns.

**Vernacular Architecture:** Styles or types that incorporate local methods of building construction which respond to local climates and conditions or relate to local living needs and traditions.

**Vestibule:** Small entrance hall of a building.

**Viewshed:** Area of land, water, or other environmental element that is visible to the human eye from a fixed vantage point.

**Window Sash:** Movable frames in a window in which window panes are set.

**Wrought iron:** Iron that is worked by being forged or hammered.

# 15.2 Secretary of the Interior's Standards for Rehabilitation



The *Standards* Department of Interior regulations, 36 CFR 67 pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, 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 replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

# 15.3 ADA Accessibility Guidelines

## ACCESSIBILITY AND HISTORIC PRESERVATION

The National Park Service developed *Preservation Brief 32: Making Historic Properties Accessible* which addresses some of the issues related to compliance with the Americans with Disabilities Act (ADA). Broadly interpreted, the ADA calls for accommodation of the disabled in the use of public properties and land. There are three instances where ADA accommodations might be required (or found highly desirable) for privately owned properties. Commercial buildings which house offices, shops, or restaurants could make sensitive additions to the structure or the landscape to accommodate the disabled. Other commercial buildings where medical and other services are offered can benefit from improving access for the disabled. Finally, community organizations receiving Federal grants or loans may find adaptive ar-

chitecture important to fulfilling funding or loan requirements as well as their mission.

Private homeowners may find the need to provide for accessibility and provide accessible exits from the building in case of emergencies. Ramps to accommodate walking and wheelchair access, when permanently placed on a historic structure may damage historic materials. Changing the width and type of doorway openings also affects historic character if not done in a sensitive manner. Here is where it can be important to consider additions, renovations and options that meet an owner's needs and the City's goals for preservation.

Accessibility needs may not be addressed fully by these design guidelines. If there is a long-term or permanent need for accessibility, the property owner should:

- Consult with City preservation officials about options and alternatives that can be designed and meet addition and rehabilitation standards;
- Identify potential designs or strategies to provide accessibility without removing

or changing the historic character of a structure;

- Use the services of professionals with experience in designing and executing plans for accessibility; and
- Obtain review of proposed plans by the City's officials prior to undertaking construction or renovations.

These actions can help property owners make the best decisions regarding preservation while accommodating family members and in commercial settings, business tenants and visitors. As time passes, the City's preservation officials and advisors may identify and approve plans that can be used for specific types and styles of structures. If so, these plans will help others who have similar needs for accessible historic properties.

# 15.4 Decatur Preservation Ordinance



Following are application forms for a Certificate of Appropriateness (COA) and a Certificate of Exemption (COE) for your use. COA and COE forms may also be found by going to [www.decaturga.com/index.aspx?page=118](http://www.decaturga.com/index.aspx?page=118), which is the Historic Preservation Commission page on the City of Decatur website: [www.decaturga.com](http://www.decaturga.com).

Ordinances for the City of Decatur may be found via the city's website as well, and direct links are listed in this publication in Appendix 15.6. More information may be found in Part I, chapter 3.0 of this publication but brief explanations follow.

## Certificate of Appropriateness (COA)

Local historic districts have preservation ordinances requiring proposed work on properties within the district to be reviewed by the local historic preservation commission. When the commission reviews and approves proposed changes to a building, they issue a Certificate of Appropriateness (COA),

a document stating that the proposed work is appropriate for the historic district and meets local code criteria. A COA would be required for all structures located within the district and is important so that the same standards apply to all residents. This ensures that if modifications or new construction were to occur on any properties, they would be sympathetic to the neighborhood's character in mass, scale, size and style.

## Certificate of Exemption (COE)

A Certificate of Exemption approves changes that do not conflict with the Historic Preservation Ordinance as stated in section 3.31 of the Ordinance.





# City of Decatur

Case Number: \_\_\_\_\_

**Historic Preservation Commission**  
**Application for Certificate of Appropriateness (COA)**  
**For**

---

**Property Address & Historic District**

## How to obtain a COA:

### Application Requirements

Completed applications must be submitted, including required support materials, for any material change to a property within a historic district.

There is a \$25 application fee.

### Application Deadline

Applications must be received by 5:00 PM no later than 15 calendar days prior to the regular HPC meeting, usually the third Tuesday of each month at 6:30 p.m.

### Application Approval/Denial

Applications heard by the HPC must be approved or denied within 45 days of the filing of application. Appeals to HPC decisions may be made to the City Commission.

### Design Guidelines

All applications are reviewed and processed according to the Historic Preservation Ordinance Chapter 58 of the city code and the individual district design guidelines.

### Building Permit Requirements

Building permits will not be issued without proof of COA.

### Submit Application to:

Regina Brewer  
Decatur City Hall,  
P.O.B 220  
509 N. McDonough St.,  
Decatur, GA 30030

### Questions? Contact

Regina Brewer  
regina.brewer@decaturga.com  
Phone (404) 371-8386  
Fax (404) 371-1593

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Architect/Contractor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(example: addition, siding replacement, fence, screen porch, etc.)

### **Type of Project (Check all which Apply)**

#### Construction

- New Building
- Addition to building
- Major building restoration
- Minor Exterior Change

\_\_\_\_\_

#### Site Changes

- Driveway, sidewalk
- Fence, wall
- Signage
- Demolition or relocation of building

\_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date Submitted**

# Application Checklist

## **For all applications the following materials are required:**

- List of Proposed Materials
- Photographs of Property (including one photograph of each elevation that will be impacted).

## **For applications for material changes (additions, decks, new construction) MUST ALSO include:**

- Existing Site Plan & Proposed New Site Plan
- Existing Elevation and Proposed Elevation Plans (check all that will be impacted)
  - Front
  - Right Side
  - Left Side
  - Rear

***Please note that plans submitted must include one (1) to-scale set of plans and eight (8) sets of 8 1/2" x 11" plans.***

## **Suggested Additional Materials:**

- Floor plan
- Roof plan
- Additional photographs showing properties to either side
- Samples of materials to be used
- Specifications
- Plan showing existing landscape
- Plan showing changes to the landscape
- Letters of support from the adjacent property owners
- Other \_\_\_\_\_

*The commission will not consider incomplete applications. Copies of the Historic Preservation Ordinance and Design Guidelines are available at City Hall.*



**Historic Preservation Commission  
Application for Certificate of Exemption  
(COE)  
For**

\_\_\_\_\_  
**Property Address & Historic District**

**Case Number:**

**How to obtain a COE:**

**Application Requirements**

Completed applications must be submitted, including required support materials, for any material change to a property within a historic district.

There is a \$10 application fee.

**Application Approval/Denial**

Applications will be administratively approved or denied within five (5) business days after submission. Appeals to staff decisions may be made to the Historic Preservation Commission.

**Design Guidelines**

All applications are reviewed and processed according to the Historic Preservation Ordinance Chapter 58 of the city code and the individual district design guidelines, which are available at City Hall.

**Building Permit Requirements**

Building permits will not be issued without proof of COE.

**Submit Application to:**

Historic Preservation  
Commission  
Decatur City Hall,  
509 N. McDonough St.,  
Decatur, GA 30030

**Questions? Contact**

Regina Brewer  
regina.brewer@decaturga.com

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(example: window replacement)

**The following information may be required depending on the type of project:**

- List of Proposed Materials
- Photographs of Property (including one photograph of each elevation that will be impacted).
- Letter from a certified arborist for tree removal
- Plan showing existing landscape
- Plan showing changes to the landscape
- Existing Site Plan & Proposed New Site Plan
- Existing Elevation and Proposed Elevation Plans
- Other \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

# 15.5 Preservation Briefs



The National Park Service provides free materials on preserving and rehabilitating historic buildings. These materials include *Preservation Briefs*, a series of guides developed by preservation professionals to help owners of residential and commercial historic buildings. All the listed titles are available for viewing at [www.nps.gov/hps/tps/briefs/presbhom.htm](http://www.nps.gov/hps/tps/briefs/presbhom.htm). Other NPS guides to historic building preservation are listed at [www.nps.gov/history/hps/tps](http://www.nps.gov/history/hps/tps).

The list below contains titles that may be relevant to preserving historic buildings in Decatur.

- 01: The Cleaning and Waterproof Coating of Masonry Buildings
- 02: Repointing Mortar Joints in Historic Brick Buildings
- 03: Conserving Energy in Historic Buildings
- 04: Roofing for Historic Buildings
- 06: Dangers of Abrasive Cleaning to Historic Buildings
- 08: Aluminum and Vinyl Siding on Historic Buildings
- 09: The Repair of Historic Wooden Windows
- 10: Exterior Paint Problems on Historic Woodwork
- 11: Rehabilitating Historic Storefronts
- 14: New Exterior Additions to Historic Buildings: Preservation Concerns
- 17: Architectural Character: Identifying and Preserving
- 22: The Preservation and Repair of Historic Stucco
- 23: Preserving Historic Ornamental Plaster
- 24: Heating, Ventilating, and Cooling Historic Buildings
- 25: The Preservation of Historic Signs
- 27: The Maintenance and Repair of Architectural Cast Iron
- 30: The Preservation and Repair of Historic Clay Tile Roofs
- 31: Mothballing Historic Buildings
- 32: Making Historic Properties Accessible (to People with Disabilities)
- 33: The Preservation and Repair of Historic Stained and Leaded Glass
- 34: Preserving Composition Ornament
- 37: Reducing Lead-Paint Hazards in Historic Buildings
- 38: Removing Graffiti from Historic Masonry
- 39: Controlling Unwanted Moisture in Historic Buildings
- 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
- 47: Maintaining the Exterior of Small and Medium Size Historic Buildings



# 15.6 References/Bibliography

## Photo/Illustration Credits

While the majority of the photos within these guidelines were taken by the authors, a few images deserve better credit.

- We included many photos from the *Historic resource survey: Final report, City of Decatur, Georgia, September 1, 2009*, by Keystone Preservation Associates LLC and Morrison Design LLC. 2009.
- Illustrations were taken and modified from several existing community historic design guidelines. The following consultants' work was particularly heavily borrowed from:
  - Piedmont Preservation*, Madison, Georgia contact: Ken Kocher, [kkocher@piedmont-preservation.com](mailto:kkocher@piedmont-preservation.com)
  - Frazier Associates*, Staunton, Virginia contact: 540-886-6230 [www.frazierassociates.com](http://www.frazierassociates.com)
- Many photos from Part 2 were taken by Jennifer Dixon for the Atlanta Urban Design Commission.
- MAK District, photographs of Leila Ross Wilburn houses page 63, Terry Kearns.

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*Agnes Scott College for Girls, Decatur, near Atlanta, Georgia*, Joe Lee Postcard Collection, Archives.

*Decatur, Georgia, DeKalb County Courthouse*, Postcard, 1908, Joe Lee Postcard Collection, Archives.

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# 15.7 Resources and Contacts

Decatur's historic preservation programs support many activities to preserve communities and neighborhoods in the city. The Decatur Historic Preservation Commission and the City's Preservation Planner are key resources for Decatur building owners. The Commission's work also contributes to:

1. The annual Decatur Design Awards, which recognizes projects that promote preservation and excellence in design in Decatur.
2. In the recent past, the City's Historic Preservation Commission also organized and co-sponsored the *Decatur Old House Fair*. This is a one-day conference focused on preserving and maintaining historic residential buildings. (Information from past Fairs is available at [www.decaturold-housefair.com](http://www.decaturold-housefair.com))

Other key resources for Decatur building owners are below and on the following pages.

**DeKalb History Center**  
101 East Court Square  
Decatur, Georgia 30030  
404.373.1088  
404.373.8287 (fax)  
[www.dekalbhistory.org](http://www.dekalbhistory.org)

The Center collects, preserves and shares the history of DeKalb County, Georgia. The Center's Archives and Museum are located inside the historic Old Courthouse on the Square in downtown Decatur. Decatur residents will find many resources for historic preservation in the Center's Collections. These include books, photographs, newspapers and official DeKalb County records. Their website includes many online aids to help identify materials in their Collection. Please contact the Center's Archives staff for appointments to use their collections.

**Historic Preservation Division**  
Department of Natural Resources  
State of Georgia  
254 Washington Street, SW; *Ground Level*  
Atlanta, GA 30334  
404-656-2840  
404-657-1040  
[www.gashpo.org](http://www.gashpo.org)

The Historic Preservation Division (HPD) is the recognized State Historic Preservation Office (SHPO). It works in partnership with federal and state agencies, local governments, preservation organizations, community groups and individuals to achieve a greater appreciation and use of historic resources in

the context of everyday life. Working at the state level, the Historic Preservation Division helps bring together national, regional and local interests to support community and economic development throughout Georgia. Georgia's state preservation program encourages regional and local planning, neighborhood conservation, downtown revitalization, economic development, heritage tourism and archaeological site protection.

The Division maintains a number of services to help residents and owners of historic buildings. These resources include technical assistance to obtain tax credits; a collection of materials on local and state historic resources; and electronic publications that help Georgia residents preserve communities and historic buildings. Many HPD publications are available online.

## Local Resources

### **Decatur Old House Fair** **www.decaturoldhousefair.com**

An annual celebration of new ideas, practical advice, innovative materials, and quality services for homeowners.

### **Atlanta Preservation Center** **www.preserveatlanta.com** 327 Saint Paul Ave. SE Atlanta, GA 30312-3129 404-688-3353

The agency for coordination, knowledge, research and advocacy for preservation in the city of Atlanta.

### **City of Decatur** **Historic Preservation Commission** **www.decaturga.com**

Established to ensure that renovations and new construction in Decatur's four local historic districts are consistent with the character of the neighborhood. See page 17 for more information.

City of Decatur Local Historic District Design Guidelines are also available through the City of Decatur's website: [www.decaturga.com](http://www.decaturga.com).

### **Decatur Preservation Alliance** **www.decaturpreservationalliance.org** P.O. Box 1764, Decatur, GA 30031 / 404-371-4444

Incorporated in 2000 to preserve Decatur's historic structures and green spaces.

### **Easements Atlanta** **www.easementsatlanta.org** 327 St. Paul Ave. Atlanta, GA 30312 404-688-3353 ext 16

A nonprofit organization that accepts historic façade preservation easements in Atlanta and its environs.

### **Georgia Alliance of Preservation** **Commissions** **www.uga.edu/gapc**

Provides support to local historic preservation commissions. The purpose of the alliance is to provide a forum to promote communication between the commissions and help coordinate their efforts throughout the state; to promote and support educational activities that enable preservation commissions to effectively administer local programs and ordinances; and to serve as a public information and educational resource.

### **Building Trades Directory** **www.buildingtradesdir.com**

A resource to architects, contractors, guilds and other professionals in the building industry. The directory lists and provides access to members of the building profession and their home pages.

### **Georgia Archives** **sos.georgia.gov/archives**

Identifies, selects, preserves, and makes accessible records that constitute Georgia's recorded history and improves the quality of records and archives management throughout the state.

### **Georgia Historic Preservation Division,** **Department of Natural Resources** **www.gashpo.org**

Georgia's state preservation program encourages the preservation of historic resources through programs and services, including the National Register of Historic Places, tax incentives, grants, project review and compliance, local planning and archaeological site protection and education. Information on Historic Preservation tax incentives can also be found here.

### **Georgia Trust for Historic Preservation** **www.georgiitrust.org** 1516 Peachtree St. NW Atlanta, GA 30309 404-881-9980

Georgia's only statewide nonprofit preservation organization.

## National Resources

### **Advisory Council on Historic Preservation** **www.achp.gov**

Promotes the preservation, enhancement, and productive use of our Nation's historic resources, and advise the President and Congress on national historic preservation policy.

### **American Institute for Conservation** **and Artistic Works (AIC)** **aic.stanford.edu**

Supports the conservation professionals who preserve our cultural heritage.



**The Association for Preservation  
Technology International**  
**www.apti.org**

A cross-disciplinary membership organization dedicated to promoting the best technology for conserving historic structures and their settings.

**National Center for Preservation Tech-  
nology and Training (NCPTT): National  
Conference of State Historic Preservation  
Officers**  
**www.ncshpo.org**

The professional association of state government officials who carry out the national historic preservation program as delegates of the Secretary of the Interior pursuant to the National Historic Preservation Act of 1966, as amended (16 USC 470).

**National Park Service and Programs**  
**www.cr.nps.gov**

National Park Service archaeologists, architects, curators, historians, and other cultural resource professionals work to preserve, protect, and share the history of this land and its people.

**National Register of Historic Places**  
**www.nps.gov/history/nr**

The National Register of Historic Places is the official list of the nation's historic places worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program

to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources.

**National Trust for Historic Preservation**  
**www.nthp.org**

Private, nonprofit membership organization dedicated to saving historic places and revitalizing America's communities.

**Society for American Archaeology**  
**www.saa.org**

Expanding understanding and appreciation of humanity's past as achieved through systematic investigation of the archaeological record. The society leads the archaeological community by promoting research, stewardship of archaeological resources, public and professional education, and the dissemination of knowledge.

## Technical Resources

**Old House Journal**  
**www.oldhousejournal.com**

A guide to renovation, restoration and the stylings of old houses.

**Old House Network**  
**www.oldhousenetwork.org**

A nonprofit group of old house lovers, the network teaches people how to care for houses built before 1950 by hosting workshops and seminars.

**Preservation Trades Network**  
**www.iptw.org**

A 501(c)3 nonprofit membership organization founded to provide education, networking and outreach for the traditional building trades.

**Society of Architectural Historians**  
**www.sah.org**

An international not-for-profit membership organization promotes the study and preservation of the built environment worldwide.

**Styles in American Architecture**  
**www.bc.edu**

An illustrated chronology of styles in American architecture.

**Technical Preservation Services  
for Historic Buildings**

**www.nps.gov/history/hps/tps/index.htm**

Provides the tools and information necessary to take effective measures to protect and preserve historic buildings, ranging from historic masonry and window repairs to lead paint abatement to accessibility for people with disabilities.

**This Old House Online**  
**www.thisoldhouse.com**

Expert advice on home improvement, remodeling, gardening and decorating.

**Traditional Building Magazine**  
**www.traditional-building.com**

A comprehensive resource for historically inspired public architecture.

## Additional Non-Profit Organizations

### **The Oakhurst Community Garden**

**[www.oakhurstgarden.org](http://www.oakhurstgarden.org)**

*435 Oakview Rd. Decatur, GA*

*404-371-1920*

Teaches environmental awareness through hands-on gardening and outdoor education programs.

### **Southface Energy Institute**

**[www.southface.org](http://www.southface.org)**

*241 Pine St. NE Atlanta, GA 30308*

*404-604-3611*

Promotes sustainable homes, workplaces and communities through education, research, advocacy and technical assistance.

### **Trees Atlanta**

**[www.treesatlanta.org](http://www.treesatlanta.org)**

*225 Chester Ave. Atlanta, GA 30316*

*404-522-4097*

Protecting and improving Atlanta's urban environment by planting, conserving and educating.

## Directories

### **PreservationDirectory.com**

**[www.preservationdirectory.com](http://www.preservationdirectory.com)**

Online resource for preservation, building restoration and cultural resource management.

### **PreserveNet**

**[www.preservenet.cornell.edu](http://www.preservenet.cornell.edu)**

PreserveNet is designed to provide preservationists with a comprehensive database of regularly updated Internet resources and current professional opportunities.