HISTORIC PRESERVATION COMMISSION MEMORANDUM

FROM: Community Development Department

BY: Jakob Allen, City Planner

SUBJECT: **Proposed Updates to Historic District Design Guidelines and Historic District Residential Design Guidelines**

DATE: 06/18/2026

REPORT IN-BRIEF

Staff are proposing several updates to the City of Canton's Historic District Design Guidelines and Historic District Residential Design Guidelines. These changes consist of incorporating previously approved amendments, correcting graphical errors and expanding administrative approval purview. A comprehensive list of changes is below:

Historic District Design Guidelines

1) Added approved holiday lighting and seasonal ornamentation exemption.
2) Changed the following items from requiring HPC-approval to administrative-approval:
    a. Accessory structures
    b. Additions
    c. Awnings / canopies
    d. Doors
    e. Railings
    f. Ramps
    g. Shutters
    h. Signs
    i. Utilities
    j. Windows
3) Changed second wall sign requirement to only needing two façades, but sign must be on second façade.
4) Corrected "sign math" graphic to reflect permitted sign types and quantities.
5) Removed double post sign standards to reflect Central Business District (CDB) zoning district standards.

Historic District Residential Design Guidelines

1) Added approved holiday lighting and seasonal ornamentation exemption.
2) Changed the following items from requiring HPC-approval to administrative-approval:
    a. Doors
    b. Fences and walls
    c. Ramps
    d. Residential accessory dwellings
    e. Residential additions
    f. Windows
3) Added approved fence guidelines.

Per the HPC's adopted bylaws, these proposed updates must appear before the HPC in writing at least one meeting before any vote may be taken on them. Please note that just because an item may be reviewed administratively does not mean it must be. Administrative approvals involve the input of the Community Development Director and Planning and Zoning Manager.

Canton Historic District

Prepared For:

City of Canton

Prepared By:

amec

DESIGN GUIDELINES

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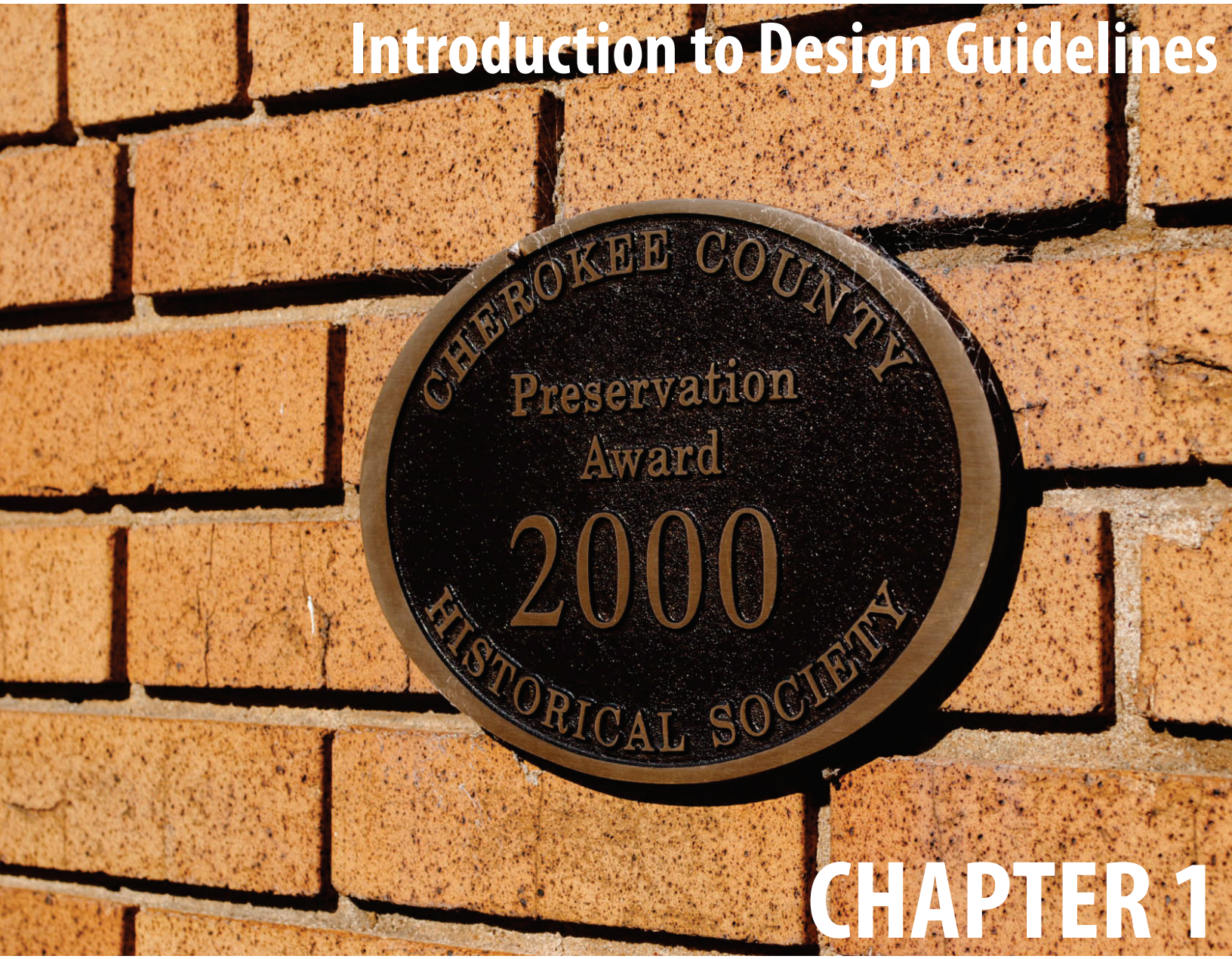
Introduction to Design Guidelines



CHAPTER 1

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The Canton Historic District Design Guidelines are a tool to help protect and enhance the historic character and traditional development patterns of Downtown Canton. The downtown area has historically served as the city's commercial, cultural and civic center, and it continues to be the heart of Canton today. These guidelines respect the Downtown Canton's legacy – specifically the buildings, structures, objects, sites, and environmental features existing in the area – while also providing guidance for new development and commerce.

To help all involved with preservation of the Canton Historic District's vitality and history (including property owners, business owners, residents, developers and City officials) these guidelines describe and illustrate how to appropriately maintain the district's unique character. The guidelines address the types of changes within the district that have the potential to alter this character, including exterior alterations and additions to existing buildings, new construction, conversion of historic residential structures to commercial uses, and demolition.

Proposed material changes that will impact the appearance of a property in a local historic district are reviewed by the City of Canton Historic Preservation Commission (HPC). A local historic district is established when it is designated by city ordinance, after being recommended by the HPC. Upon designation, all properties within a district are subject to design review.

"The Canton Historic District Design Guidelines are a tool to help protect and enhance the historic character and traditional development patterns of Downtown Canton. "

WHAT IS THE PURPOSE OF GUIDELINES?

Design guidelines are an important part of the City of Canton's efforts to recognize and protect its history and support positive community change. They help to accomplish several goals, including:

- preservation of the visual character of the downtown area;
- protection of the investments of property owners and businesses by establishing uniform design standards that maintain continuity in design and
- promotion of appropriate rehabilitation and construction activities; and facilitation of downtown revitalization and economic development initiatives.

All of these benefits will allow future generations to continue to enjoy Canton's natural, cultural and built heritage.

More directly, the HPC is authorized by the City of Canton Historic Preseration Ordinance to review proposed material changes in the appearance of a property in the historic district for conformity with these design guidelines. Upon finding that a proposal would not adversely affect the district, a Certificate of Appropriateness (COA) is issued by the HPC. The COA authorizes the building owner to commence work or apply to the City for a building or development related permit if the proposed work requires a permit.

The historic district guidelines will help to preserve and enhance the historic character and economic vitality of the district.

WHAT GUIDELINES DO

- ✓ **Respect** the traditional character of local historic districts and landmarks by reinforcing community identity and appearance.
- ✓ **Retain** the architectural character and historic, quality materials of buildings during the course of maintenance, renovation and rehabilitation.
- ✓ **Ensure** that proposed additions to buildings and new construction projects respect the site design, scale, style and other defining characteristics of surrounding buildings.
- ✓ **Avoid** demolition-by-neglect.
- ✓ **Preserve** significant site features, such as unique landscaping, fences or walkways.
- ✓ **Assist** property owners by suggesting "best practices" that are consistently applied to every property in the district.

WHAT GUIDELINES DO NOT DO

- × Guidelines do not affect the use of a property.
- × Guidelines do not regulate the design or alteration of interiors.
- × Guidelines do not take effect unless a property is within the historic district AND there are proposed material changes to the exterior of a property that require a Certificate of Appropriateness.

GUIDING PRINCIPLES

Two guiding principles for historic preservation efforts in the Canton Historic District are "retain a sense of place" and "recognize change." When combined, these guiding principles encourage the best elements of place to be preserved while also encouraging new development that is of its time, but in context with, the existing development.

Retain a Sense of Place

Canton's history is unique. This history is physically represented by individual structures, features and a development pattern that differs from other cities. This distinct sense of place can be retained by preserving the existing building stock.

But Canton is also of today, and new development is expected to occur along with building preservation. New development should contribute to the area's history by respecting traditional building types, styles, materials and placement. By preserving the area's historic built environment and promoting its historic character with the design of exterior alterations or new construction, Canton can retain its unique sense of place.

Recognize Change

Over time, buildings and places naturally change. In commercial areas, new businesses, civic functions and market changes require modifications to existing buildings or new construction. Likewise in residential areas, people move and the demand for housing changes or the housing needs of residents change. While too much change can threaten an area's history and unique character, allowing no change can render an area obsolete or contribute to degradation.

It is important to find a balance between old and new. Historic preservation efforts are important for retaining Canton's history and sense of place, while accommodating change with appropriate new construction allows a place to evolve and generates new investment in the community.

Downtown Canton includes a mix of uses and building types, including commercial (foreground) and civic uses (background).

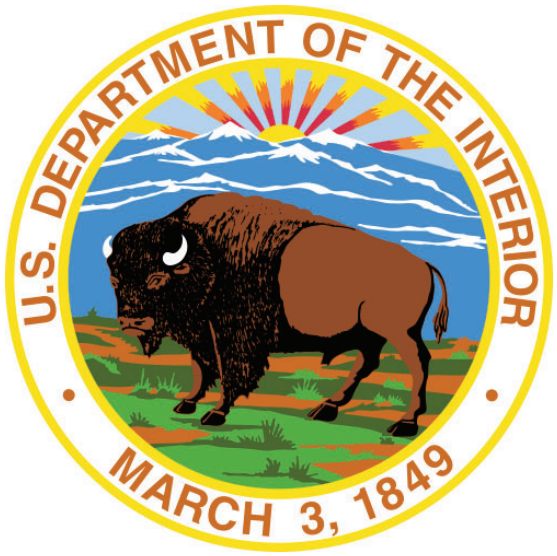
Some residences have transitioned to commercial uses, maintaining the original building and architectural style while incorporating freestanding signage in the front yard.

SECRETARY OF THE INTERIOR'S STANDARDS

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings are considered the basis of sound preservation practices. Originally developed in the 1970's and revised in the 1990's, the Standards are a series of concepts related to maintaining, repairing and replacing historic materials, as well as designing new additions or making alterations. They address four approaches to the treatment of historic properties: Preservation, Rehabilitation, Restoration and Reconstruction.

Of these four approaches, the *Standards for Rehabilitation* provide the framework for the Canton design guidelines. "Rehabilitation" is defined as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which are significant to its historic, architectural, and cultural values. This approach recognizes the need to allow historic properties to be changed to meet contemporary needs, while ensuring that property's historic character is retained.

The *Standards for Rehabilitation*, in conjunction with these design guidelines, are used by the HPC in reviewing applications for Certificates of Appropriateness. Consistent with their original intent, the Standards are also used by the Department of the Interior in evaluating proposed work on a historic property that may qualify for Federal tax benefits (see Appendix for additional information). The *Standards for Rehabilitation* are listed on the following page.



THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will 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 elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall 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.

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

CANTON HISTORIC DISTRICT

The Canton Historic District covers multiple properties in the Downtown Canton area. These guidelines apply to those properties within the local historic district that are not used as single-family dwellings.

Boundaries map

The map on the following page delineates the boundaries of the Canton Historic District. The district is generally bound by the railroad, Waleska Street, North Street, East Main Street, Dr. John T. Pettit Street, West Marietta Street and Marietta Road.

Please note that the map is to be used for general planning purposes only. To review the official Canton Historic District map, please contact the City of Canton.

Local vs. National Register Historic Districts

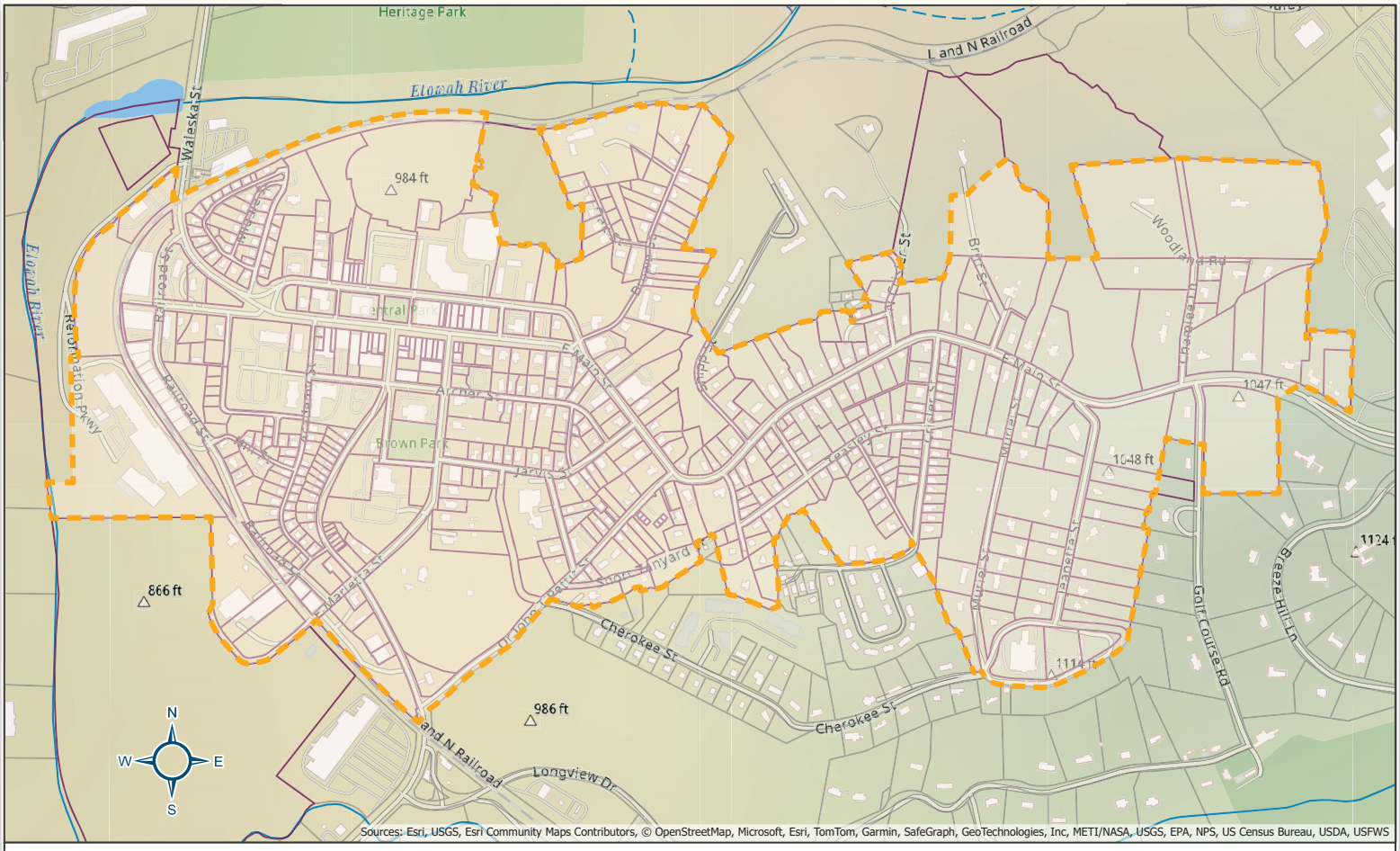
It is worth noting that Canton has both locally and nationally designated historic districts. While both districts cover some of the same properties, their boundaries and purposes differ. As mentioned to the left, these guidelines apply to Canton's local historic district.

Below is a description of each district and their purpose.

- **Local Historic District** - The local historic district , designated by city ordinance, regulates material changes in appearance. Property owners/business owners are required to obtain a Certificate of Appropriateness from the Historic Preservation Commission before undertaking exterior changes in appearance, new construction, or demolition of properties in the local historic district.
- **National Register Districts** - Districts on the National Register of Historic Places make properties within a district eligible for federal historic preservation incentives, including tax benefits for rehabilitation projects. Listing on the National Register is an honorary designation and does not require local review of proposed changes to properties.

Cannon Park

Historic District - Approved November 2024



CANTON

Historic District
Parcels within District
Parcels

0 0.13 0.25
Miles

This map has been compiled from the most accurate sources available. It is presented for informational purposes only and should not be interpreted as a legal document. This also includes, without limitations, to the implied warranties of merchantability and fitness for a particular use.

Map created on December 10, 2024

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Design Review Process

CHAPTER 2

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II. DESIGN REVIEW PROCESS

HOW TO MAKE AN EXTERIOR CHANGE

Any property owner or occupant wishing to make a material change to any property within the Historic District that is not used as a single-family dwelling must submit an application to the Historic Preservation Commission (HPC) for a Certificate of Appropriateness (COA). The COA is the document signifying that the HPC has reviewed the application and granted approval of the proposed material alternations. A material change is one that will alter the exterior appearances of historic property (see Certificate of Appropriateness Approval Matrix on pg. 2-4 for more details on what types of changes require a COA).

It should be noted that routine maintenance activities do not require application for a COA. Routine maintenance is defined as ordinary maintenance or repair of any architectural or environmental feature in or on an historic property to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a change in design, material, or outer appearance (also see *What Requires Design Review* on pg. 2-3).

The design review process is outlined to the right and graphically depicted on the following page with a flow chart. The outline is general in nature and should be used as a summary guide for the design review process.

Design Review Process Summary

1. **Applicant** acquires a COA application from the Community Development Department and meets with the appropriate staff representatives to discuss proposed alterations, obtain information to aid in the review process and ensure compliance with the local codes and ordinances.
2. **Applicant** submits a complete COA application, including documentation, which may include site plans, exterior elevations, floor plans, detailed drawings, photos, and proposed alterations and materials, to the Community Development Department at least fifteen (15) days prior to a regularly scheduled HPC meeting in order to be placed on the agenda.
3. **Staff** prepares HPC meeting agenda, notifies HPC members of the meeting and provides HPC members with meeting agenda, application(s) and support documentation.
4. **Applicant** presents application at the HPC meeting which is open to the public. HPC discusses the proposal and may approve the application as submitted, approve the application with specified modifications, table the item to a subsequent meeting for additional study and/or revisions, or deny for specified reason(s).
5. **HPC** issues a COA if an application is approved. If the HPC rejects an application, it shall state its reason(s) and shall transmit in writing to the applicant such actions, reasons, and suggested modifications or alternative courses of action if applicable. A modified application may be resubmitted at any time. If an application is denied that also requires the issuance of a building permit or other permit required by local code, the permit(s) shall not be issued.
6. **Applicant** may begin work if a COA is granted and no other permits are required. The approved COA must be posted on the project site until all work has been completed.
7. **Building official and/or HPC representative** inspects project after completion.

Zoning vs. Design Guidelines

While zoning and design guidelines compliment each other, they serve different purposes in the development and construction process. Below is a description of each and how they are applied to projects.

- **Zoning** – The Canton Unified Development Code specifies permitted land uses, intensity of development, dimensional standards and other development requirements for each property in the city. A property's zoning classification and permissible uses do not change with the creation of a local historic district and the application of historic district design guidelines. In addition, all other applicable standards of the Canton Unified Development Code remain in effect.
- **Design Guidelines** – Guidelines are used by the Historic Preservation Commission (HPC) to judge the appropriateness of a material change in appearance to properties under the purview of the HPC. Guidelines do not grant legal rights to a property in the same way zoning does. Rather, they provide a description of the types of material changes in appearance that are appropriate in the Historic District.

DESIGN REVIEW PROCESS FLOWCHART

START HERE

1 Get your COA application and meet with Community Development representative.

Special Notes
- Certificate of Appropriateness (COA) application is available online or at City Hall.
- Community Development staff will help you identify the type of approval required (if any) for your proposed project as well as other permits, fees and procedures necessary to complete your work. They are a friendly bunch.

2 Submit your COA Application.

Special Notes
- Your completed application must be submitted at least 15 days prior to the upcoming HPC meeting, otherwise you have to wait until the following meeting.
- Your application should include all necessary documentation for the HPC to review your application. The Community Development staff will help you determine what documentation is required.

3 Staff prepares material for your HPC public meeting

Special Notes
- After you submit your COA and before the HPC meeting, staff will prepare the meeting agenda and distribute your completed COA application to the HPC to review.

4 Attend HPC Meeting for Review

If your application is denied, you must start the process over by submitting a new COA application. Thanks for your patience and addressing important issues.

Your application is approved, but with conditions. If you accept the conditions, you can move forward and receive your COA.

5 Your COA application is approved. Congratulations!

6 HPC issues your COA and you can begin work.

Special Notes
- Be sure to obtain all other permits that are required for your project.
- Also, make sure your work begins within 6 months. If you don't, your COA expires and you have to submit a new COA application.

WHAT REQUIRES DESIGN REVIEW

All work involving a "material change in appearance" to a property in the historic district requires design review. The matrix on the following pages is offered to help property owners determine whether a Certificate of Appropriateness (COA) is required for a project in the Historic District.

The matrix clarifies the level and type of approval required for projects in the historic district. The matrix includes a list of typical projects and is to be used only as a guide. Final determination of the type of review and approval required is ultimately up to the HPC and the Community Development Department.

Approval Types

The matrix includes four types of approval as summarized below.

- **No Approval Required** - A project is routine maintenance, does not constitute a "material change in appearance", does not require HPC review and/or does not require any permits to be completed.
- **Administrative Review** - A project does not need HPC review for a COA to be issued. Review and approval of the proposed project is handled by the Community Development Department.
- **HPC Review** - A project is considered a "material change in appearance" and requires HPC review. A COA application must be submitted and the applicant must go through the design review process.
- **Permit Required** - A project requires a permit from the city before work on the project can begin (e.g. building permit). Consult with the Community Development Department to determine the type(s) of permit(s) required and any other procedures that need to be followed.

Action Types

The matrix includes seven types of actions as summarized below.

- **Repair with same material(s)** - Existing feature is retained and similar type of material(s) is used to complete feature repair. Example is replacement of glass pane on a window or door.
- **Replace original with new material(s)** - Existing feature is replaced with new feature that matches original material(s) and/or architecture.
- **Removal** - Existing feature is removed from a site or exterior of a structure. Example is removal of a wall along the edge of a property.
- **Application/Treatment** - A material is applied to the exterior of a structure, such as paint, or exterior materials are treated by a physical process, such as pressure washing.
- **Relocation** - A structure, structure feature or object is moved to a different part of the exterior facade, the site or to another property.
- **Design alteration** - An aesthetic or structural change to the exterior of a building. Example is redesign/renovation of a storefront.
- **New construction** - A new building, structure or feature is built on a site; a new feature is added to the exterior of a building, such as an awning; or an existing structure is expanded, such as an addition to a building.

Certificate of Appropriateness (COA) Approval Matrix

Work Item	No Approval Required	Administrative Review	HPC Review	Permit Required	Page #
Accessory Structure (garage, carport, shed)					
Visible from the street (new, changes, or demolition)		x		x	6-2, 6-4, 6-8
Not visible from the street		x		x	
Removal of non-historic, detached structure		x		x	
Addition		x		x	6-7
Awning/Canopy					
Repair with same material	x				5-8
Replace material		x			
Installation or removal		x		x	
Balcony (includes fire escapes)					
Repair with same material	x				6-5 (see also 5-9, 5-12)
Replace materials			x	x	
Installation or removal			x	x	
Bulkheads					
Repair with same material	x				5-7
Replace materials			x	x	
Installation or removal			x	x	
Chimney					
Repair with same material	x				6-8
Replace materials			x	x	
Installation or removal			x	x	
Cleaning (high pressure, sandblasting, chemical, etc.)			x		5-3
Cornice					
Repair with same material	x				5-10
Replace materials			x	x	
Installation or removal			x	x	
Demolition			x	x	8-2

Certificate of Appropriateness (COA) Approval Matrix (continued from previous page)

Work Item	No Approval Required	Administrative Review	HPC Review	Permit Required	Page #
Doors (including garage doors)					
Repair with same material	x				5-5, 5-12, 6-8
Installation of exterior door or door frame		x		x	
Installation of screen or storm doors		x			
Any change in opening (including infill or change in material or size)		x		x	
Driveway					
Repair with same surface	x				4-8
Installation or removal			x	x	
Entrance/Storefront					
Repair with same material, any part of structure	x			x	5-4
Replace materials			x	x	
Exterior building walls					
Repair with same material	x			x	5-3, 6-4, 6-7, 6-8
Replace materials			x	x	
Installation or removal of walls, siding or paint			x	x	
Fences and Walls (includes gates)					
Repair with same material and size/shape	x				4-10
Replace materials (visible from street)			x	x (for walls)	
Installation, removal or relocation (visible from street)			x	x (for walls)	
Gutters and Downspouts					
Repair or replace existing with same material or add gutter covers	x				6-6
Replace materials			x		
Landscaping (materials and elements)					
Removal of specimen tree			x	x	4-9
Repair non-vegetative features with same material	x		x		
Installation or removal of non-vegetative features (includes ponds, pergolas, fountains, gazebos, etc.)			x	x	

Certificate of Appropriateness (COA) Approval Matrix (continued from previous page)

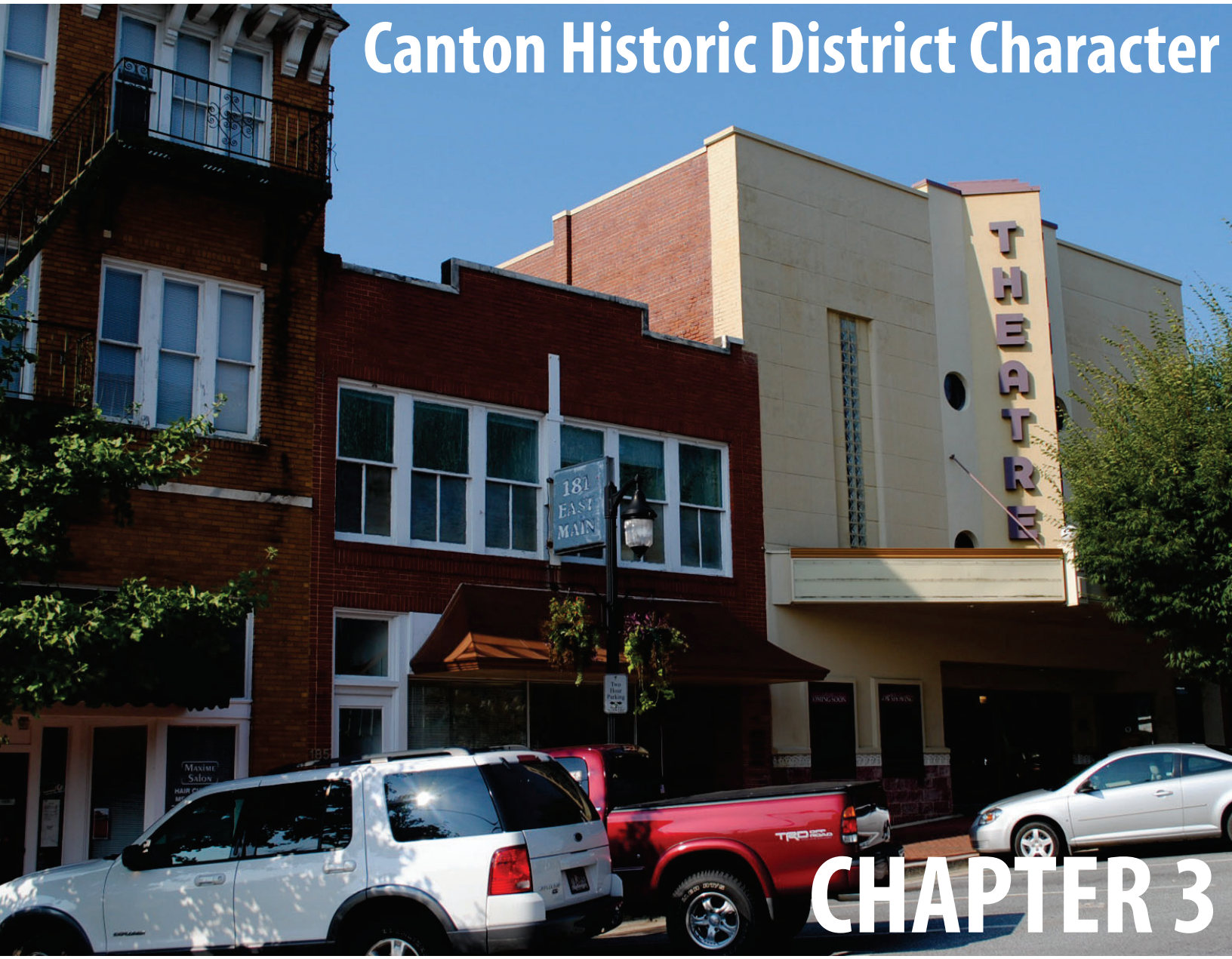
Work Item	No Approval Required	Administrative Review	HPC Review	Permit Required	Page #
Lighting*					
Repair with same material and design	x			x	6-8, 7-6
Replace original fixture			x	x	
Installation or removal			x	x	
Painting (buildings and structures, including fences/walls)					
Maintenance or change in paint color		x			5-3, 6-4
Painting originally unpainted surface (or removing paint)			x		
Parking Lot/Deck					
Repair with same material	x				4-7
Replace materials			x	x	
Installation or removal			x	x	
Patio/Porch					
Repair with same material	x				6-6
Replace materials			x		
Installation or removal			x	x	
Railings					
Repair with same material	x				6-8 (see also "Balconies")
Replace materials		x			
Installation or removal		x		x	
Ramps					
Repair with same material	x				6-6
Replace materials		x			
Installation or removal		x		x	
Relocation (building or structure)			x	x	8-1
Roof					
Repair with same material(s)	x				5-11, 6-8
Replace materials or change shingle shape			x	x	
Change roof shape or install/remove roof or sunlights			x	x	

Certificate of Appropriateness (COA) Approval Matrix (continued from previous page)

Work Item	No Approval Required	Administrative Review	HPC Review	Permit Required	Page #
Shutters					
Repair/replace with same material	x				6-8
Installation, removal or repair with different material		x			
Signs		x		x	7-1
Stairs					
Repair with same material	x				6-7, 6-8
Replace materials			x	x	
Installation or removal			x	x	
Transoms					
Repair with same material	x				5-6
Replace materials			x	x	
Installation or removal			x	x	
Utilities (mechanicals systems)					
Repair or replace existing unit with same materials	x				4-11, 5-11, 5-12
New or relocation		x		x	
Windows					
Repair with same material	x				5-9, 5-12, 6-8 (see also "Transoms")
Replace size, shape, configuration and/or material		x		x	
Installation or removal of window or window frame		x		x	
Infill of exterior window opening		x		x	
Installation of screen or storm windows		x			

*Please note temporary holiday lighting and other seasonal ornamentations are exempt from review if they are installed two (2) months prior and removed one (1) month after the holiday in question.

Canton Historic District Character



CHAPTER 3

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III. CANTON HISTORIC DISTRICT CHARACTER

The Canton Historic District is unique and rich with natural and built history. Over the years, the area's prominence has ebbed and flowed but its accumulation of character has remained constant.

Situated on a bluff overlooking the Etowah River, Canton once served as an industrial rail hub of commerce for the Cherokee County area. Today, the industries that supported the birth of Canton have left. While the downtown area is no longer the central location of commerce and trade for the area, it still serves as the cultural and civic heart of Canton.

This chapter has been developed to provide an overview of the area's history and context for decisions about future development in the district,. The sections of this chapter include a brief overview of the area's history and summaries of the general building types, typical architectural styles and common building materials found in the district.

"The Canton Historic District is unique and rich with natural and built history."

HISTORY

Canton has a rich and storied past. Originally part of land associated with the Cherokee nation, Canton has grown from a small outpost to a prominent city at the foothills of the Appalachian mountains. Today, the city sits at the metropolitan fringe of the Atlanta region and serves as a gateway city to the North Georgia mountains.

The text that follows is a summary of Canton's history. Combined with the timeline below, the information highlights the major milestones and eras in Canton.

City beginnings to the Civil War

Up until the 1810's, the area currently incorporated by the City of Canton belonged to the Cherokee Nation. As white settlers began moving into the area through the 1810's to 1820's, pressure increased on the Cherokee Native Americans to transfer land ownership and move out of the area.

Gold was discovered in North Georgia in 1828 and only increased tension between white settlers and the remaining Cherokee. The state of Georgia put additional pressure on the Cherokee by creating Cherokee County out of the boundaries of the Cherokee Nation's north Georgia territory in 1831. A year later, Cherokee County was further subdivided into 10 counties that included the following counties: Cherokee, Cass (now Bartow), Cobb, Floyd, Forsyth, Gilmer, Lumplin, Murray, Paulding and Union. In 1893, the Cherokee were finally forcibly removed from the area and Georgia.

Following the creation of Cherokee County in 1831, Canton was officially incorporated and designated the county seat in 1833. Originally named Etowah at the time of incorporation, the town's name was changed in 1834 to Canton.

The original town center was located approximately one mile east of the courthouse square at the present day intersection of Highway 20 and Golf Course Road. The town center was moved to its current location along the bluff the same year the name change occurred in 1834.

From its incorporation to the Civil War, Canton remained a small outpost. During this time period, the population of the town ranged from 100 to 300 people. The main buildings during this time period included a post office and one or two stores.

During the Civil War, Canton experienced some destruction by the Union Army as it made its way south through Georgia. However, because Canton was a relatively small town at the time, only a few buildings and structures were destroyed.

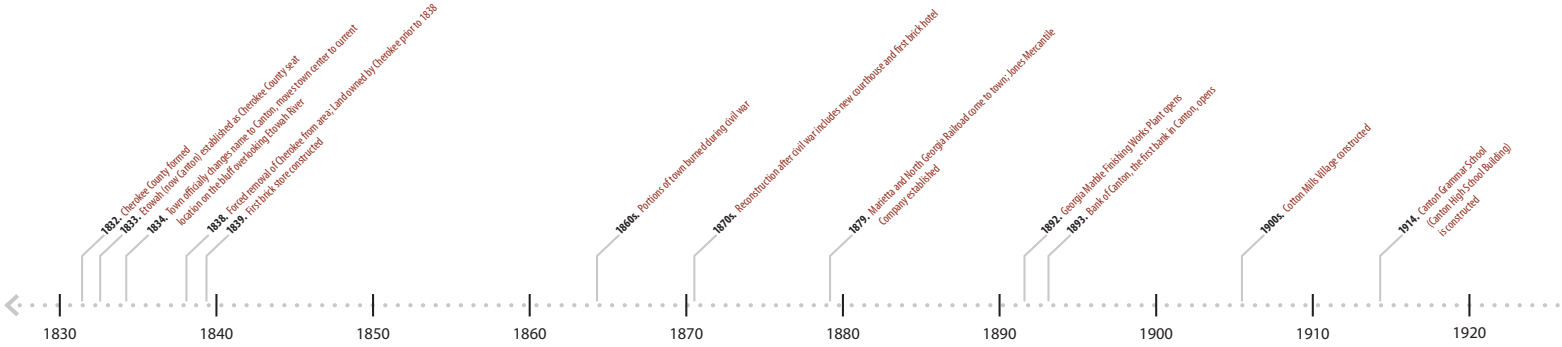
Canton continued to grow and rebuild after the Civil War. A new court house was constructed, a general mercantile business was established and Canton's first brick hotel was constructed. It was not until the arrival of rail service that the town's population grew significantly.

Industry, Railroads and the Great Depression

The arrival of the Marietta and North Georgia railroads to Canton in 1879 marked a significant change in the character of the city. The new rail lines connected Canton to major cities in the south and opened the city up to new opportunities for industry and commerce.

With the arrival of rail service came the development of three major businesses: the Jones Mercantile Company in 1879, the Georgia Marble Finishing Works plant in 1892 and the Canton Cotton Mill in 1899.

The Jones Merchantile Company was founded by Robert Tyre (R.T.) Jones, and in the process established Canton as a commercial center of the area. Developed as a general merchandise store at 130 East Main Street, the company prospered through the 1900's. The success and prosperity of the company required an expansion 1914 that gave the building its present day configuration.



In 1892, Thomas M. Brady Sr. opened the Georgia Marbel Finishing Works plant. Located at the western terminus of Main Street, and between the railroad and the Etowah River, the factory grew to become the leading marble factory in the State.

R.T. Jones also helped develop the Canton Cotton Mills in 1899. Located between Etowah River and Railroad Street, the mill served as a driver of economic development and city growth. The construction of the mill also spurred the development of the mill villages west of Canton's commercial downtown.

The initial mill village development, which is commonly referred to as the 'old mill village', was constructed around Waleska and Academy Streets. The Canton Cotton Mill company over saw the construction of the old mill village, with construction of approximately 100 homes between 1900 to 1910. A second mill village, commonly referred to as the 'new mill village', was constructed in the 1920's in North Canton.

The 'Age of the Automobile' and the Great Depression

During the 1920's, automobiles made their way into the daily life of Canton. Businesses began to use cars and trucks to expand their service areas and the automobile also made the downtown more accessible to area residents.

To accommodate this new form of transportation, the city paved its first streets in 1926. Additionally, several auto garages began opening, with several converting town horse stables to service stations.

The 1920's also included several significant changes to the downtown that continue to define the area today. In 1927, the courthouse burned down and was rebuilt in 1929 at its present location across the street from the town square. The vacant site of the former courthouse was used to develop today's town square. Other notable changes in the 1920's include a new library, post office, a hospital and significant residential development east of downtown.

The 1930s saw the arrival of the Great Depression, and Canton, like much of the nation was significantly impacted. Business slowed, wages were reduced and residential construction slowed. However, the mills at the time were able to remain open and helped carry the city through tough economic times.

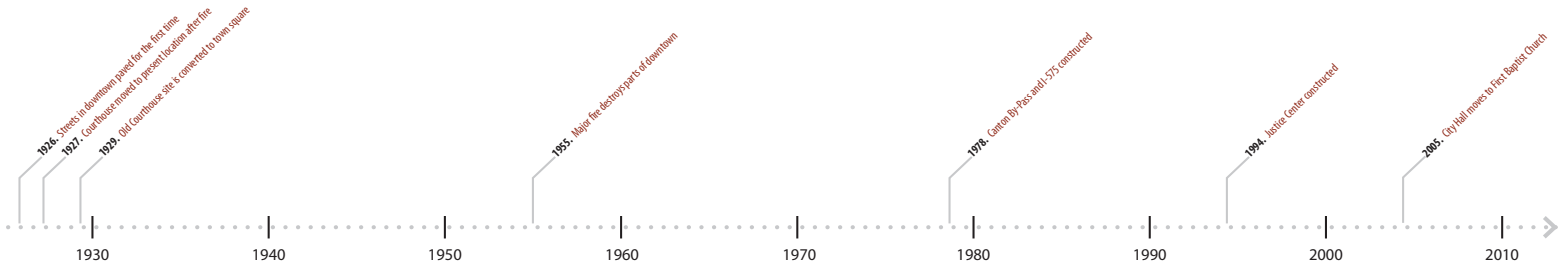
Growth at the metropolitan fringe

From the Great Depression to the 1950's, Canton growth remained slow. However, the city did experience some modest residential growth related with the Post-word war II residential housing boom.

The 1960's and 1970's included several significant transportation projects that significantly changed the vitality of the downtown area. As traffic increased along Highways 140 and 20 that passed through downtown, city and state officials rerouted the highways around the downtown to alleviate congestion.

From the 1980's through the 2000's, development began spreading north from Atlanta. With the expansion of the interstate system, including I-575, and population growth, Canton began to experience new development. However, much of this development has been residential and in areas outside of the downtown.

Today, the Canton downtown area is a mix of old and new. And the next chapter in the area's history will be shaped in part by the people who live, work and do business in the historic heart of the city.



BUILDING TYPES

Building type refers to the original form of a building and its interior layout. It is generally defined by the flooor plan and height. When defining a particular type of a commercial building type, key characteristics include the overall shape, number and size of openings, and arrangement of bays (physical divisions of a building defined by windows, wall, or lines of support columns). Residential building types, as oppoosed to commercial, are also defined by roof forms, the yard, and porches.

Defining general building types helps to understand the character and function of particular areas within the historic district. For example, traditional commercial buildings along Main Street are generally built to the edge of the sidewalk and range from one to four stories. The form and site design serve a very specific purpose, creating a high level of activity and allowing pedestrians to easily window shop and access the building from the street.

The Main Street buildings are in contrast to the mill cottages and other residential neighborhoods surrounding downtown. There the single family homes are set back from the street and have yard area surrounding the building. The change in the building's form and location on the site generates a different character and level of activity. The residential areas have a greater sense of privacy and lower level of activity relative to the downtown area, although some residences have transitioned to commercial uses while maintaining their residential house type.

The descriptions below highlight the general building types found in the Canton Historic District.

"Main Street" Retail/Commercial

Most of the commercial buildings along Main Street are described by this building type. Primary features include buildings flush with the sidewalk, storefronts, upper facades and cornices.

Institutional/Civic/Government

Larger scale, stand alone structures. Many of these buildings, such as City Hall or the Canton High School building, sit prominently on the block to highlight their importance.

Small, Stand Alone Office

One and two story buildings that support office uses. An example is the Bank of North Georgia building on Main Street.

Large Industrial

Like some of civic and government buildings, the industrial buildings are large scale, stand alone structures.

One and Two Story Residential

One and two story single-family detached houses define the residential character of the district. Additionally, several residential homes have converted to commercial uses.

ARCHITECTURAL STYLES

Building or architectural sytle is the external ornament of a building. It reflects adornments that were socially driven by popular taste, materials and technologies of the period in which they were built. Often, the originall intended style was built into the fabric of the building's exterior cladding, treatment of foundation material, proportions of building elements, and shape of window openings. However, style can also be portrayed in the use of certain window sash and glass divisions, door styles, brackets, applied artistic details, tiles, and original amentities such as awnings, railings, light fixtures, hardware and signage.

The Canton historic district includes many examples of popular architectural styles from the past 200 years. Additionally, several buildings have been built using regional styles, and they do not fall into any one particular style category. To provide a general description of the common architectural styles found in the historic district, several examples have been identified and catalogued. These styles should inform decisions about how to treat existing buildings and how new buildings can relate to the established architectural record that exists today.

Early 20th Century Commercial

Neoclassical Revival

Beaux Arts

Art Moderne/Art Deco

Quenn Anne

Craftsman

Folk Victorian

BUILDING MATERIALS

The majority of structures in the historic district are built with either brick or wood finishes. In the commercial area, brick and masonry façade treatments describe the majority of buildings. In residential areas, wood façade treatments dominate. The other traditional building materials used in the Historic District are marble and granite. Several institutional, civic and commercial buildings use this material.

Synthetic materials, including stucco and synthetic siding, and metal are also used in the Historic District. It should be noted that many of these materials have been used to cover or replace original building materials.

Brick

Wood

Stone

Marble

Stucco

Concrete

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Site Design Guidelines

CHAPTER 4

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IV. SITE DESIGN GUIDELINES

Downtowns and similar districts are highly structured architectural environments. They must support many community functions including commerce, movement of people, civic activities, entertainment and living. Additionally, they must be interesting and attractive places to be economically prosperous.

It is important to understand the architectural design and traditional development patterns that support this active, multi-purposed environment. The physical form of downtowns is dictated by the site design features of each property. Collectively, the elements of each property define the character and function of the area.

It is important to adopt a disciplined approach to site design. By doing this, every site change or new construction project can add value and character to the historic district.

"Collectively, the elements of each property define the character and function of the area."

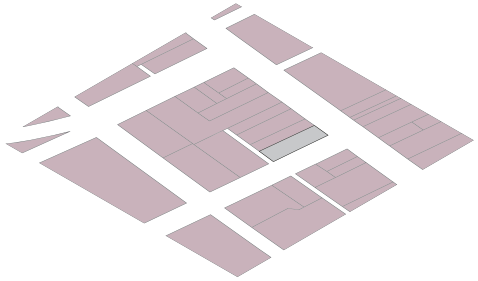
DEVELOPMENT PATTERN

Downtowns are dense places that require a compact development form. Buildings and the uses they support must be close together and easily accessible to foster an environment of convenience. Businesses benefit from the concentration of people and activity in a downtown, and residents and visitors benefit by having many destinations and services in one place. To ensure that future changes in the downtown respect the traditional development pattern that has been established, the following guideline shall apply.

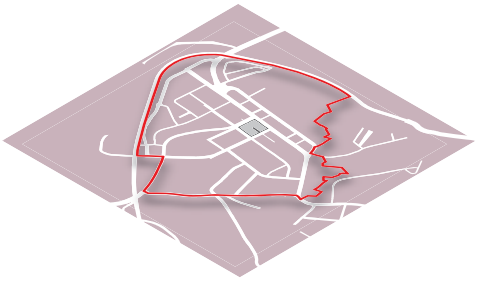
1. New development should support a compact, walkable development pattern.

DEVELOPMENT PATTERN ASSEMBLY

Individual Lots
The individual lot is the building block of a community. The dimensions of lots influence the size of blocks and how close or far apart buildings are from one another. In the historic district, lots should be as small as possible to create compact blocks and to locate buildings in close proximity to one another.



Blocks
Blocks define the physical structure of a neighborhood or district by defining the network of public streets. In the historic district, blocks should be as small as possible to create a well defined network for streets.



Neighborhoods/Districts
Neighborhoods and districts are defined by a collection of blocks with similar types of buildings, streets, uses and/or history. The boundaries of neighborhoods and districts are typically defined by important streets or physical barriers, such as a river or rail line. The boundaries of the Canton Historic District are generally defined by Pettit Street, West Marrietta Street, Marietta Road and the rail road.

SETBACKS

Setback is defined as the distance between the front of a building and the property line, or right-of-way boundary at the front of the lot. Within the historic district, setbacks vary depending on the residential or non-residential character along a street.

In commercial areas, such as along Main Street, buildings typically have shallow setbacks or none at all. This provides pedestrians easy access to buildings and allows for storefront displays to be easily visible from the street and sidewalk.

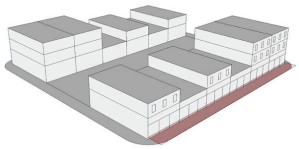
In areas with residential buiding types, a landscaped yard is typically located between the street and building.

Large institutional buildings and industrial buildings generally have varied setbacks. Government and institutional buildings typically have shallow setbacks with deeper setbacks to frame and emphasize the entrance to the building. A plaza or formal gathering space may also fill the deeper setback of civic buildings. Industrial buildings have extremely varied setbacks to accommodate the unique uses and access necessary for business operations.

To manage setbacks, the following guidelines shall apply in the historic district.

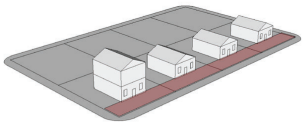
1. Relate the setback of new construction to adjacent buildings. A new commercial building should follow the setback of adjacent historic commercial buildings. For new residential construction, the setback should range between the smallest setback of adjacent properties and the average of the setbacks of adjacent properties.
2. Large government and institutional buildings should be allowed to be setback from the front property line to accommodate a plaza or formal gathering space.
3. Large industrial buildings may have a varied setback to accommodate the unique uses and access requirements for operations.

Commercial Building Setback



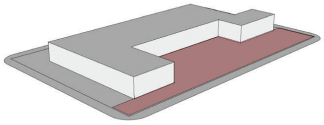
Shallow setbacks, with buildings typically built to the property line and sidewalk

Residential Building Setback



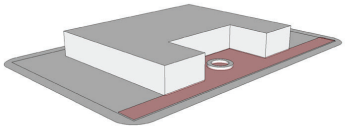
Moderate setbacks to accommodate yard space and landscaping

Industrial Building Setback



Irregular setbacks to accommodate unique needs of business.

Civic Building Setback



Shallow setbacks with deep, formal setbacks to accommodate a plaza or formal gathering area.

SPACING AND ORIENTATION

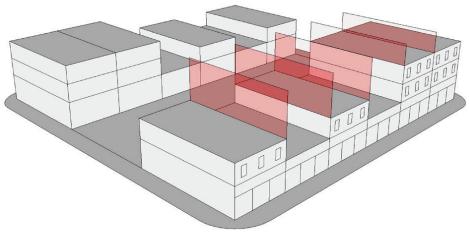
Spacing refers to the distances between adjacent buildings. In the historic district, spacing varies depending on the building type and is generally defined by one of three spacing situations: large buildings (such as institutional buildings) on large lots with generous spacing between buildings; medium or small-scaled houses and offices on lots with moderate spacing; and commercial buildings with little or no spacing between buildings.

Orientation refers to the direction in which the front façade faces. In the historic district, the majority of buildings are oriented to face the street.

To establish spacing and orientation for new buildings, the following guidelines shall apply.

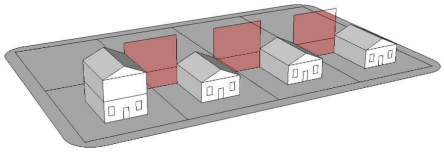
1. Follow the established pattern along the street. Historic commercial structures typically have zero-lot line sideyards and share a party wall between the two adjacent structures. Residential areas typically have more spacing between buildings than do commercial areas.
2. Orient the front of new buildings to the street on which the lot faces; avoid orienting buildings internally to the lot or parking lots.

Commercial Spacing and Orientation



Historic commercial buildings typically have no sideyard setback and share a party wall with the adjacent building(s). There may also be a slight setback between buildings for alleyways.

Residential Building and Orientation



Residential buildings typically have moderate sideyards to create space between adjacent buildings and accommodate landscaping or driveways.

BUILDING HEIGHT

Building height in a traditional downtown reflects the character and function of buildings and blocks. In commercial areas or along main streets, buildings can range from one to several stories tall. In residential areas, homes typically range from one to two stories.

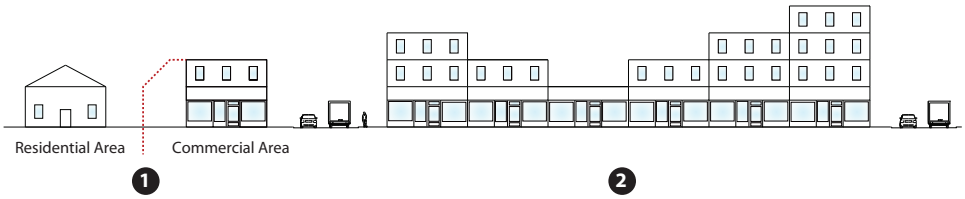
The height of individual buildings in relation to adjacent buildings is important. The general consistency in height establishes a visual rhythm along a street.

Additionally, the transitional height from residential and non-residential areas is important. Height transitions between residential and non-residential areas should be gradual to provide a smooth physical and visual transition.

To maintain the overall proportionality of buildings in commercial areas and establish appropriate transitions between residential neighborhoods and commercial areas, the following guidelines shall apply.

1. The maximum height of commercial buildings is 4 stories.
2. Commercial buildings should be no more than two stories higher than adjacent commercial buildings.
3. When a commercial property shares a property line with a residential property, the commercial building should be no more than one story higher than the residential building.

Building Height Progression



1. Where a commercial property shares a property edge with a residential property, the commercial building should be no higher than 2 stories.

2. The maximum building height of commercial buildings should be 4 stories. Additionally, a building should be no more than 2 stories higher than the adjacent building. .

Single-family houses within the historic district range from one to two stories in height.

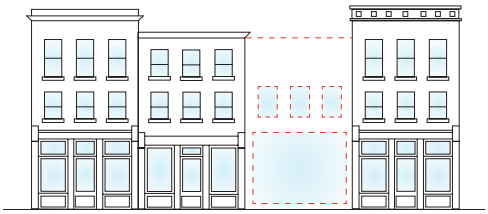
Commercial buildings within the historic district range from one to multiple stories in height.

RHYTHM AND DIRECTIONAL EXPRESSION

Downtowns developed as places of commerce where people could walk to many destinations in a small area. Traditional commercial buildings along Main Street reflect this notion with narrow and frequent storefronts designed to encourage pedestrian access. Additionally, repetition of entrances and openings along the street creates visual interest and cohesiveness between buildings. To respect these established patterns, the following guidelines shall apply.

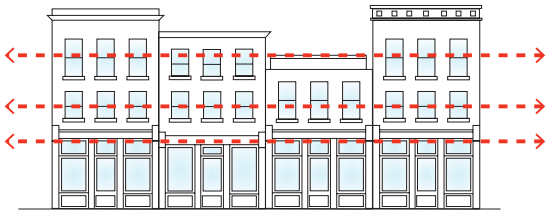
1. The rhythm of window openings should be compatible with adjacent buildings.
2. New construction should match the horizontal planes of the architectural features of adjacent buildings.
3. Openings of multi-story buildings should be aligned vertically.
4. The established wall-to-window ratio of buildings along a street should be repeated with new construction. Generally, residential buildings have a high ratio of wall-to-windows on all floors. Commercial buildings generally have a high wall-to-window ratio on upper floors and high window-to-wall ratio on the first floor.
5. The proportion of windows should be vertical. For wide buildings, storefronts should be divided into separate bays and aligned vertically with window stacks above to establish a vertical proportion.

Established rhythm and directional expression

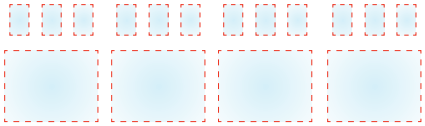


Infill development is compatibile with height and openings of adjacent buildings

Vertical alignment of bays and windows



Horizontal alignment of architectural elements and openings



Rhythm of windows and storefronts

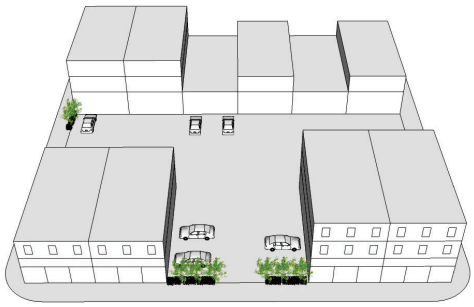
PARKING LOTS

Parking in a downtown area needs to meet a wide range of users including customers, merchants, employees, visitors and residents. Additionally, parking needs to be well managed and located to balance pedestrian and vehicular access to buildings.

Often, downtowns include public or private surface lots or parking decks. Each type should be sited appropriately to maintain the pedestrian nature of the downtown area. Where parking lots or parking decks are proposed due to the availability of land that is not the result of a historic building's demolition, the following guidelines shall apply.

1. Locate new parking lots to the side or rear of existing buildings.
2. Parking for new developments should be dependent on the siting of the building (and the siting of the building should be consistent with adjacent buildings). If a building is built to the front property line, locate parking to the rear of the building. If a building is set back from the front property line, locate parking to the side or rear of the building.
3. Screen parking lots at the street edge by landscaping, fences and/or a masonry wall. A combination of trees and shrubs should be used to provide shade and soften the appearance of asphalt. Fences and masonry walls should be used to provide a firm property edge and to maintain the continuity of the street edge.
4. Groundfloor storefronts are appropriate for parking decks. This maintains activity and architectural consistency along the street.
5. Set back parking decks to accommodate trees and shrubs between the street and deck.
6. Design parking decks to incorporate materials, architectural features and rhythm of openings that are compatible with the historic district .

Parking Location



Surface parking should be located to the side or rear of buildings.

Parking Screening

Landscaping, such as trees, shrubs, fences and walls, should be used to screen parking lots.

Parking garages should include a planting strip between the deck and sidewalk to screen the deck and enhance the character along the street

DRIVEWAYS AND WALKWAYS

Driveways and walkways are typically associated with residential areas and institutional buildings. However, walkways can also be found in commercial areas. Typically, walkways through commercial areas are between buildings and are framed by the building walls. They provide mid-block access to buildings or act as a mid-block path to other blocks.

Driveways provide vehicular access to private parking areas. Walkways provide convenient pedestrian access to buildings from the street or parking area. They also create a landscape feature that adds to the character of a property. The following guidelines shall apply.

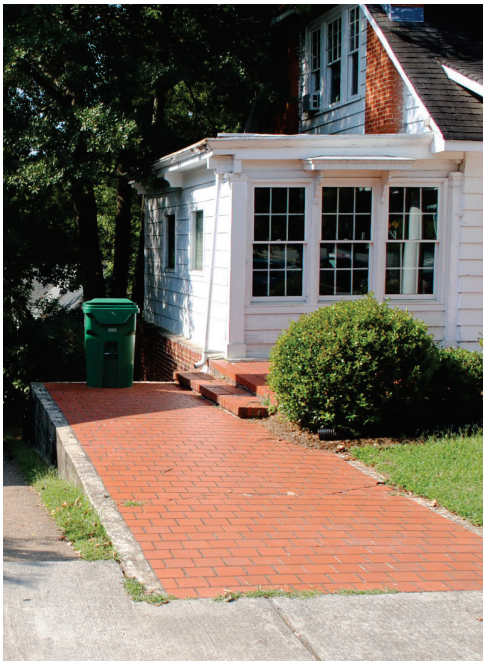
1. Do not locate parking pads and loading areas for home occupations andbusiness uses in the front yard.
2. Driveways should be located on medium and large sized lots. Avoid placing driveways on small lots, especially if the driveway will have a major visual impact on the site.
3. Shared driveways should be encouraged to reduce impervious surfaces, reduce the number of curb cuts and reduce the street frontage devoted to driveways.
4. Retain existing historic paving materials, such as brick or stone. If historic paving materials need to be replaced, replace damaged areas with materials that match the original paving materials.
5. Ensure new paving materials match the character of the area.
6. Design walkways to connect from the street or driveway to the main entrance of a building.
7. Construct walkways of brick, stone or concrete.

Shared driveways help reduce the number of curb cuts and the amount of impervious surfaces on a property.

Walkways should enhance pedestrian access to buildings from the street or parking areas.

Walkways can be used to highlight or accentuate the entrance to a building.

Walkways between commercial buildings should feel comfortable and inviting.



Brick, stone and concrete are appropriate materials for driveways and walkways. Original materials should be maintained and preserved.

LANDSCAPING

Landscaping provides natural elements around built features and softens the hard nature of built areas. Additionally, it can be used to define edges between features, such as the edge between a street and a building.

Landscaping varies depending on the character and uses of an area. In commercial areas, such as along Main Street, landscaping on private lots is typically in the form of planters. In residential areas, landscaping is typically a mixture of trees, shrubs, grass and non-vegetative decorative features. The following guidelines shall apply.

1. Retain existing trees and plants that define the character of the historic district. Replace diseased or dead plants with native species.
2. Repeat the established streetscape design in terms of landscaped borders and screening heights when planting new landscaping.
3. Use trees as frequently as possible. They provide shade, help establish edges and mass to a site, and are a source of character for both residential and non-residential areas.
4. Use trees and other plants that grow well in southern urban environments.
5. Freestanding decorative features such as gazebos, pergolas, fountains or ponds are suitable in rear yards unless there is historic evidence of similar previous existing elements in front or side yards.

The established pattern of landscaping along a street should inform the type and location of landscape features, such as trees, shrubs, grass, fences, walls, walkways, parking areas, etc.

Landscaping along the edge of a building or property edge can improve the visual character along a street.

Trees should be used as frequently as possible to provide shade, establish edges, frame streets and create character along streets.

FENCES AND WALLS

Fences and walls are character defining features typically used around institutional and residential properties. They help establish property edges, maintain the continuity of the street edge and can also provide an architectural element to the landscape of a property.

Fences and walls are used to define the edges of the property or used internally on a site. Typical materials include brick, wrought iron or wood pickets. The following guidelines shall apply to fences and walls (including gates)

1. Design fences and walls so that materials, height and design are compatible with the architecture and materials of the principal building as well as the character of surrounding properties.
2. Retain traditional fences and walls. Match old materials, height and detail of the existing fence or wall when making needed repairs.
3. Do not introduce a material that is incompatible with prevalent, historic materials in the district; chain-link fencing and concrete block walls are not appropriate where they are visible from the street.

Fences and walls should be used to define the edges of property, provide screening or internally on a property to define paths. They should also be used as an extension of the architecture on a property, matching the style and/or materials of building(s) on the property.

New fences and walls should be compatible with materials and architecture found in the area.

Original wall and fence materials should be retained and repaired, rather than replaced.

UTILITIES

Utilities provide needed services such as electricity, water, air conditioning or trash storage. For services such as electricity or water, the connections need to be made from public rights-of-way to private property. Other utility features, such as trash receptacles, air conditioners, or satellite TV dishes, need to be managed on site.

Utilities in a downtown environment typically compete for space with other site features and architecture. Additionally, utilities need to be situated on a property to make installation, access and repair relatively convenient.

To ensure utilities are properly managed and placed in the historic district, the following guidelines shall apply.

1. Locate utilities at the side or rear of a property or on the principal building's roof.
2. Locate rooftop equipment, such as HVAC units,on sections of roofs that are not visible from public rights-of-way. Screen the equipment as necessary.
3. Screen utilities and dumpsters with plantings or well-vented brick or wood screen walls.
4. Remove utilities, such as old mechanical equipment or pipes, that are no longer in use. If items can not be removed, paint that matches the color of the building is appropriate to cover the utilities.

Utilities that require regular service, such as dumpsters, should be located for convenient access and screened with appropriate walls, fences, doors and/or landscaping.

Mechanical units, such as air conditioning units or ventilators, should be located on roof tops.

Utilities should be placed to the side or rear of buildings.

Alleys can provide a location for utilities that is hidden from most streets and sidewalks.

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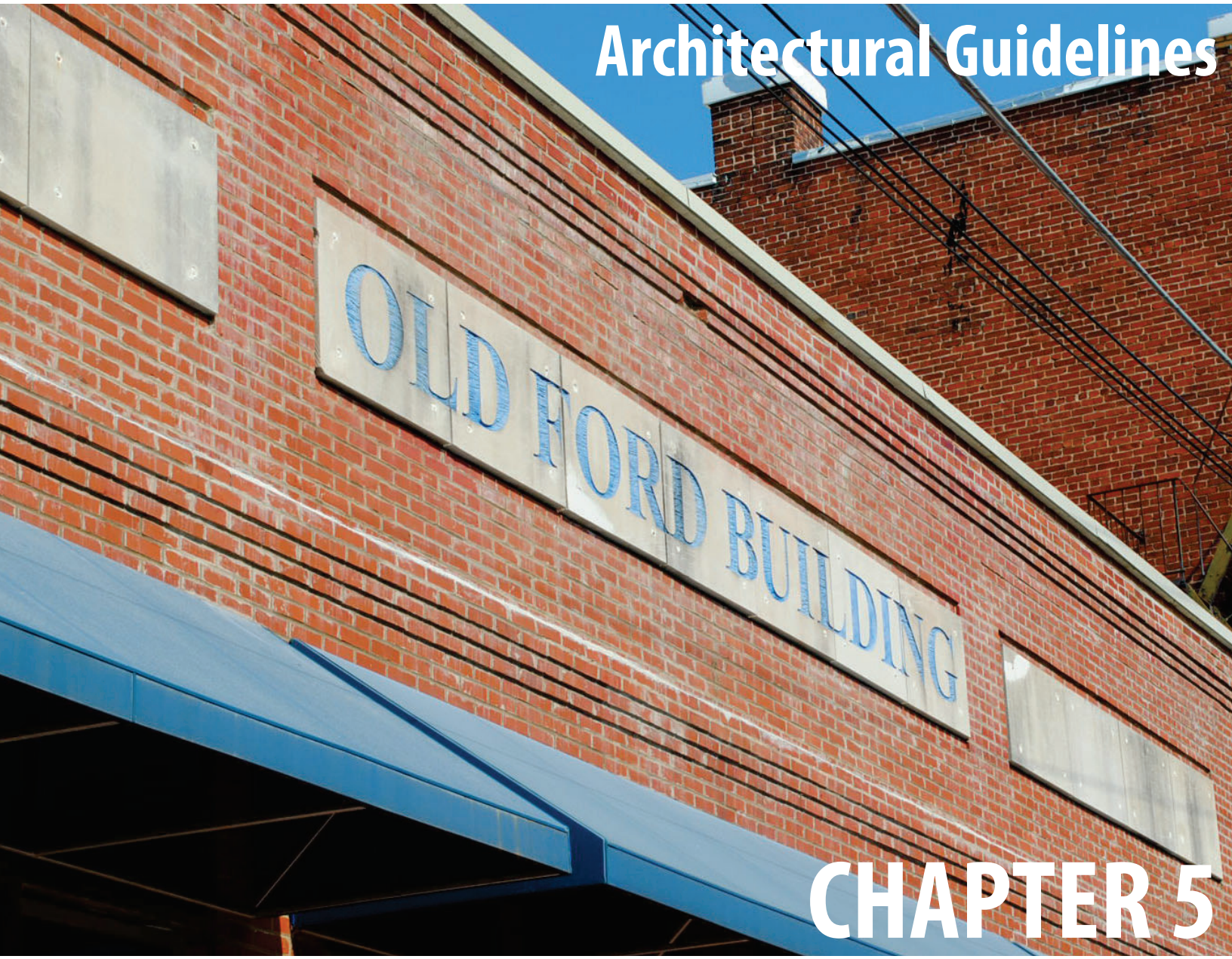

Architectural Guidelines

CHAPTER 5

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V. ARCHITECTURAL GUIDELINES

The Canton Historic District contains a diverse range of architectural styles, both residential and commercial. This chapter is intended to set consistent design standards to preserve the area's rich architectural history and tradition. This chapter is also intended to help building owners and business owners understand the unique features of their buildings and how they can preserve, enhance or create new architectural building elements.

"The Canton Historic District contains a diverse range of architectural styles, both residential and commercial. This chapter is intended to set consistent design standards to preserve the area's rich architectural history and tradition."

TYPICAL COMMERCIAL FACADE

Traditional "Main Street" buildings contain a ground level floor for retail or commercial activity and upper floors for housing or offices. Additionally, many of these buildings are built to the property line and are attached to adjacent buildings.

Because many buildings are attached to adjacent buildings and business owners share a common desire to attract shoppers and business activity, there are typically similar and predictable front façade features. The three primary features of downtown commercial buildings are the storefront, upper window area (if a building has multiple stories) and the cornice.

Storefront Features

The storefront is where business and customers connect. It serves many functions including access to the building, marketing of items for sale to passing shoppers and providing natural light and ventilation to the front of a building.

The typical elements of a storefront include entrances, bulkheads, transoms, display windows, sign band and storefront cornice. Together, these elements create a very structured and functional commercial building facade. They are also the primary building features that define the pedestrian experience along a commercial street, creating an attractive, active and interesting place to shop, dine, work and stroll.

Upper Façade Features

The upper façade can consist of any area or floors of a building above the storefront and below the cornice. The upper façade typically includes one or more building levels of windows, but can also have a tall façade wall to provide sign space or hide a roof line above a one-story building. With multiple floors, the window rhythm is usually repeated and may also contain vertical elements, such as vertical protruding half columns that lead down the building pier to emphasize height. The upper façade is also where much of the architectural ornamentation is found, with features such as arches, stone detail and insets for business signs used to enhance the visual interest of the building.

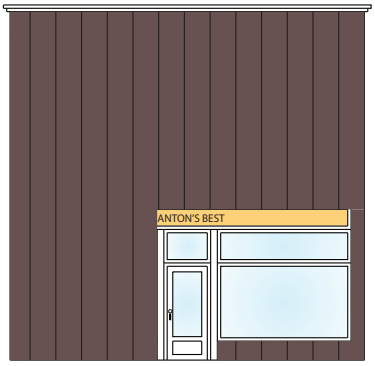
Cornice Features

The cornice is the visual "crown" along the top parapet edge of the front façade. This decorative and stylized element can be attached, applied or built-up as an extension of the exterior wall material. Functionally, this feature is part of the coping, or cap material, which provides protection and a drip edge to the top of the parapet wall. The decorative nature of the cornice started when commercial buildings began sharing adjoining sidewalls. The shared nature of the walls required flat roofs. The façade of the parapet became an area where a decorative cap could be used to apply visual interest to the building's flat front and visually distinguish the two adjoining buildings.

GENERAL FAÇADE STANDARDS

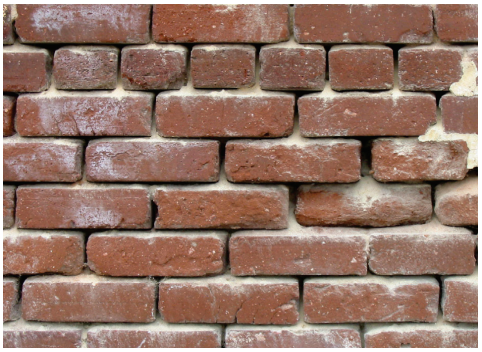
The treatment and management of exterior materials and architectural features of buildings is important to preserve and enhance the character of the historic district. Over time, commercial buildings are altered or remodeled to enhance commercial competitiveness, reflect current design trends or address maintenance issues. While some improvements use quality materials and sensitive design to maintain the architectural integrity of a building, other projects are misguided and destroy or remove important and historic elements of a building. The following guidelines shall be used for treating façades.

1. Retain all elements, materials and features that are original to the building, and do not cover building façades or fill in existing openings.
2. Remove any materials that have been added to cover the original façade materials and storefronts.
3. Restore as many original elements as possible, particularly the materials, windows, decorative details and cornices.
4. When designing new elements, conform to the original building architecture and materials.
5. Design new elements that respect the architecture, material and design of the building.
6. Do not create false historical appearances or introduce themes that alter the building's form or architectural style. Do not add elements where they never previously existed, such as mansard roofs, metal awnings, decorative shutters, dormers, or balconies.
7. Do not sandblast or use any abrasive cleaning methods, including pressure water cleaning, on historic materials.
8. Do not paint, add water sealers, or apply any surface treatment to unpainted masonry surfaces.
9. Use the National Park Service Preservation Briefs (see the Appendix for a listing) when undertaking cleaning, restoration and rehabilitation projects.

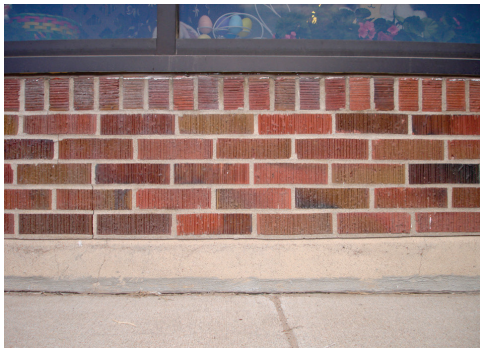


If the original building facade and materials have been covered, . . .

. . . remove covering material(s) and repair and restore original facade and materials.



Repairing and restoring original materials helps to preserve the original architecture and historic significance of material treatment to a building.



New exterior treatments can be added to a building, but they should conform to the original architecture and building materials of the building.

10. Repair/repoint masonry with comparable mixes and materials to those in place. Duplicate the original material in composition, color, texture and method of application and joint profile.

ENTRANCES/STOREFRONTS

Entrances should be designed to be transparent and encourage pedestrian access from the street. When applied, these conditions allow for merchandise, dining areas or office space to be visible from the street; allow natural light into the building; and create real or perceived activity along a street. The following guidelines shall apply to the treatment of storefront entrances/storefronts.

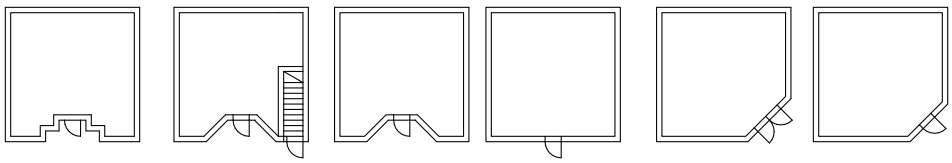
1. Storefronts should consist of large, transparent glass display windows with bulkheads below. Transom windows above display windows or entry doors are also appropriate. The glass windows should provide areas to display merchandise or make visible office or dining space.
2. Preserve the entry ceiling height, door transoms, materials or storefront plan original to the building. Changes to entrances that have gained historic significance over time should also be preserved.
3. Preserve the entry exterior floor original to the building. Changes to an entry floor that has gained historic significance over time should also be preserved.
4. Maintain existing openings. The front and side of buildings should not have blank walls (no openings).

These storefronts vary in configuration along the street but they are all inviting to the pedestrian with transparent glass display windows and doors.

Storefronts can be flush with the street or recessed to provide shade or cover from the elements.

Original entry materials and elements should be preserved.

Basic storefront configurations in plan view



DOORS

Doors are often the primary focal point of entrances and serve as a functional and ceremonial element of a storefront. Because of their importance, they require special maintenance and treatment. The following guidelines shall apply to the treatment of doors.

1. Retained, restore and maintain original doors.
2. If replacement parts are necessary, replace with parts that match original materials and architectural style of the building.
3. If replacement of original doors is necessary, replace with custom commercial doors. Residential doors are not appropriate for commercial storefronts and should not be used. Generally, 80% of a commercial door is glass and should match the treatment of display windows.
4. If a residential house has been converted to a commercial business, use residential door types. Commercial doors are not appropriate.

Door Elements

Note: Residential door types are not appropriate for commercial buildings types. Single family homes that have been converted to commercial uses should use residential door types.

Commercial doors should be predominately glass with glazing that is similar to display windows. Also, the kickplate should be no higher than the display bulkhead panels.

Residential homes that have been converted to a commercial use should use residential door types. Doors that face the street and/or are used as the primary entry should include glass panel(s).

TRANSOMS

Transoms are the windows of a storefront above the display windows and entry door. Before the invention of electricity and air conditioning, they were a source of natural light and ventilation for a building. Today, they still serve as a source of natural light and a character-defining feature of storefronts. The following guidelines shall apply to the treatment of transom windows.

1. Retain, restore and maintain original transom windows.
2. If replacement parts are necessary, replace with hardware that matches original materials and the architectural style of the building.
3. If complete replacement of original transom windows is necessary, frame in custom replacement windows. Do not replace windows with stock replacement windows, as they often do not fit original openings or require infill casing to make the replacement window fit.
4. To address heating and cooling leaks around transom windows, use interior storm windows and caulk open casement joints. This treatment preserves the original transom windows and profiles.
5. Do not use vinyl, plastic or fiberglass parts, as these materials become brittle or can crack over time.

Transom windows are placed above display windows or entry doors to allow natural light in to the interior of a building.

Awnings can be placed in front of transom windows to provide shade from excessive sunlight. This application is primarily for south facing storefronts that receive abundant sunlight during the day.

Transom windows should match display windows in style and materials.

BULKHEADS

Bulkheads are the base of storefronts and serve as decorative covers to the foundation of the building. Additionally, they are the storefront element with the greatest exposure to natural elements and typically experience sun and water damage over time. Wood is the most traditional and acceptable material for bulkheads, but other common materials include brick, tiles or brick veneers. If original bulkheads are brick, they will typically match the building piers and upper façade of the building. The following guidelines shall apply to the treatment of bulkheads.

1. Retain, restore and maintain original bulkheads.
2. If replacement parts are necessary, replace with features that match original materials and the architectural style of the building.
3. If replacement of original bulkheads is necessary, use custom replacement framing. Generally, bulkheads are no more than 2 ½ feet height, or about knee height.
4. Do not use residential veneers or siding material as a bulkhead covering.
5. Do not use spray-on polystyrene, spray vinyl, blow-on coatings, built-up mesh trim, or exterior insulation and finish systems (EIFS) materials to cover bulkhead framing.

Bulkheads use a variety of construction methods and materials including wood and brick.

Display windows are often set to bulkheads using metal joints and material finishes.

Original bulkhead materials should be treated with care and retained and repaired, rather than replaced.

Contemporary bulkheads commonly use a single material for the base of the bulkhead with display windows set flush with the top of the bulkhead.

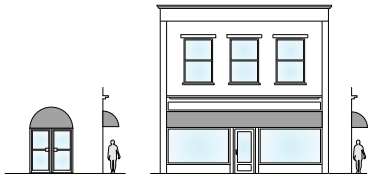
Panels and other architectural ornamentation is commonly used with bulkheads to create visual interest around the storefront.

AWNINGS AND CANOPIES

Awnings provide both an aesthetic and functional element for buildings. Aesthetically, awnings contribute to the visual quality and character of a commercial area. They also provide shops and businesses additional façade visibility because of their colors or the potential for an awning sign. Functionally, they provide cover from the elements for pedestrians and provide shade for storefronts that receive direct sunlight. The following guidelines shall apply to awnings and canopies.

1. Canopies and marquees are appropriate for some commercial buildings. They must fit the storefront design and not obscure important elements, such as transoms or decorative glass.
2. Retractable awnings are acceptable.
3. Conform the shape of an awning to the shape and width of the opening. Do not install curved awnings unless the shape of the opening is a true Roman arch.
4. Do not install an awning or canopy that crosses the entire width of the building from edge to edge.
5. The minimum depth of the awning should be 5 feet from the building facade to the valance.
6. Signs may be screened on an awning's fabric as long as the placement and scale is appropriate. See the Sign Guidelines section for additional guidance.
7. Do not use wood, plastic, vinyl and shingles for awning and canopy materials.
8. Fabric is the most traditional and appropriate material for awnings. Loose fabric valances (scallop, straight edge, wave, key or decorative trim) enhance a storefront's individuality.
9. Install awnings that compliment the storefront style in terms of shape, size, width, projection and height.

Store Front Cover Types



Curved Awning

Sloped Awning

Canopy

Awnings should project over the sidewalk to provide shade and cover from the elements for pedestrians or sidewalk diners.

Awnings and canopies should match the width of the storefront and fit within the piers of the building.

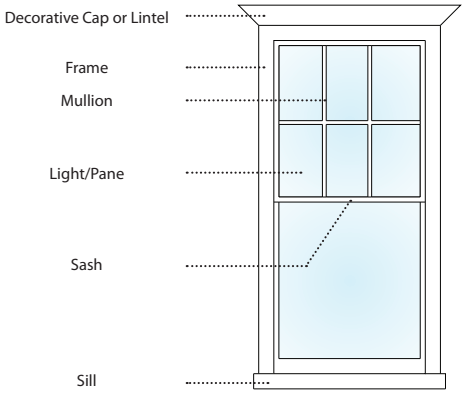
Canopies should be placed so that they do not obscure architectural features, such as transom windows or sign bands.

WINDOWS

Windows are an important element of any building. They add light to the interior of a building, provide ventilation and are a visual link to the outside. They are also an important part of the architectural form and style of buildings. The following guidelines shall apply to the treatment of windows.

1. Retain, restore and maintain original windows.
2. If replacement parts are necessary, replace with hardware that matches original materials and the architectural style of the building.
3. If complete replacement of original windows is necessary, replace with custom replacement windows. Do not replace windows with stock replacement windows, as they often do not fit original openings or require infill casing to make the replacement window fit.
4. Uncover and repair windows that are covered-up or in-filled with blocks. If the window is no longer needed, glass should be retained so that it appears from the outside to be in use.
5. Windows should have a vertical proportion of height to width.
6. Improve thermal efficiency with weather stripping, storm windows, caulking and interior shades.
7. Do not cover up or fill in existing windows. The front and sides of buildings should not have blank walls (meaning, no openings).
8. Retain and repair (rather than replace) original balconies and fire escapes below windows. If existing landings and railings are too deteriorated, replace with in-kind skeletal assembly to match the historic features.

Window Elements



Upper story windows are typically custom fit, large and have adequate depth, or reveal, to create visual interest.

New or replacement windows should fit the original window frame. This window has been filled inappropriately with a stock replacement window.

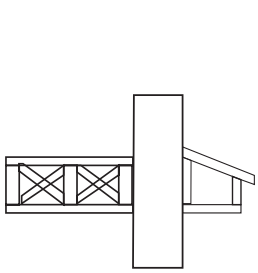
Original window materials should be retained and repaired, rather than replaced.

CORNICES

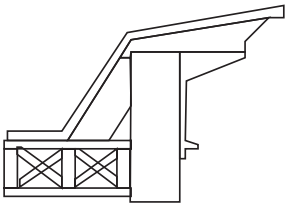
The cornice is the decorative treatment of the roofline where the roof and wall of the front façade connect. Typically, this area is decorated with brackets, moldings and material finishes. The following guidelines shall apply to the treatment of cornices.

1. Retain, restore and maintain original metal or brick cornices.
2. If replacement of visible parts is necessary, replace with features that match original design and materials.
3. Cornice size should be proportionate to the size of the façade and the style of the building.
4. Repair/repoint masonry with comparable mixes and materials to those in place. Duplicate the original material in composition, color, texture and method of application and joint profile.

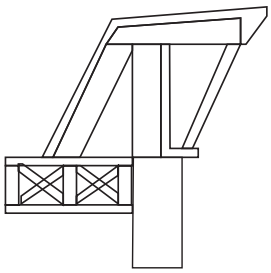
Cornice Types



Flush-Mount Cornice



Parapet Cornice



Top-of-the-Wall Cornice

Cornice elements provide architectural accents to the roof line of buildings.

Traditional cornices commonly include decorative detailing with wood, masonry and/or stone treatments.

Contemporary cornices commonly include simple construction with metal, stone and/or masonry treatments.

ROOFS

Roofs serve as functional elements of buildings as well as an decorative features. Functionally, a roof protects the interior of a building from natural elements. This is especially true for managing rain water, as a roof helps direct the water away from a building. Architecturally, a roof provides a decorative accent to the top of a building.

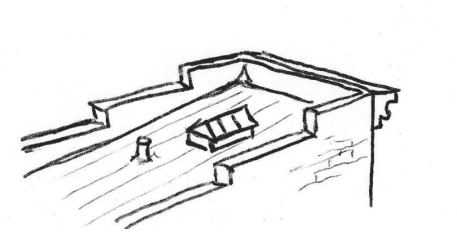
To manage both the functional and architectural significance of roofs, the following guidelines shall apply.

1. For existing buildings, preserve the original roof shape, structure, pitch and materials.
2. Retain and repair original roof materials. If replacement of original materials is necessary, new roof materials should match as closely as possible the texture, color, design and composition of the original materials.
3. New roofs should respect the slope and form of adjacent buildings along a street. Commercial buildings typically have shallow shed roofs concealed behind roof cornices and/or parapet walls. Residential buildings typically have pitched roofs, such as a gable or hipped roof.
4. Do not install a new roof over an existing roof. Additionally, do not install a new roof that covers or overlaps the parapet wall.

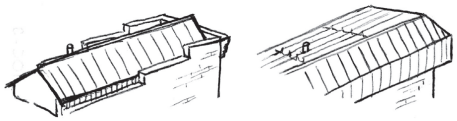
General Roof Treatment

A well-maintained roof that slopes to the rear of the building helps divert water off and away from the building. Utilities are typically placed on the roof, but they should be placed so that they do not impact the function of the roof and should not be visible from the street.

Existing Roof Treatment



Original roof design should be retained and repaired, rather than replaced.



New roofs should not be installed over an existing roof. The two examples above degrade the function of the original roof and impact the original design and architecture of the building.

New Roof Treatment

New roofs should be similar in type to adjacent buildings and respect the form and function of adjacent building roofs.

SIDE AND REAR FAÇADES

The sides and rear of a building can serve many functions including service access, a location for utilities as well as a secondary building entrance. Additionally, many side and rear façades face side streets or alleys and serve as a second "face" of a building. They can define the character along a side street as well as influence the perception of maintenance and safety in any area.

The following guidelines shall apply to the treatment of side and rear façades.

1. Maintain service and utility access at the side or rear of buildings.
2. Use materials for service doors that are compatible with primary building materials and architecture.
3. Make secondary entrances visible from the street or parking lot. They should have a similar door treatment and design to the front entrance . Awnings and/or planters may also be appropriate to highlight the entrance.
4. Maintain side and rear doors and windows. Do not cover or fill in side or rear building openings. If an opening has been filled or covered, remove fill or cover and restore original opening(s).
5. Do no install false, "Main Street" style storefronts on the rear façade.
6. Retain and repair (rather than replace) original balconies and fire excapes. If existing landings and railings are too deteriorated, replace with in-kind skeletal assembly to match the historic feature.
7. Do not install residential style doors.

Locating service access and utilities at the rear of a building or along an alley helps remove unsightly or noxious infrastructure off of primary streets. Additionally, locating utilities, such as trash or electrical, improves access to the utilities for maintenance or regular service by clustering them in a central location.

Maintaining service doors, entry doors, and windows helps to clearly define entry points along the side or rear of buildings.

Alleys and side streets should be well maintained and clear of obstruction from utilities or other service features, such as dumpsters.

Entrances and window openings along the side or rear of a building should be maintained and should not be covered or filled.

New Construction, Additions and Residential-to-Commercial Conversions

CHAPTER 6

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VI. NEW CONSTRUCTION, ADDITIONS AND RESIDENTIAL-TO-COMMERCIAL CONVERSIONS

As the Canton Historic District continues to change and evolve, new buildings or building additions will be constructed from time to time. New infill development may occur, fires or other weather events can remove buildings from the district's fabric, or building owners may wish to expand the space of their building to accommodate additional or new uses. Additionally, some residential areas at the edge of the downtown or along major streets may experience pressure to convert to commercial uses.

To ensure new building construction, additions and conversions respect the established character of the historic district, these guidelines should be used when designing these types of projects. This chapter is meant to provide a framework for these types of projects and ensure they fit the established development pattern and historic features of the district.

Additions to buildings should complement the architecture of the original building. New buildings should not create faux history. Both additions and new construction in the district can enhance the historic district by respecting the existing styles and being compatible in form, scale and development pattern. And the same should apply to residential buildings being converted to commercial uses.

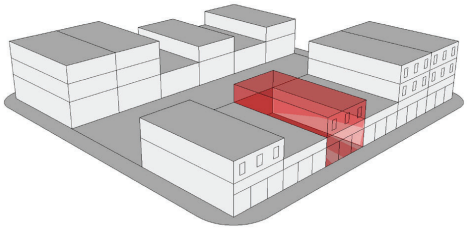
"This chapter is meant to provide a framework for these types of projects and ensure they fit the established development pattern and historic features of the district. "

BUILDING PLACEMENT

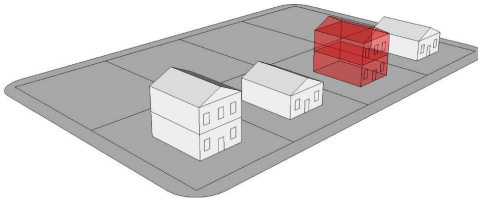
Building placement is important to ensure new buildings respect the established rhythm of development along a street. Along traditional commercial streets, such as Main Street, the continuous street wall of buildings establishes a visual character and frames the street. Along streets with residential buildings, following the established development pattern ensures new buildings respect the existing character. The following guidelines shall apply to building placement.

1. Align new construction with the setback and spacing of adjacent buildings. However, avoid using noncontributing, newer buildings as examples to follow when designing new construction projects.
2. Window size and placement, as well as storefront openings and height, should be consistent with surrounding historic building facades.
3. Locate on-site parking beside or behind buildings. Use side driveways and alleys to access parking areas.
4. Locate accessory structures such as garages, carports and sheds in side or rear yards, back from the front wall's plane.

Commercial Building Placement



Residential Building Placement



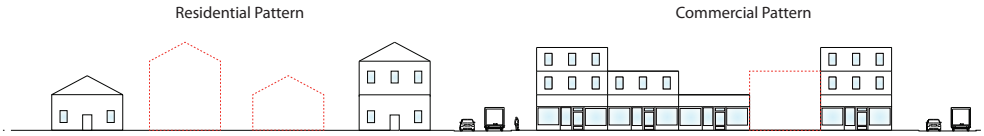
New construction should be compatible with the established setback(s) and spacing along a street. For commercial buildings, this typically means buildings will have no setback and share a party wall on one or both sides of a building. For residential buildings, this typically means buildings will have similar front and side yard setbacks.

HEIGHT, WIDTH AND SCALE

Height and width create scale. Additionally, scale is the proportional relationship of height and width. The two scales that should be addressed in the historic district are the scale of buildings to one another and the scale of architectural features in relation to the building as a whole. When out of scale with their surroundings, or when their individual features do not have proper proportions, buildings appear out of context with their surroundings. The following guidelines shall apply to height, width and scale.

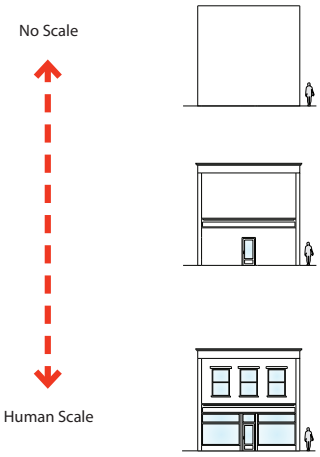
1. Design new construction to be similar in height, width and proportions to surrounding historic buildings. For new buildings that are wider than existing buildings, the primary façade should be divided into bays that reflect the predominant width.
2. Limit the number of stories to be equal to adjacent structures on either side, or no greater than, two stories greater than the tallest adjacent building. Additional stories are not appropriate if the building appears out of scale with surrounding buildings.
3. Building façades should reinforce a human scale. They should not have blank walls (meaning, no openings). Large blank walls or architectural features can make a pedestrian feel small and uncomfortable. Breaking up building facades with architectural details and frequent openings can provide human scale to the face of a building – making pedestrians feel more comfortable next to a building.

Compatible Building Scale



The scale of new construction should be compatible with the established scale of buildings along a street.

Facade Scale Gradient



Openings, such doors and windows, and architectural elements, such as cornices and piers, help create a human-scaled facade by breaking up the monotony of a blank facade.

ARCHITECTURAL STYLE ELEMENTS

Once the form and building placement is established for a new building - including accessory structures - its appearance should be refined so that architectural elements such as materials, size and placement of openings, trim, cornices and other decorative features are compatible with the broader context. The following guidelines shall apply.

1. Design building style and features (including roof form) to be compatible with those of surrounding historic buildings. However, designing a building to exactly replicate neighboring historic buildings is discouraged.
2. Design the building façades so there are no blank walls.
3. Use unpainted brick as the predominant exterior material.
4. Use simple color schemes: neutral or earth tone hues for the building surface, and colors that match or complement the dominant neutral building material of the structure for the cornices and framing.
5. Refer to Chapter 5 for guidance on appropriate treatments for specific building features.

New construction and building addition projects should look to existing historic materials and architectural styles for inspiration.

BALCONIES

Balconies can provide a special opening for buildings – giving employees or residents access to fresh air and a place to casually watch street activity below. A balcony requires a door and frame to be cut into the building façade or, in the case of some existing buildings, a window needs to be cut open to form a door.

Balconies for new buildings or building additions can be acceptable. However, most historic buildings were not designed to bear bracing and weight of upper floor balconies. Because of the structural and architectural features of historic buildings, adding balconies to historic buildings is generally unacceptable. The following guidelines shall apply to balconies (including fire escapes).

1. Balconies on additions should be in context with the architecture of the building and surrounding buildings.
2. Do not add balconies on front or side façades where non originally existed. Cutting new openings into a building façade or widening an existing opening to create a balcony is not acceptable.
3. Existing fire escapes may be adapted into balconies.

Balconies added to buildings should not obscure architectural features, such as windows or sign bands.

Balconies may be appropriate on old and new buildings. However, they should not obscure architectural elements and should not jeopardize the structural integrity of the building.

PORCHES AND PATIOS

Outdoor patios and porches can be great amenities for a building. They can expand seating space for restaurants, create a greenspace element or enliven a street with activity. However, they should be designed in context with surrounding buildings and should not conflict with the architecture of the building. The following guidelines shall apply.

1. Do not add a porch to front or side façades of commercial buildings where none originally existed.
2. Design the porch to be consistent with the architecture of the principal building.
3. Storefront, or "façade", patios may be added if they do not replace historic storefronts. The design should be compatible with original entrances.
4. Do not permantly enclose or alter the design of original porch or house foundation walls.
5. Situate downspouts along porch supports (or along the edges and corners of buildings) to create minimal visual disruption.
6. Do not enclose or fill in front porches or historic side porches that are visible from the street, with the exception of screening (as long as it is installed on the inner plane of the columns and inner side of balustrades).
7. Design handicap ramps to incorporate elements of the primary façade, such as continuation of a porch balustrade along the length of the ramp. Locate ramps to the side of rear of the building, where feasible, and respect the architectural style, materials and scale of the principal building.

Porches are appropriate for single-family residential buildings. They can provide shade and cover from the elements as well as space for outside sitting.

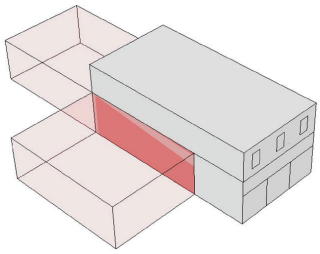
Patios at the front, side or rear of a building can provide additional restaurant seating and add activity to a street or alley.

ADDITIONS

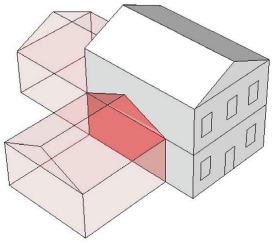
An addition can add needed space to a building, but it can also radically alter the appearance of a building. The placement and design of additions should be contextual and should not detract from the form and character of the existing structure. An addition should also respect the character and scale of surrounding buildings. The following guidelines shall apply to building additions.

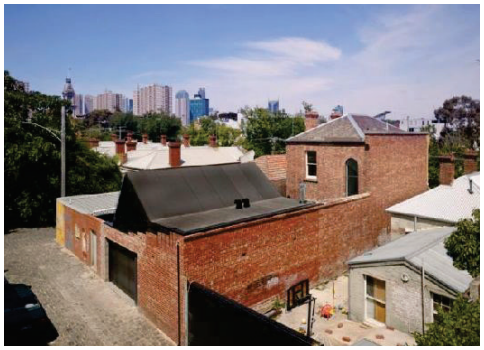
1. Locate additions to the side or rear of buildings, away from public view and not dominating the original building and site.
2. Do not use the same wall plane, roofline or cornice line as the original structure.
3. Do not obscure or damage historic materials and character-defining features that characterize the original building.
4. Differentiate new construction from the old, but ensure the addition is compatible in scale and architectural features.
5. Use materials, architectural features and colors that are compatible with the original building.
6. Respect the proportions of the building to which an addition is being made, including height, mass, rhythm of openings, and roof shape.
7. Do not add full floors as rooftop additions. This permanently alters the original building form.
8. Do not add porches, staircases or balconies on front or side façades where none originally existed.
9. Match porch roofing materials with that of the main roof system.

Commercial Additions



Residential Additions





Locating an addition behind the original structure helps preserve the view of the original building form from the street. It also diminishes the visual impact of the additional building bulk on the established character of the street.

Additions located to the side of a building should have less mass than the original structure. Side additions should be set back from the front building façade with proportions that respect the existing building.

RESIDENTIAL-TO-COMMERCIAL CONVERSIONS

As downtowns grow, many residential buildings at the edges or along major streets extending from downtown experience pressure to convert to commercial uses. If zoning allows for this transition from residential to commercial uses to occur, it is still important to preserve the residential character. Residential structures can be adaptively re-used to accommodate uses such as restaurants, home businesses or professional offices while maintaining their architectural character. The following guidelines shall apply.

1. Preserve residential building type and architectural style, including materials, openings (doors and windows, including shutters) and roof shape/pitch; retain and repair (rather than replace) if needed.
2. Locate parking to the side or rear of the building. Do not construct parking pads in the front yard.
3. Preserve, maintain or restore original chimneys and materials, including chimney caps.
4. Retain and repair (rather than replace) deteriorated cladding materials. Do not install synthetic or non-historic materials over, or in place of, existing brick or wood siding.
5. Install screen doors and storm doors that are compatible with the original door and with the architectural style of the building.
6. Match storm window frames with the original design and color of existing windows. Use removable storm windows.
7. Locate mechanical systems so as to not detract from the historical integrity of the building.
8. Do not install lighting fixtures that are incompatible with the building's architectural style or residential character.
9. Preserve garages and other accessory buildings that are original to the main house.
10. Prserve original porches and features, including stairs, railings and roof shape. See also "Porches and Patios."

Residential-to-commercial conversions should retain the residential architectural features of the building.

Signs should be low and conform with the architecture of the building.

Conversions should include accessibility improvements to make the building ADA accessible.

Sign Guidelines

CHAPTER 7

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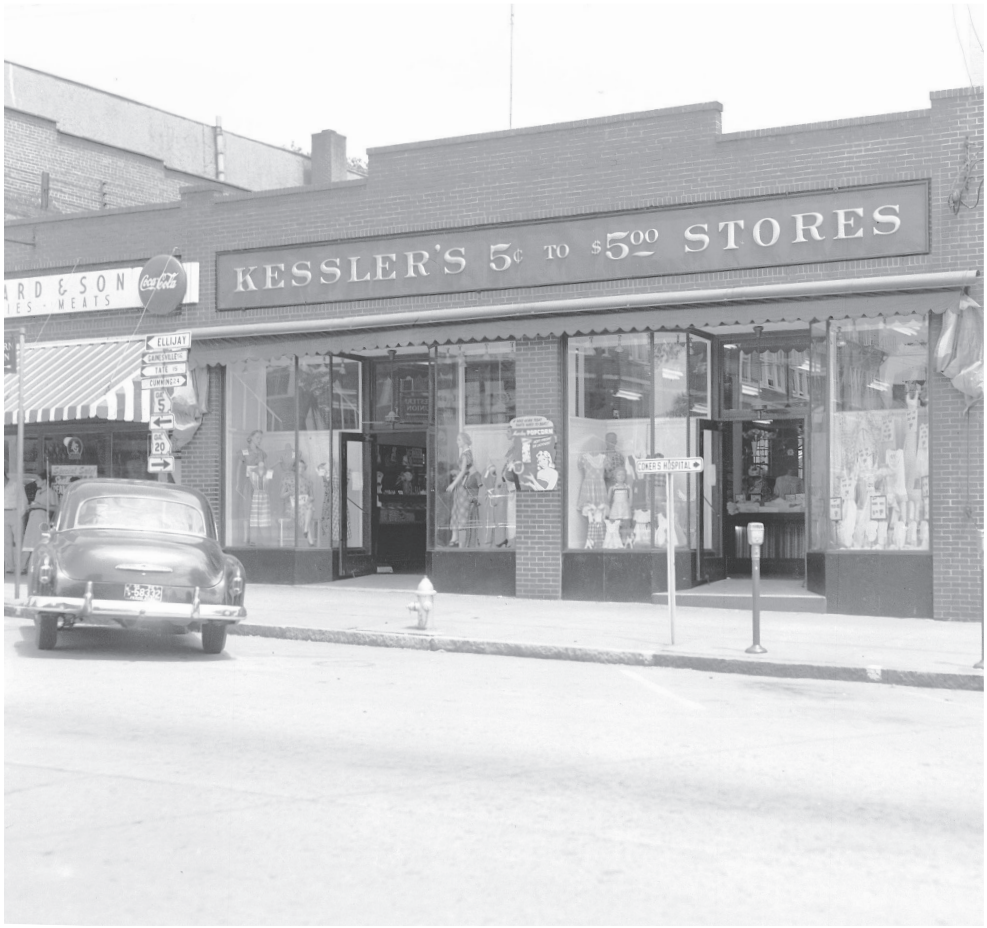
VII. SIGN GUIDELINES

Signs are important elements of any downtown. They provide businesses the opportunity to bring attention to their location, services, and goods for sale. They also help define the image and character of a downtown.

However, signs can negatively impact the character of a downtown. Too many signs can overwhelm the visual quality of a place and obscure important natural and built elements of the downtown. Likewise, sign size and placement can obscure important architectural and building elements.

To strike a balance between business advertisement and a positive community image, the rules and guidelines adopted by the City of Canton should be followed. Currently, the City of Canton Unified Development Code regulates the type, size, placement and lighting requirements for signs in the city.

This chapter presents sign basics and should be used as a guide to support the existing sign regulations. Businesses and building owners should use the guidelines in this chapter in conjunction with applicable city ordinances to create signs that are appropriate for the Canton Historic District, that enhance their businesses and that enhance the district as a whole.



"Businesses and building owners should use the guidelines in this chapter in conjunction with applicable city ordinances to create signs that are appropriate for the Canton Historic District, that enhance their businesses and that enhance the district as a whole."

SIGN TYPES

City codes permit five sign types for commercial buildings having no front yard, as follows:

Projecting Sign

A projecting sign is a double-faced sign mounted to the building that extends out from the building's façade. Typically, these signs hang from brackets above the sidewalk and are positioned to be visible to pedestrians from both directions.

Awning Sign

An awning sign is the screening of letters on the outer surface of the awning. In Canton, awning signs are only allowed along the awning valance.

Wall Sign

A wall sign is a mounted or painted sign on the exterior of the building façade. Typically, mounted signs are placed in the sign band above the storefront of a commercial building. Painted wall signs are typically placed on the side or rear facade of a building

Window Signs

A window sign is a graphic or letter sign placed on the glass window of a storefront. Typically, these signs are placed on the doors or windows of storefronts to advertise business hours or other similar types of information.

A-Frame, or "Sandwich", Sign

An A-Frame sign is a portable sign used along sidewalks to advertise. Typically, A-Frame signs have one or two sides and are used to advertise daily specials and attract pedestrians walking by businesses.

PLACEMENT

The placement of signs is important for individual businesses as well as the district as a whole. For individual businesses, signs need to be clearly visible to attract potential customers or to allow visitors to easily identify a business's location along a street. Businesses should also have equal opportunity to advertise so signs should not obscure signs of adjacent businesses.

Throughout a district, signs need to be placed in similar locations so that customers and visitors can easily "read" where a sign is on a building. Likewise, similar sign placement from building to building establishes visual continuity along a street.

Signs should also not obscure architectural features that define a building. The character of the historic district is defined by the sum of its parts, and signs should add - not detract - from the unique architecture that defines the area. The following guidelines shall apply to sign placement.

1. Do not obstruct architectural features of a building and details that define the design of a building.
2. Projecting signs should have a minimum clearance of 10 feet from the sidewalk to the base. The maximum height from the sidewalk to the top of the sign is 22 feet. However, the sign should not be placed above the first floor of the building. Projecting signs should be mounted to the building with a decorative metal bracket.
3. Place awings below the storefront cornice or sign panel.
4. Place the letters of awning signs along the awning valance. The valance should protrude no more than 7 feet from the building.
5. Place A-frame signs against the building and in front of the primary building façade. The signs should allow for a clearance zone along the sidewalk to allow pedestrians to easily walk past the sign.

Wall signs should be placed within the sign band or along the front or side facade of the building. They should be placed so that they do not obstruct major architectural features such as the storefront cornice, building cornice, transom windows, etc.

A-Frame, or sandwich signs, should be placed adjacent to the building, leaving a clear path for pedestrians.

Awning signs should be placed along the valance.

Projecting signs should be placed no higher that the first floor of the building and should be placed high enough to provide ample clearance above the sidewalk.

NUMBER AND SIZE

Just as important as placement is the appropriate number and size of signs for a building. Managing the number and size of signs keeps them in proportion with a building's architectural elements as well as those of adjacent buildings.

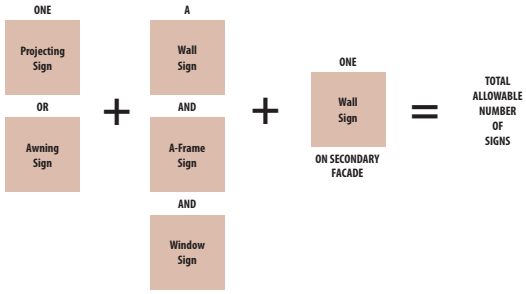
Accordingly, the following guidelines shall apply to the number and size of signs on a building (see also City of Canton Unified Development Code).

1. Each building in the historic district is allowed to have one projecting or awning sign. Additionally, buildings with a front and rear facade can have one wall sign on the primary building façade, one a-frame sign and window signage. Buildings with a front and rear facade can have an additional wall sign located on the secondary building façade.
2. The total sign area permitted in the Historic District is 2 square feet for every linear foot of building frontage, or 75 square feet, whichever is less.
3. Awning sign letters should be no taller than 8 inches in height.
4. Projecting signs can have a maximum of two faces and a total sign area of 8 square feet per face.
5. A-frame signs can have a maximum of two faces and a total sign area of 8 square feet per face.
6. Permanent window signs cannot exceed 20% of the aggregate window area. Signs on doors cannot exceed 10% of the door glass area.
7. For buildings on property having a minimum of 80 square feet of continuous pervious surface between the street and the building, one monument sign is permitted, in addition to allowable window signage. The maximum size for either sign is 5 feet in height and 20 square feet. Materials should be compatible with the principal building.

SIGN MATH

Allowable Number of Signs

For buildings with front and rear facades:



Total Sign Area

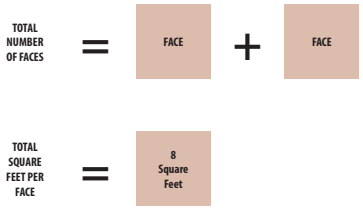
Which ever is less:

Awning Letter Size

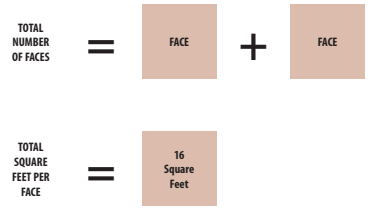
Maximum Letter Height

Maximum Number of Faces and Size for Projecting and A-Frame Signs

Projecting Signs:



A-Frame Signs:



SIGN MATERIALS

Sign Materials are important to define the character of the district. Additionally, signs need to be well maintained and durable to handle their exposure to natural elements. The following guidelines shall apply.

1. Design projecting and wall mounted signs to be (or appear to be) dimensional.
2. Use appropriately finished wood (or synthetic modern materials) or metal for projecting and wall mounted signs.
3. Do not use vinyl lettering, heat transfers, or stick-on lettering for signs.
4. Do not use plastic light boxes or awnings.
5. Professionally apply lettering on awing signs. Typically, they are screened on to the awning fabric. (See also "Awnings and Canopies" in Chapter 5.)

Sign lettering can be placed on fabric awnings.

Metal or wood are appropriate sign materials for projecting and wall mounted signs.

SIGN LIGHTING

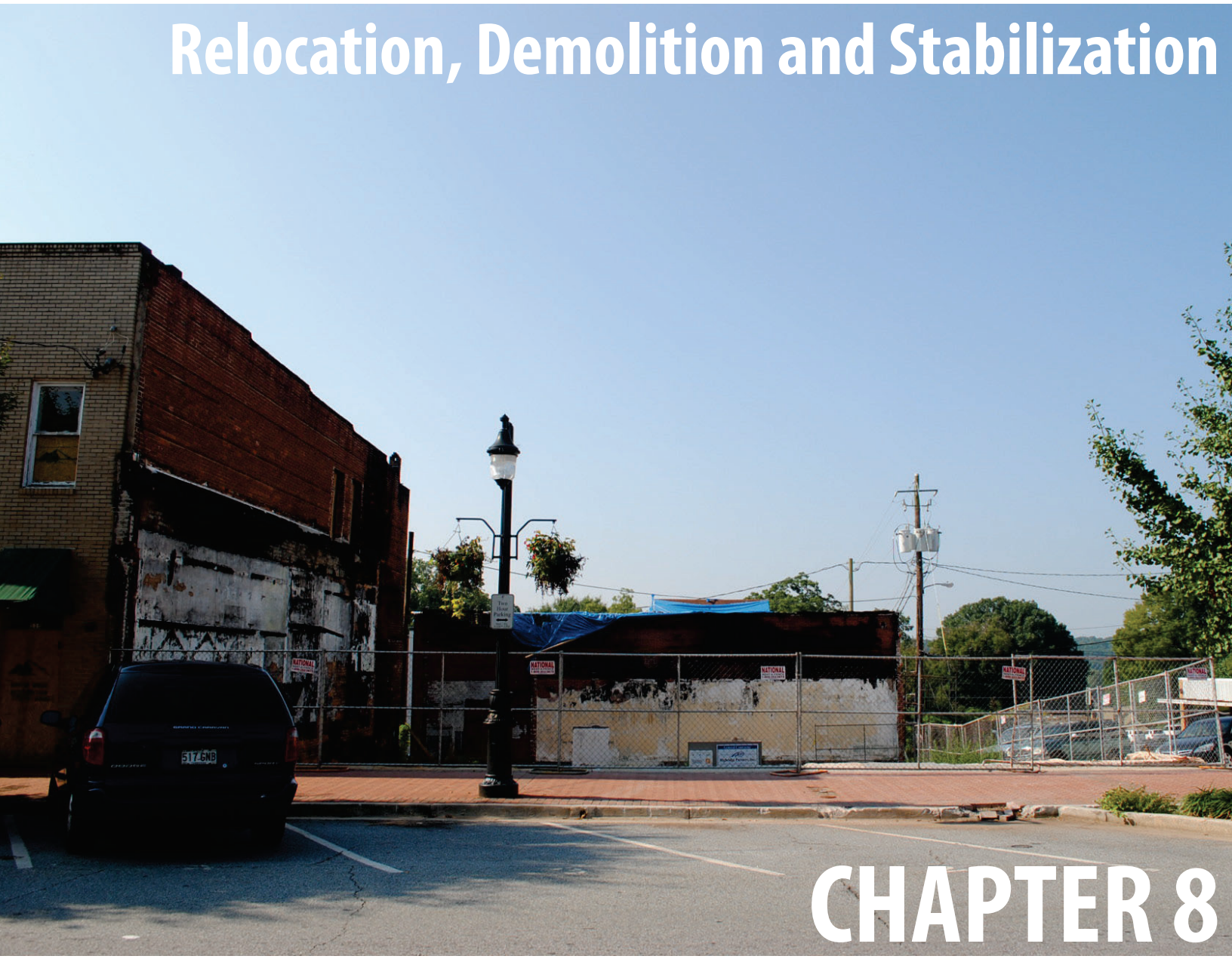
Sign lighting allows a business to highlight its signage during evening hours. Like sign placement and size, the placement of sign lighting is important to the overall function of a sign. Sign lighting needs to be placed so that it does not obstruct the sign itself or significant architectural features of a building. Additionally, sign lights need to be placed so that the ambient light does not impact adjacent buildings or overwhelm people in the street.

To ensure balanced and consistent lighting of signs in the historic district, the following guidelines shall apply.

1. Use only down lit lighting, painted flat black.
2. Do not use internally lit plastic, vinyl or illuminated box signs or backlit awing signs.

If lighting is desired, signs should be down lit with flat black light fixtures.

Relocation, Demolition and Stabilization



CHAPTER 8

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VIII. RELOCATION, DEMOLITION AND STABILIZATION

OVERVIEW

A Certificate of Appropriateness (COA) must be obtained prior to relocation or demolition of a building, structure or work of art on a historic property. Decisions by the Historic Preservation Commission (HPC) approving or denying COAs are guided by criteria that are delineated in the Canton Historic Preservation Ordinance. The criteria include conformity of a proposed action with these design guidelines.

Canton has also adopted standards for "deterioration by neglect", (also known as demolition by neglect) which occurs when a building is allowed to deteriorate due to lack of maintenance and security. Efforts should be made to minimize the occurrence of this condition through the education of property owners concerning proper methods of upkeep and preservation, including stabilization of structures.

RELOCATION

The relocation of historic buildings should always be viewed as a last resort - to be taken only after all reasonable attempts have been made to retain the building at its original site. When a building is moved into the historic district, it must be compatible with nearby buildings in terms of all criteria that apply when new construction is being proposed.

A decision by the HPC approving or denying a COA for the relocation of a building, structure or object shall be guided by the standards listed below:

Contribution to Present Setting

Does the historic character and aesthetic interest of the building, structure or object contribute to its present setting?

Plans for the Area

Are there definite plans for the area to be vacated and what will the effects of those plans have on the character of the surrounding area?

Potential for Significant Damage

Can the building, structure or object be moved without significant damage to its physical integrity?

Relocation Area

Is the proposed relocation area compatible with the historical and architectural character of the building, structure, site or object?

DEMOLITION

Because demolition is irreversible, all possibilities for saving a threatened historic structure should be explored prior to demolition. A decision by the HPC approving or denying a COA for demolition of a building structure, site, or object shall be guided by the standards listed below:

Significance

What is the historic, scenic or architectural significance of the building, structure, site or object?

Contribution to Historic District

What is the importance of the building, structure, site, or object to the character of the district?

Reproduction

Would it be difficult (or impossible) to reproduce such a building, structure, site or object because of its design, texture, material, detail, or unique location?

Status

Is the building, structure, site or object one of the last remaining examples of its kind in the city or region?

Reuse of Property

Are there definite plans for reuse of the property? And if the proposed demolition is carried out, what will be the effect of those plans on the character of the surrounding area?

Remedial Measures

Can reasonable measures be taken to save the building, structure or object from collapse?

DETERIORATION BY NEGLECT

Failure to maintain or repair a structure is also know as demolition by neglect. Property owners of historic properties or properties within historic districts shall not allow their building to deteriorate by failing to provide ordinary maintenance or repair. The HPC is charged with the responsibility listed below regarding demolition by neglect. (See also City of Canton Historic Preservation Ordinance.)

Monitoring

The HPC, along with the Community Development Department, shall monitor the condition of historic properties and existing buildings in the historic district to determine if they are being allowed to deteriorate by neglect.

Determination of Failure to Maintain or Repair

If the HPC and Community Development Department determine there has been a failure to provide ordinary maintenance or repair (conditions such as broken windows, broken doors or openings that allow the elements or vermin to enter a structure, or the deterioration of a building's structural system), the Canton Codes Official shall notify the owner of the property and set forth the steps needed to remedy the situation. The owner shall have 60 days to undertake the required steps.

STABILIZATION

Stabilization of historic structures or sites means protecting buildings or sites during planned periods of disuse. This process is also referred to as "mothballing". This treatment of historic properties is important to preserve historic buildings from costly damage or the ultimate loss of a building due to deterioration.

If a building or site becomes vacant in the Canton Historic District, it should be secured in order to prevent deterioration. Prior to securing or mothballing a historic property, a property owner must receive a COA from the HPC.

Below are steps involved with stabilizing historic properties in the Canton Historic District. The stabilization checklist on page 8-4 provides additional helpful details.

Step 1: Document

Document the condition of the structure and site, noting any features that should be given special protection. Plan to guard against three realities:

- Weather
- Vandals
- Changing air conditions

Step 2: Stablize

Stabilize the building and site, making any necessary repairs.

Step 3: Mothball Building

Mothball the building following the checklist page 8-4.

Step 4: Monitor the property

Security problems should be noticed and acted upon quickly and maintenance efforts should continue. Let neighbors know the building is vacant and enlist their help in keeping an eye on it. Also, notify local authorities and provide keys to the fire and police department.

A building that is properly stabilized can be secured and preserved until a viable new use for the building can be found.

A building that is not stabilized properly can deteriorate. Deterioration can lead to significant cost increases for building repair or loss of a historic resource to demolition.

STABILIZATION CHECKLIST

Roofing and Drainage

A secure roof is one of the most important stabilization measures for a building. Roofs should be secured and should channel water to run off and away from the building.

- ☐ Repair roof leaks.
- ☐ Maintain the roof and gutter systems during stabilization.

Ventilation

Ventilation is the key to reducing condensation because it provides a means for moist air to escape from the building.

- ☐ Make sure the building is dry and all moisture problems are resolved before sealing the building.
- ☐ Design the ventilation system to allow air to enter at the ground level and leave at the roof level.
- ☐ Provide cross-ventilation in the attic.

Chimneys

If a building has a chimney, it should be secured to prevent loose bricks from falling and animals from entering the building. Chimneys are also a key source of air circulation for secured buildings.

- ☐ Repair mortar as necessary to prevent loose bricks from falling or moisture from seeping into the chimney structure.
- ☐ Place a cap, with ventilator, on the chimney to keep out moisture and animals while still allowing air to flow.

Windows and Doors

Doors and windows should be closed off to prevent entry.

- ☐ Fit windows and doors with locks.
- ☐ Close off all doors, except the door that will be used for periodic access. Block doors with heavy plywood or barricade them from the inside.
- ☐ Attach louvers or plywood across windows. Ensure the window treatment is secured in such a way that allows ventilation.
- ☐ Attach fine mesh screening to keep out insects.
- ☐ Keep site clear of materials that vandals might throw through the windows.
- ☐ Take care not to damage trim, moldings or other historic elements of the windows and doors.

Plumbing and Radiators

Pipes will need protection from extreme cold.

- ☐ Turn off water supply.
- ☐ Drain the pipes and other water reservoirs, such as water heaters and toilets.

Interior debris

Furniture, window treatments and other materials inside a building can be a source of mold and a fire hazard.

- ☐ Remove flammable materials and debris from the building.

Exterior

The exterior materials of a building should be maintained, and if necessary repaired, to prevent deterioration and maintain a reasonable appearance.

- ☐ Keep wood painted.
- ☐ Repair and stablize severe rot problems.
- ☐ Block any openings.
- ☐ Check for termites and other wood-boring insects.
- ☐ Repair any loose masonry.

Site

The site of a property should be well maintained and secured to prevent vandalism and vermin issues, and to maintain a reasonable appearance of the site.

- ☐ Clear brush so that the property can be seen clearly by neighbors and from the street.
- ☐ Clean up debris, as it can be a fire hazard, can encourage dumping or vandalism or can harbor vermin.
- ☐ If necessary, secure the site with fencing to prevent trespassing or protect the public from unsafe site conditions.

APPENDICES

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IX. APPENDICES

GLOSSARY OF TERMS

Addition. New construction added to an existing building or structure

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

Apron. The trim under the projecting interior sill of a window.

Arcade. A range of arches supported on piers or columns, generally standing away from a wall and often supporting a roof or upper story; A covered walkway.

Arch. A curved construction which spans an opening and supports the weight above it.

Awning. A sloped projection supported by a frame attached to the building facade or by simple metal posts anchored to the sidewalk.

Bay. A part of a structure defined by vertical divisions, such as columns or piers.

Bay window. A window projecting from the body of a building. A square bay has sides at right angles to the building and a slanted bay has slanted sides. If a bay has segmental or semi-cicular sides, it is a bow window.

Belt course. A continuous horizontal band on an exterior wall, usually of projecting masonry. Also called a "string course".

Bond. A term used to describe the various patterns in which brick is laid.

Bracket. A decorative support feature located under eaves or overhangs.

Bulkhead. The framed, brick or otherwise decorative area below a display window.

Cantilever. A projecting element anchored in the body of the building, such as a cantilevered balcony.

Capital. Topmost member, or head, of a column or pilaster.

Casement. A window in one or two vertical parts mounted on hinges and opening in the center or from on side.

Column. A vertical support, usually supporting a member above.

Coping. The capping member of a wall or parapet.

Corbeling. A series of stepped or overlapped pieces of brick or stone that usually form a projecting support; a series of stepped or overlapped pieces of brick or stone forming a projection from a wall surface.

Cornice. The upper, projecting part of a classical entablature or a decorative treatment of the eaves of a roof.

Course. A horizontal layer or row of stones or bricks in a wall. This can be projected or recessed.

Cupola. A dome placed on a circular or polygonal base crowning a roof or turret. It is used for venting or decoration.

Dentil. One of a series of small, square, tooth or block-like projections forming a molding. Also referred to as a "dental course" when used as a banding element on a building.

Double hung window. A type of window with window panes on both upper and lower sashes, which move up and down in vertical grooves in front of the other.

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

Elevation. Any of the external faces of a building.

Facade. The front elevation or face of a building.

Fanlight. A semicircular or semi-elliptical window with radiating muntins, located above a door.

Fascia. A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

Fenestration. The arrangement of openings of a building.

Finial. A projecting decorative element at the top of a roof turret or gable.

Flashing. Pieces of metal used for waterproofing roof joints.

Footprint. The lot coverage of a building.

Foundation. The lowest exposed portion of the building wall that supports the structure above.

Frame construction. A method of construction in which the major parts consist of wood.

Gable. The triangular upper portion of an end wall, underneath a peaked roof.

Gable roof. A pitched roof in the shape of a triangle.

Header. A brick laid with the short side exposed, as opposed to the long side.

Hipped roof. A roof with slopes on all four sides meeting at a ridge or a single point.

Hood molding. A projecting molding above an arch, doorway or window. Originally designed to direct water away from the opening. Also called a "drip mold", "dripstone" or "drip cap".

Infill. A new building or structure built in a block or row of existing buildings.

Jack Arch. An arch with wedge-shaped stones or bricks set in a straight line; Also known as a "flat arch".

Jamb. The vertical side of a doorway or window.

Keystone. The top or center member of an arch.

Light. A section of a window; glass or pane.

Lintel. A horizontal beam over a door or window which carries the weight of the wall above. It is usually constructed of stone or wood.

Load bearing. Structural system or wall directly carrying building load.

Mansard. A roof with concave sides and flat roof top.

Masonry. Brick, block or stone which is secured with mortar.

Meeting rail. The horizontal location of overlap formed by the juncture between the upper sash and lower sash of a window.

Mullion. A secondary, thin framing member to divide and hold the panes of glass in a window.

Parapet. A low wall that rises above a roof line, terrace or porch and may be decorated.

Pediment. A triangular section framed by a horizontal molding on its base and two sloping holdings on each of its sides. Used as a crowning element for doors, windows, over-mantels and niches.

Pier. An upright structure of masonry serving as a principal support.

Pilaster. A pier attached to a wall, often with capital and base.

Pitch. The steepness of the slope of a roof.

Portico. A roofed space, open or partly enclosed, that forms the entrance and centerpiece of the facade of a building; It often includes columns and a pediment.

Quoins. Decorative blocks of stone or wood used on the corners of buildings.

Repoint. To remove old mortar from courses of masonry and replace it with new mortar.

Sash. The movable part of a window holding glass.

Setback. The distance between a building and the front of the property line.

Sidelight. A glass window pane located at the side of a main entrance way.

Siding. The exterior wall covering or sheathing of a structure.

Sill. The horizontal water-shedding member at the bottom of a door or window.

Stretcher. A brick laid the long side exposed, as opposed to the short side.

String course. A projecting horizontal band of masonry set in the exterior wall of a building.

Stud. Upright framing members of a wood building.

Stucco. Any kind of plaster work; Usually an outside covering of Portland cement, lime and sand mixture with water.

Transom. In commercial buildings, the area of windows in the storefront above the display windows and above the door.

NATIONAL PARK SERVICE PRESERVATION BRIEFS

For over 25 years, the National Park Service Technical Preservation Services division has helped homeowners, preservation professionals, organizations and government agencies with preservation projects by publishing easy-to-read guidelines for preserving, rehabilitating and restoring historic buildings.

Below is a list of the 47 Preservation Briefs. The briefs are also available online at:

http://www.nps.gov/hps/tps/briefs/presbhom.htm

1. Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Conserving Energy 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
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FINANCIAL INCENTIVES FOR PRESERVATION PROJECTS

There are several federal and state incentive programs that can provide financial assistance tools for preservation projects. A summary of the programs and their processes follows.

Georgia State Property Tax Freeze

Known as the "Preferential Property Tax Assessment Program," this incentive is designed to encourage rehabilitation of both residential and commercial historic buildings by freezing property tax assessments for eight and one-half years. The assessment of rehabilitated property is based on the rehabilitated structure, the property on which the structure is located, and not more than two acres of real property surrounding the structure.

What properties are eligible?

The property must be listed or eligible for listing in the Georgia Register of Historic Places either individually, or as a contributing building within a historic district.

Requirements to Participate

Requirement 1

The cost of rehabilitation must meet the substantial rehabilitation test. This test is met by increasing the fair market value of the building by the following percentages. The county tax assessor is the official who makes this determination.

- **Residential** (owner-occupied residential property): rehabilitation must increase the fair market value of the building by at least 50%
- **Mixed-Use** (primarily owner-occupied residential and partially income-producing property): rehabilitation must increase the fair market value of the building by at least 75%
- **Commercial and Professional Use** (income-producing property): rehabilitation must increase the fair market value of the building by at least 100%

Requirement 2

The property owner must obtain preliminary and final certification of the project from HPD.

Requirement 3

Rehabilitation must be in accordance with the Department of Natural Resources' Standards for Rehabilitation and must be completed within two years.

Application Process

The Rehabilitated Historic Property Application is a two-part process: Part A and Part B, with supplemental information and amendments when necessary. The program is designed to review projects before work begins; therefore, the earlier application materials are submitted to HPD for review, the better.

Part A: Preliminary Certification

Part A is submitted to HPD to determine if the property is listed or eligible for listing in the Georgia Register of Historic Places, and to determine if the proposed work meets the Standards for Rehabilitation. Ideally this is submitted to HPD before rehabilitation begins.

An application-processing fee of $50.00 must accompany the Part A (Preliminary Certification). A cashier's check, money order, or official bank check, made payable to the Georgia Department of Natural Resources, are the only acceptable forms of payment. Personal checks are not accepted. The fee is non-refundable.

Once all application materials are submitted, HPD has 30 days to review and comment on the rehabilitation project. After the review, HPD mails the applicant the signed preliminary certification form. The applicant is then responsible for filing the Part A certified form with the county tax assessor to initiate the assessment freeze period beginning the following tax year for two years.

Part B: Final Certification

Part B is submitted to HPD after the project is completed and must be certified by HPD and submitted to the tax assessor within two years of filing the Part A preliminary certification form. Once all application materials are submitted, HPD has 30 days to review and certify the rehabilitation project. HPD is the final certification authority concerning all state rehabilitation applications.

After HPD reviews the Part B application and approves the rehabilitation, the certified Part B form is mailed to the applicant. The applicant is then responsible for filing the Part B certified form with the county tax assessor in order to maintain the assessment freeze for an additional 6 1⁄2 years. In the ninth year, the assessment will increase 50% of the difference between the value of the property at the time the freeze was initiated and the current assessment value. In the tenth year, the property tax assessment will increase to the 100% current assessment value.

Amendments are submitted to HPD when there is a change in the scope of work submitted in the Part A application. This allows a certain amount of flexibility as the project continues to be developed.

Georgia State Income Tax Credit Program

In May 2002, the Georgia state income tax credit program for rehabilitated historic property was signed into law (O.C.G.A. Section 48-7-29.8). The Georgia Department of Natural Resources' Historic Preservation Division (DNR-HPD) and the Georgia Department of Revenue administer the program.

The program, which was amended in 2009, provides owners of historic residential properties, who complete a DNR-approved rehabilitation the opportunity to take 25% of the rehabilitation expenditures as a state income tax credit, capped at $100,000. (If the home is located in a target area, as defined in O.C.G.A Section 48-7-29.8, the credit may be equal to 30% of rehabilitation expenditures, also capped at $100,000.)

For any other income producing certified structure, the credit is 25% of rehabilitation expenditures, with the cap at $300,000. This includes rental residential properties. The credit is a dollar for dollar reduction in taxes owed to the State of Georgia and is meant to serve as an incentive to those who own historic properties and wish to complete a rehabilitation.

What properties are eligible?

A property must be eligible for or listed in the Georgia Register of Historic Places.

Does the rehabilitation have to be reviewed and approved?

Yes. The rehabilitation must meet DNR's Standards for Rehabilitation. The Department of Natural Resources' Historic Preservation Division reviews all projects to certify that the project meets the Standards according to DNR Rules 391-5-14.

How much does a project have to cost to qualify?

Every project must meet the substantial rehabilitation test and the applicant must certify to the Department of Natural Resources that this test has been met. The substantial rehabilitation test is met when the qualified rehabilitation expenses exceed the following amounts:

1. For a historic home used as a principal residence, the lesser of $25,000 or 50% of the adjusted basis of the building
2. For a historic home used as a principal residence in a target area, $5,000
3. For any other certified historic structure, the greater of $5,000 or the adjusted basis of the building

The Georgia Department of Revenue developed a worksheet, which can be found on-line at www.gashpo.org under "Tax Incentives," in order to help applicants determine if a rehabilitation project will meet the substantial rehabilitation test.

At least 5% of the qualified rehabilitation expenditures must be allocated to work completed to the exterior of the structure. Acquisition costs and costs associated with new construction are not qualified rehabilitation expenses.

Application Process

Part A: Preliminary Certification

Part A is submitted to HPD to determine if the property is listed or eligible for listing in the Georgia Register of Historic Places and to determine if the proposed work meets the Standards for Rehabilitation. Ideally this is submitted to HPD before rehabilitation begins. An application-processing fee of $50.00 must accompany the Part A

If an applicant is also participating in the Georgia Preferential Property Tax Assessment program, the total fee for both programs is $75.00. A cashier's check, money order, or official bank check, made payable to the Georgia Department of Natural Resources, are the only acceptable forms of payment. Personal checks are not accepted. The fee is non-refundable. Once all application materials are submitted, allow at least 30 days for HPD to review and comment on the rehabilitation project.

After the review, HPD mails the applicant the signed Part A preliminary certification form. Rehabilitation work should be completed within 24 months, or 60 months for a phased project.

Amendments are submitted to HPD when there is a change in the scope of work described in the Part A application. This allows a certain amount of flexibility as the project continues to be developed.

Part B: Final Certification

Part B is submitted to HPD after the project is complete. Once all application materials are submitted, allow at least 30 days for HPD to review and certify the rehabilitation project. After HPD reviews the Part B application and approves the rehabilitation, the certified Part B form is mailed to the applicant.

The applicant is then responsible for filing the DNR certified Part B application with the appropriate schedule when filing the State of Georgia income tax forms. The DNR-approved Part B application certifies to the Department of Revenue that a certified rehabilitation has been completed in accordance with DNR's Standards, and that the owner has certified that the substantial rehabilitation test has been met.

Federal Income Tax Incentive Program

The Federal Income Tax Incentive Program provides an opportunity for property owners of historic buildings to receive tax credits for preservation projects. Only properties utilized for income-producing purposes can take advantage of the credit.

Additional information about the Federal Historic Preservation Tax Incentives can be found at the following location online:

http://www.nps.gov/hps/tps/tax/

20% Tax Credit

To be eligible for the 20% tax credit, a property owner must meet the following criteria:

1. The building must be listed, or eligible for listing, in the National Register of Historic Places, either individually or as a contributing building within a historic district.
2. The project must meet the "substantial rehabilitation test." This test means that the cost of the rehabilitation must be greater than the adjusted basis of the property and must be at least $5,000. Generally, projects must be finished within two years.
3. Following rehab, the building must be used as an income-producing purpose for at least 5 years
4. The rehabilitation work itself must be done according to The Secretary of the Interior's Standards for Rehabilitation; these are common-sense guidelines for appropriate and sensitive rehabilitation.

All rehabilitation tax credit projects must be reviewed by the Georgia Historic Preservation Division (HPD) and certified by the National Park Service (NPS). A property owner interested in participating in the program must submit the Historic Preservation Certification Application and supporting documentation to HPD for review and comment. After HPD reviews the work, the project is forwarded to NPS for final certification.

The application has three parts:

- **Part 1** requests documentation that the building is a historic structure, listed or eligible for listing in the National Register of Historic Places.
- **Part 2** requests a detailed description of the rehabilitation work supplemented with before rehab photographs and proposed floor plans. The Part 2 should be submitted to HPD before work begins to ensure compliance with the Standards.
- **Part 3** is the Request for Certification of Completed Work. This application is submitted after the rehabilitation is complete and requests photo-documentation of the rehabilitaion in compliance with the Standards for Rehabilitation.

There is also a 10% federal income tax credit available to property owners who rehabilitate non-historic buildings built before 1936.

10% Tax Credit

To be eligible for the 10% tax credit, a property owner must meet the following criteria:

1. The building must be built before 1936 and be non-historic.
2. A building must meet the physical wall retention test. At least 50% of the building's walls existing before the rehab must remain as external walls, at least 75 % of the external walls must remain in place as either external or internal walls, and 75% of the internal structure must remain in place.
3. The project must meet the "substantial rehabilitation test." Generally, projects must be finished within two years.
4. The building must be used for non-residential, income-producing purposes for at least five years after the rehabilitation.

Rehabilitation work under the 10% tax credit program is not subject to review by any state or federal agency. If the above criteria are fulfilled, then the 10% rehabilitation tax credit can be claimed as an investment credit on an owner's federal income tax return.

Charitable Contribution Deduction

The charitable contribution deduction is a donation of the historic value of a structure and is available to owners of residential and income-producing properties. The 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.

ADDITIONAL RESOURCES FOR ASSISTANCE

State Government Resources

Historic Preservation Division, Georgia Department of Natural Resources

Assists with historic preservation coordination at the state level by administering several programs including rehabilitation tax incentives, grants, historic resource surveys and the Georgia Register of Historic Places.

http://www.gashpo.org/

Georgia Department of Community Affairs

Administers several programs that can assist with downtown development including the Better Hometown, Downtown Development Revolving Loan Fund. Main Street, and Redevelopment Fund programs.

http://www.dca.state.ga.us/

State Non-Profit Resources

Georgia Trust for Historic Preservation

State-wide historic preservation non-profit devoted to promoting and preserving Georgia's historic properties. Programs administered include the Revolving Fund for Endangered Properties and the Main Street Design Assistance Program.

http://www.georgiatrust.org/

Georgia Cities Foundation

State-wide non-profit devoted to helping cities in their efforts to revitalize and enhance downtown areas. The organization administers several programs including a revolving loan fund program to assist real estate acquisition, building rehabilitation, new construction, and parks and green space.

http://www.georgiacitiesfoundation.org/

Georgia Municipal Association

State organization that represents municipal governments. The organization provides legislative advocacy, governance education and technical consulting services to its members.

http://www.gmanet.com/

National Non-Profit Resources

National Trust for Historic Preservation

National historic preservation non-profit that provides leadership, education and advocacy resources to support preservation and revitalization activities.

http://www.preservationnation.org/

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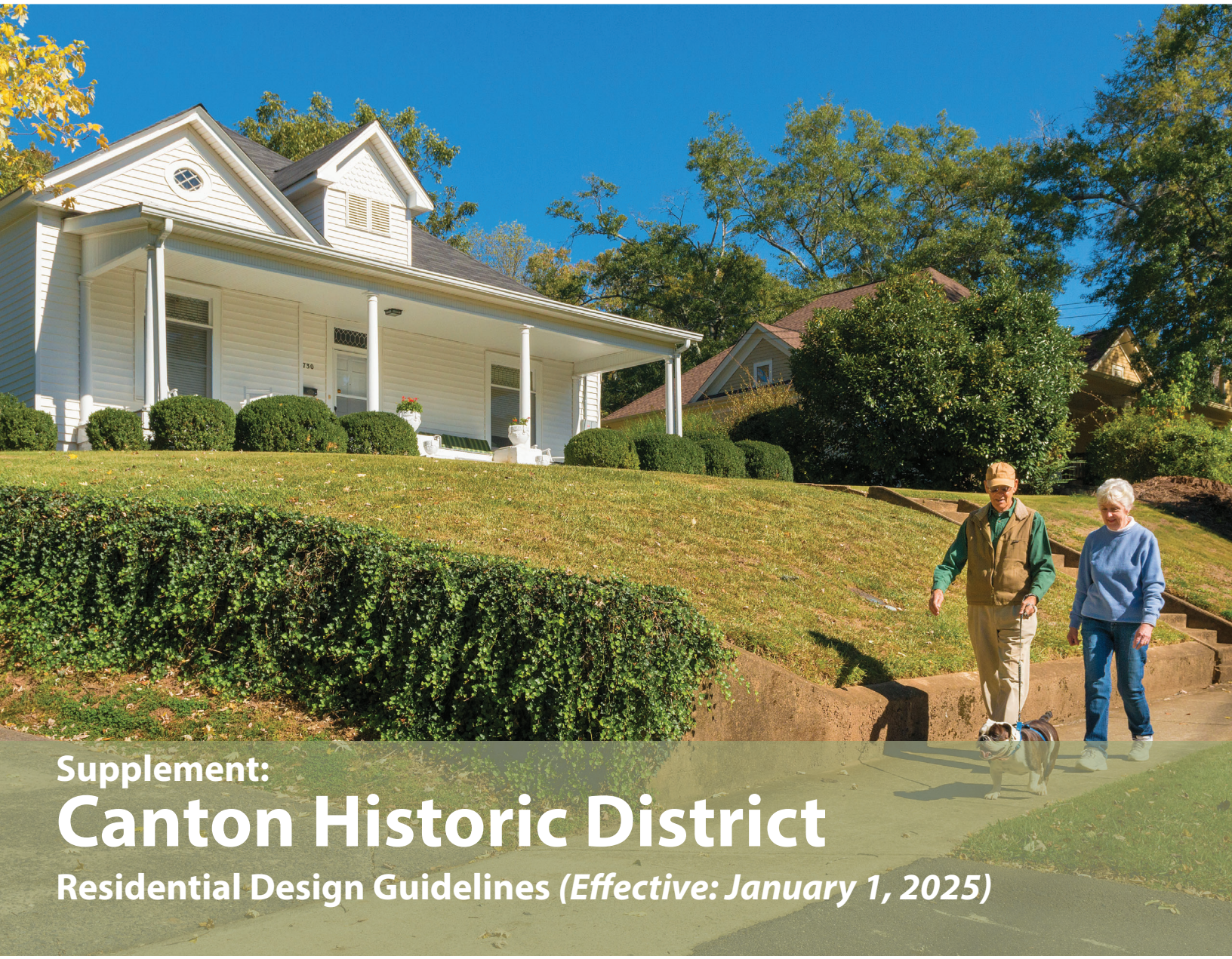

Supplement:

Canton Historic District

Residential Design Guidelines *(Effective: January 1, 2025)*

In preparation of these guidelines, the City of Canton received permission from Paige Hatley, an author of local historic residential guidelines, to utilize residential guidelines from the cities of Calhoun and Columbus, GA. Other examples utilized within this document include the cities of Cartersville and Gainesville, GA.

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DESIGN REVIEW PROCESS

HOW TO MAKE AN EXTERIOR CHANGE

Any property owner or occupant wishing to make a material change to any property within the Historic District that is used as a single-family dwelling must submit an application to the Historic Preservation Commission (HPC) for a Certificate of Appropriateness (COA). The COA is the document signifying that the HPC has reviewed the application and granted approval of the proposed material alternations. A material change is one that will alter the exterior appearances of historic property (see Certificate of Appropriateness Approval Matrix on pg. 8 for more details on what types of changes require a COA).

It should be noted that routine maintenance activities do not require application for a COA. Routine maintenance is defined as ordinary maintenance or repair of any architectural or environmental feature in or on an historic property to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a change in design, material, or outer appearance (also see What Requires Design Review on pg. 6).

The design review process is outlined to the right and graphically depicted on the following page with a flow chart. The outline is general in nature and should be used as a summary guide for the design review process.

Design Review Process Summary

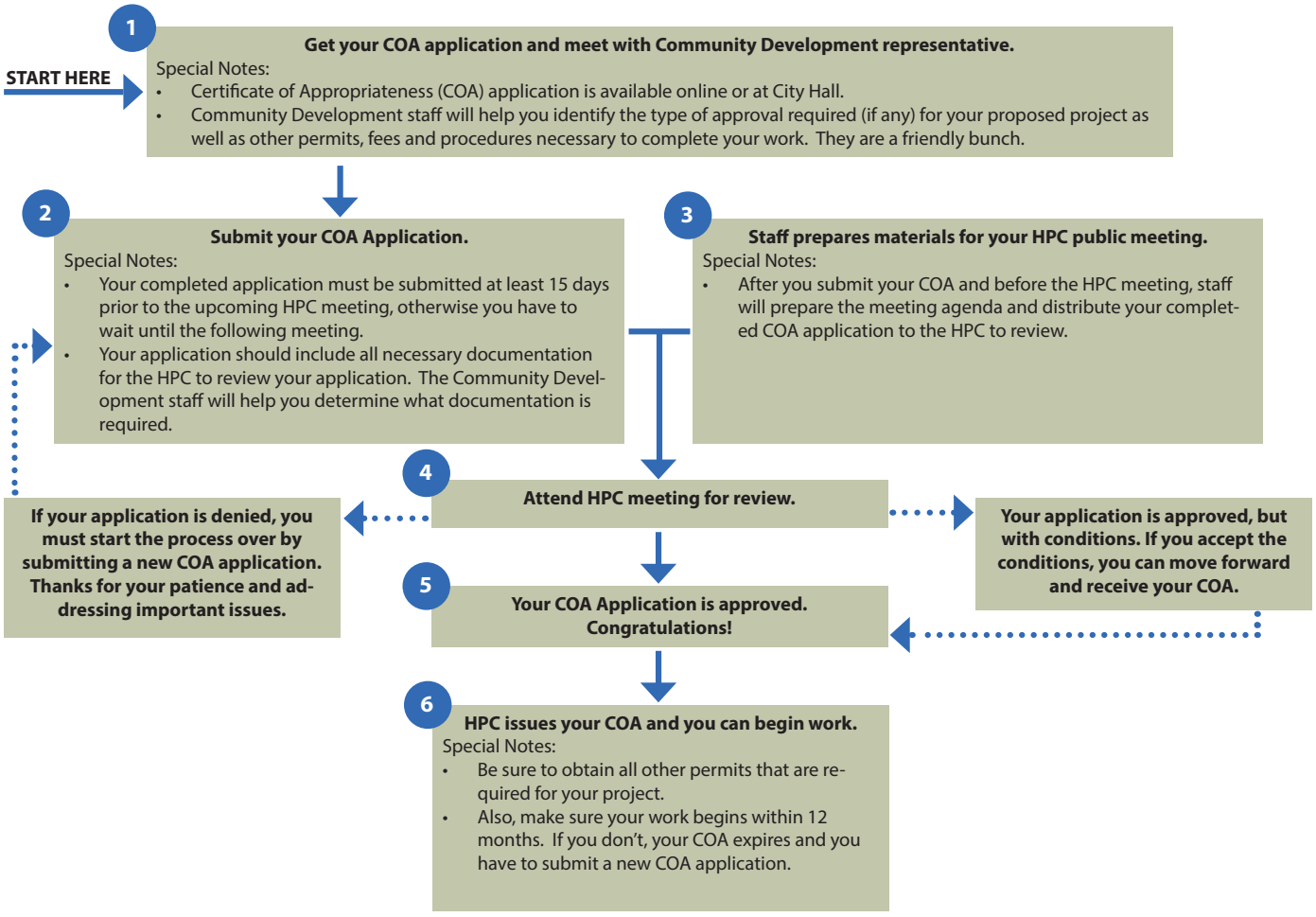
1. **Applicant** acquires a COA application from the Community Development Department and meets with the appropriate staff representatives to discuss proposed alterations, obtain information to aid in the review process and ensure compliance with the local codes and ordinances.
2. **Applicant** submits a complete COA application, including documentation, which may include site plans, exterior elevations, floor plans, detailed drawings, photos, and proposed alterations and materials, to the Community Development Department at least fifteen (15) days prior to a regularly scheduled HPC meeting in order to be placed on the agenda.
3. **Staff** prepares HPC meeting agenda, notifies HPC members of the meeting and provides HPC members with meeting agenda, application(s) and support documentation.
4. **Applicant** presents application at the HPC meeting which is open to the public. HPC discusses the proposal and may approve the application as submitted, approve the application with specified modifications, table the item to a subsequent meeting for additional study and/or revisions, or deny for specified reason(s).
5. **HPC** issues a COA if an application is approved. If the HPC rejects an application, it shall state its reason(s) and shall transmit in writing to the applicant such actions, reasons, and suggested modifications or alternative courses of action if applicable. A modified application may be resubmitted at any time. If an application is denied that also requires the issuance of a building permit or other permit required by local code, the permit(s) shall not be issued.
6. **Applicant** may begin work if a COA is granted and no other permits are required. The approved COA must be posted on the project site until all work has been completed.
7. **Building official and/or HPC representative** inspects project after completion.

Zoning vs. Design Guidelines

While zoning and design guidelines compliment each other, they serve different purposes in the development and construction process. Below is a description of each and how they are applied to projects.

- **Zoning** – The Canton Unified Development Code specifies permitted land uses, intensity of development, dimensional standards and other development requirements for each property in the city. A property's zoning classification and permissible uses do not change with the creation of a local historic district and the application of historic district design guidelines. In addition, all other applicable standards of the Canton Unified Development Code remain in effect.
- **Design Guidelines** – Guidelines are used by the Historic Preservation Commission (HPC) to judge the appropriateness of a material change in appearance to properties under the purview of the HPC. Guidelines do not grant legal rights to a property in the same way zoning does. Rather, they provide a description of the types of material changes in appearance that are appropriate in the Historic District.

DESIGN REVIEW PROCESS FLOW CHART



WHAT REQUIRES DESIGN REVIEW

All work involving a "material change in appearance" to a property in the historic district requires design review. The matrix on the following pages is offered to help property owners determine whether a Certificate of Appropriateness (COA) is required for a project in the Historic District.

The matrix clarifies the level and type of approval required for projects in the historic district. The matrix includes a list of typical projects and is to be used only as a guide. Final determination of the type of review and approval required is ultimately up to the HPC and the Community Development Department.

Approval Types

The matrix includes four types of approval as summarized below.

- **No HPC Approval Required** - A project is routine maintenance, does not constitute a "material change in appearance", does not require HPC review and/or does not require any permits to be completed.
- **Administrative Review** - A project does not need HPC review for a COA to be issued. Review and approval of the proposed project is handled by the Community Development Department.
- **HPC Review** - A project is considered a "material change in appearance" and requires HPC review. A COA application must be submitted and the applicant must go through the design review process.
- **City Permit Required** - A project requires a permit from the city before work on the project can begin (e.g. building permit). Consult with the Community Development Department to determine the type(s) of permit(s) required and any other procedures that need to be followed.

Action Types

The matrix includes seven types of actions as summarized below.

- **Repair with same material(s)** - Existing feature is retained and similar type of material(s) is used to complete feature repair. Example is replacement of glass pane on a window or door.
- **Replace original with new material(s)** - Existing feature is replaced with new feature that matches original material(s) and/or architecture.
- **Removal** - Existing feature is removed from a site or exterior of a structure. Example is removal of a wall along the edge of a property.
- **Application/Treatment** - A material is applied to the exterior of a structure, such as paint, or exterior materials are treated by a physical process, such as pressure washing. Painting residential nonmasonry does not require review and approval.
- **Relocation** - A structure, structure feature or object is moved to a different part of the exterior facade, the site or to another property.
- **Design alteration** - An aesthetic or structural change to the exterior of a building. Example is redesign/renovation of a storefront.
- **New construction** - A new building, structure or feature is built on a site; a new feature is added to the exterior of a building, such as an awning; or an existing structure is expanded, such as an addition to a building.

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CERTIFICATE OF APPROPRIATENESS (COA) APPROVAL MATRIX

Work Item	No HPC Approval Required	Administrative Review	HPC Review	City Permit Required	Page #
Columns and Fenestration					
Repair with same material	x			x	II-4
Alter design or change materials			x	x	
Permanent installation or removal			x	x	
Coverings and Porch Roofs					
Repair with same material	x				II-4
Alter design or change materials			x	x	
Permanent installation or removal			x	x	
Demolition			x	x	*8-2
Doors (including garage doors)					
Repair with same material	x				II-1
Alter design or change materials		x		x	
Permanent installation or removal		x		x	
Installation of screen or storm doors		x		x	
Entrances					
Repair with same material	x				II-1
Alter design or change materials			x	x	
Permanent installation or removal			x	x	
Fences and Walls					
Repair with same material and size/shape	x				II-9
Alter design or change materials		x*	x		
Permanent installation, removal, or relocation (visible from street)		x*	x		

* For select fence styles that may be reviewed administratively, see page II-9.
**For Action Types, see page 6.

CERTIFICATE OF APPROPRIATENESS (COA) APPROVAL MATRIX (continued from previous page)

Work Item	No HPC Approval Required	Administrative Review	HPC Review	City Permit Required	Page #
Foundations, Piers, and Crawlspaces					
Repair with same material	x			x	II-3
Alter design or change materials		x		x	
Permanent installation or removal			x	x	
Landscaping					
Repair non-vegetative features with same material	x			x	
Installation or removal of non-vegetative features (includes ponds, pergolas, fountains, gazebos, etc.)		x		x	
Lighting*					
Repair with same material and design	x				II-2
Replace original fixture		x			
Permanent installation or removal		x			
Masonry Walls					
Repair with same material	x				II-5
Alter design or change materials			x	x	
Permanent installation or removal			x	x	
New Residential Construction			x	x	II-10
Painting					
Residential Non-mansonry	x				
Residential Masonry			x		

*Please note temporary holiday lights and other seasonal ornamentations do not require review.
**For Action Types, see page 6.

CERTIFICATE OF APPROPRIATENESS (COA) APPROVAL MATRIX (continued from previous page)

Work Item	No HPC Approval Required	Administrative Review	HPC Review	City Permit Required	Page #
Porches, Patios, and Decks					
Repair with same material	x			x	II-4
Alter design or change materials			x	x	
Ramps					
Repair with same material	x			x	II-8
Alter design or change materials		x		x	
Permanent installation or removal		x		x	
Relocation (building or structure)			x	x	*8-1
Residential Accessory Dwellings (garage, carport, shed)					
Visible or not visible from the street		x		x	II-12
Removal of non-historic, detached structure		x		x	
Residential Additions		x		x	II-11
Roof					
Repair with same material(s)	x				II-7
Alter design or change materials			x	x	
Change roof shape or install/remove roof or sunlight			x	x	

**For Action Types, see page 6.

CERTIFICATE OF APPROPRIATENESS (COA) APPROVAL MATRIX (continued from previous page)

Work Item	No HPC Approval Required	Administrative Review	HPC Review	City Permit Required	Page #
Sidings and Gables (exterior walls)					
Repair with same material	x				II-5
Alter design or change materials			x	x	
Permanent installation or removal			x	x	
Steps					
Repair with same material	x				II-8
Alter design or change materials			x	x	
Permanent installation or removal			x	x	
Windows					
Repair with same material	x				II-2
Replace size, shape, configuration and/or material		x		x	
Installation or removal of window or window frame		x		x	
Infill of exterior window opening		x		x	
Installation of screen or storm windows		x			

*Pages 8-1 and 8-2 can be located in the original Canton Historic District Design Guidelines.

**For Action Types, see page 6.

Section I: Basics of Historic Residential Buildings

CANTON'S TRADITIONAL RESIDENTIAL OVERVIEW

Gateway entry to the Historic Downtown, City of Canton.

Canton's in-town neighborhoods have a diverse stock of residential forms and significant architectural styles. This section is intended to set consistent design standards that maintain the traditional building forms within the historic residential district. These guidelines are not intended to limit the homeowner in design; rather, to help them better understand what makes their home a contributing asset to the district. These guidelines address how to treat or add unique building features, which largely define the architectural character of dwellings in Canton's traditional in-town neighborhoods. By following this set of guidelines, each home can work as an individual statement while contributing to the historic district as a whole and in coordination with neighboring houses.

In addition to being the traditional center of government and commerce, downtown Canton is also "home" to the City's historic residences. The oldest homes are found near Canton's Central Business District (CBD) located along East Marietta, East Main, Archer, and Jarvis Streets.

Canton's residential section lies east, west, south, and southwest of the commercial historic district. Residential development first occurred along the perimeters of the CBD. Most, if not all, of Canton's antebellum housing has long been demolished in the name of progress. Likewise, there are only a few extant homes from the second half of the nineteenth century. These exist along West Main, East Marietta, and East Main Streets.

The Cotton Mill Village in downtown Canton (middle and bottom). The Mill Village was built around 1900 and provided housing for the workers of Mill #1. The Mill Village homes are located along Riverdale Circle, Middle Street, Hill Street Circle, Hill Street, Academy Street, and Railroad Street.

RESIDENTIAL FORM

While these guidelines are intended to guide the physical elements of each residential structure, two major definitions of how to "read" a building and determine its original intent must be made. Building "form" and the "style" of its architectural details are two separate subjects, and each determines how buildings would be rehabilitated, restored, or reconstructed today.

Most of the Canton Historic District's historic housing stock dates from 1900 to 1940, coinciding with Canton's great period of growth. Since Canton's main line of employment in the early 1900s consisted of factory work, it is of no surprise that many of Canton's historic homes are of small to modest size and have no academic style.

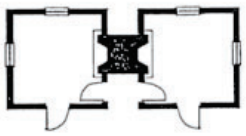
FORM

A residential house "form" is largely defined in plan, arrangement of its functional spaces, and sometimes its social connotation (i.e., mill village, custom built, or planned neighborhood). The form of a traditional residential single-family home varies from that of the form of a multifamily duplex, apartment, or townhome. When defining form, it may simply be the overall shape or could include the number and sizes of openings, if it is (or intended to be) single or multifamily, room layout (i.e., shotgun, central, or side hall plans, as opposed to an "open" floor plan). Residential forms, as opposed to commercial, could include roof forms, the yard, porches, and possibly even attached or out-buildings.

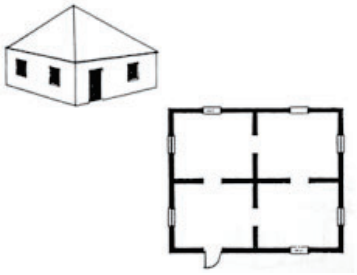
Predominant Residential Building Forms in Canton:

- Saddlebag (with the two door and central door subtype)
- Pyramid Cottage
- Central Hallway
- Gabled Wing Cottage
- Bungalow
- Side-Gabled Cottage
- English Cottage
- I-House
- Georgian House

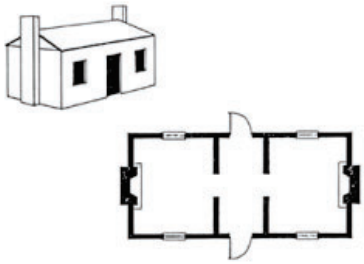
Saddlebag – Saddlebag houses are two-roomed, side gabled houses with a central fireplace and chimney. They typically have one entry door near the fireplace, or each room can have its own door. Built across Georgia, saddlebag houses were built during three distinct periods: 1830-1850, 1860-1900, and 1910-1930. Most of the remaining examples are the latest period.



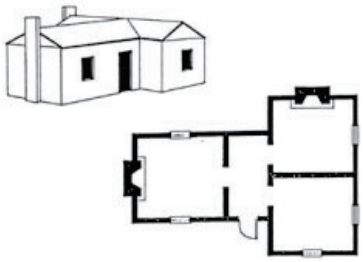
Pyramidal Cottage – This house type gets its name from the steeply pitched roof that forms a pyramid. The Pyramidal Cottage has a square main mass and consists of four main rooms with no hallways. Chimneys are generally found on the interior of the roof, sometimes at the apex. Most Pyramidal Cottages were constructed between 1910 and 1930.



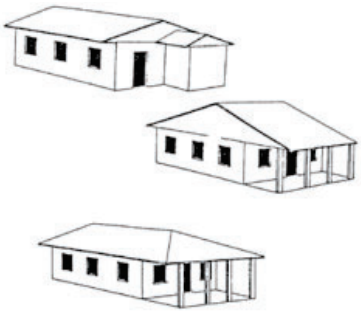
Central Hallway – This house type was constructed all over Georgia, in both towns and rural areas, throughout the nineteenth century and into the twentieth century. As the name suggests, this house type has a center hallway with a single room flanking on either side and is only one room deep. Most examples of the central hallway house type were constructed between 1820 and 1930.



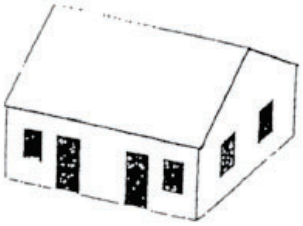
Gabled Wing Cottage – The Gabled Wing Cottage is one of the most popular house types from the late nineteenth and early twentieth centuries. This house type has a T- or L-shaped plan consisting of a gable-front projecting wing that is intersected by a perpendicular side gable wing. Most Gabled Wing Cottages were constructed between 1875 and 1915.



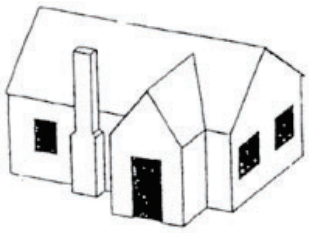
Bungalow – The Bungalow house type was one of the most popular house types constructed in Georgia in the twentieth century. Most were constructed between 1900 and 1930, but were also built into the 1940s and 1950s, especially in more rural areas. Known for their low-pitched roof and wide roof overhang, bungalows generally have an irregular floor plan and a rectangular shape. Bungalows are divided into four subtypes based on roof characteristics: front gable, side gable, cross gable, and hip.



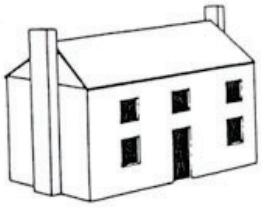
Side-Gabled Cottage – The Side-Gabled Cottage is a small, one-story, side-gabled house widely constructed as economical workers' housing between 1895 and the 1930s. the house gained the most popularity in mill towns throughout the state. Typically, a Side-Gabled Cottage has a minimal stylistic detail, and follows a double-pile, hall parlor plan with a central door, or a foursquare plan with two entry doors.



English Cottage – The English Cottage house type generally has a cross gable massing and a front facing chimney. A secondary projecting or recessed gable often defines the entrance. The English Cottage house type often has English Vernacular Revival stylistic details. The house type was constructed primarily in the 1930s and 1940s in towns and suburbs of larger cities.



I-House – The I-House is a two-story, side gabled house that is two rooms wide, and one room deep. I-Houses were built throughout the nineteenth century, though most examples in Georgia were constructed in the 1870s and 1880s. They were most popular in rural areas.



Georgian House – The Georgia House type exhibits the same characteristics as the Georgian Cottage, except it is two stories in height. Georgia Houses were built throughout the nineteenth century and into the twentieth century.

RESIDENTIAL STYLE

Style

Building or architectural "style" is a matter of the intended choice of decorative embellishments and adornments that were socially driven by the high styles, pattern books and physically properties of material and technologies of the period in which they were built. Different styles can overlap within the same time period and different styles may be applied to the same basic house forms listed to the left, below. Architects and homeowners selected the style that best defined their personality or the character of the neighborhood at that time.

Often, the original intended style is built into the fabric of the building with the choice of exterior cladding, the foundation material, proportions of the arrangement of the elements and the shape and arrangement of openings corresponding to interior living space. Style could be dictated by an overall, intrinsic neighborhood character especially seen in "early suburban" housing, generally post WWII. However, style is also portrayed in the choice or necessity of certain window sash and glass division, door styles, applied artistic details and original intended amenities such as awnings, railings, light fixtures, or hardware.

Significant Historic Building Styles in Canton:

- Italianate
- Folk Victorian
- Queen Anne
- Neoclassical Revival
- English Vernacular Revival
- Colonial Revival
- Craftsman
- Minimal Traditional
- Ranch
- No Academic Style

Italianate – Contrasting with the straight lines of the Greek Revival, the Italianate style drew upon the farmhouses and villas of the Italian countryside as well as the highly stylized and more formal townhouse of Italian cities. Popularized in the United States by Andrew Jackson Downing, the Italianate gained limited popularity in Georgia and was employed most heavily in Georgia cities in the 1850s and 1870s. Houses modeled after the less formal Italian villas are typical asymmetrical, with an L-shaped or irregular plan, and a gabled roof; while those based on the more formalized townhouses of Italian cities are symmetrical, with rectangular plans and hipped roofs with a low slope. Details common to both types of Italianate houses include overhanging eaves with decorative brackets, bay windows, and tall, slender windows that are often paired, arched, and topped with dramatic window hoods. Both types emphasize height and verticality, and therefore, may feature towers, cupolas, or porches with slender columns or posts with decorative brackets.

360 West Main Street is a local example with elements of the Italianate style.

Folk Victorian – McAlester defines this style as "the presence of Victorian decorative detailing on simple folk house forms" (2002: 309). Builders and homeowners who did not necessarily have the means to produce more elaborate ornamentation interpreted more elaborate high style designs such as Queen Anne, Gothic Revival, and Italianate to meet their needs and budgets. Such details were applied to simpler house types, such as gabled wing, center hall, and Georgian cottages and houses. New technology allowed mass production of stylistic elements that were distributed to markets throughout the United States. Often, those who had achieved a degree of wealth and status remodeled existing simpler homes in the more modern Victorian styles.

360 East Main Street is a local example with elements of the Folk Victorian style.

Queen Anne – The Queen Anne style is dominated by its asymmetrical form and irregular rooflines; to this irregular shape, several stylistic details were applied. The Queen Anne style often incorporated details from several different styles, including Classical, Gothic Revival, Exotic Revival, and Italianate. Some of the more typical applications include turned balusters and porch supports, decorative brackets, decorative half timbering, and decorative wood shingle detailing. Sometimes the decorative details are referred to as "gingerbread." The houses most often had large porches that were often wrapped to one or more sides. Towers were also a popular feature of Queen Anne houses. The Queen Anne style enjoyed immense popularity throughout the United States from the 1880s until around the turn of the twentieth century.

501 East Main Street is a local example with elements of the Queen Anne style.

Neoclassical Revival – Near the turn of the twentieth century, several revival styles became popular in the United States. Among these is Neoclassical Revival. The Neoclassical Revival style incorporates features from several earlier Classical Revival styles including Greek Revival, Adam, and Georgian. Many high style examples have full height porches or porticos featuring columns with Doric, Ionic, and Corinthian capitals, decorative pilasters, elaborate pediments, complex door surrounds, boxed eaves, and detailed cornices. Popular decorative details include dentils, modillions, triglyphs, and carved friezes. Some high style examples feature a number of these decorative details, while other more vernacular interpretations may only have the simplest ornamentation. The Neoclassical Revival style enjoyed popularity starting around 1895 and lasting well into the twentieth century.

390 East Marietta Street is a local example with elements of the Neoclassical Revival style.

English Vernacular Revival – This style is characterized by steeply pitched cross-gabled roofs, and the entrance is often defined by a front facing gable. Stylistic details are based on several English designs, including Tudor, Elizabethan, and Jacobethan. Common details found with the English Vernacular Revival style include false half-timbering, large and often patterned masonry chimneys, and windows with a diamond pattern. Porches are often very small or non-existent on the front façade. The English Vernacular Revival style enjoyed popularity from around the turn of the twentieth century through the 1940s.

811 East Main Street is a local example with elements of the English Vernacular Revival style.

Colonial Revival – Another popular Revival style near the turn of the twentieth century was Colonial Revival. Colonial Revival styles are largely based on Georgian and Adam styles. Most Colonial Revival buildings have an emphasis on the entry and often incorporate the use of pediments, pilasters, sidelights, fanlights, and other decorative details. Multi-pane windows, often with six, eight, nine, or twelve panes in each sash are also a common feature.

790 East Main Street is a local example with elements of the Colonial Revival Style.

Craftsman – The Craftsman style is one of the most popular styles of the twentieth century. Houses incorporating Craftsman details were constructed throughout the United States in both large cities and rural areas. Defining characteristics of the Craftsman style included wide overhanging eaves, often with exposed rafter tails, and large front or side porches. Porch supports often consist of base piers, square or battered columns, and square railings, and are constructed of wood, bricks, stone, stucco, or a combination of these materials. Windows often have multiple panes in the top sash and one pane in the lower sash. Casement windows are also a common feature. The Craftsman style was popular in the United States from around 1905 through the 1940s.

231 Jarvis Street is a local example with elements of the Craftsman style.

Minimal Traditional - During the 1930s, home styles evolved to include what is now called the Minimal Traditional style. It remained a prevalent style until about 1950, when it was replaced by the popular Ranch. The Minimal Traditional incorporates Colonial and Tudor forms with the Modern and International preference for as little ornamentation as possible. Nevertheless, homes built during the Depression continued to have nice quality built-ins, cabinetry, and woodwork though somewhat simplified. This style may incorporate the basic form of a Cape Cod for example, but introduces a forward-facing gable, small, covered porch, and occasionally corner-wrapped windows. Hipped roofs are not uncommon. Minimal Traditional style homes were often small cottage-size single- to two story homes with practical floor plans. Typically, they have gabled roofs, no eaves, and lapped wood siding of wood as well as shake, brick, or stone facing. They are generally asymmetrical with the front entrance off center. As an eclectic style, elements of contemporaneous Tudor, Colonial Revival, or Spanish Revival are often found. Garages may be entirely detached or attached to the main house, but if attached the garage is usually a subordinate element unlike later homes where the garage became more prominent.

1260 East Main Street is a local example with elements of the Minimal Traditional style.

Ranch – Some ranchers echo the low profile of the earth-hugging Craftsman bungalows and wide overhanging eaves and hip roofs of the Prairie style. Others are an extension of the Minimal Traditional style with the wrapped corner window of the Modern style. As with all 20th century American Architecture, the Ranch style is eclectic and individual houses may incorporate elements of any of its antecedents. The typical ranch style home is a single, often rambling, story with either a hipped or gabled roof. At first glance, it may appear bereft of style, but that first impression can be deceptive. The shape ranged from an unadorned box to various L- or U-shaped configurations. Where preceding styles were more cubic, the ranch was long and horizontal with an asymmetrical façade. New distinctive features found in homes of the 1950s and 1960s included attached garages, sliding doors, and huge picture windows. The Ranch, with its horizontal orientation relative to the street, is typically two rooms deep and four rooms wide, unlike many earlier styles that were just two rooms wide and presented a much smaller façade.

141 Muriel Street is a local example with elements of the Ranch style.

No Academic Style – If a home does not display enough overt, identifiable characteristics of a recognized style to classify the structure as that style, then then style of the home is considered to have "no academic" style. Most of Georgia's vernacular architecture – buildings influenced more by tradition than by stylistic trends – falls into this category. A resource could be a representative example of a style or could simply have "elements" of a style. If a resource only has elements of a defined style or has elements of multiple styles, then it is a home that has "no academic" style. Additionally, if a resource's style is not clear, it has "no academic" style.

230 Archer Street is a local example with elements of no academic style.

Section II: Residential Architectural Guidelines

AMENITIES

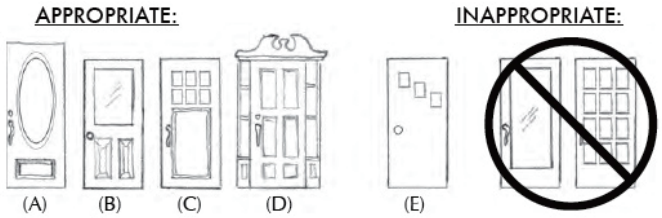
Entrances:

1. Preserve (retain and restore rather than replace) any original entry, or replicate, if necessary, any residential entry (door configuration, depth, recessed, flush, or other).
2. Retain or replicate, if necessary, the original entry ceiling height, door transoms, materials, or placement of doors (right, left, or center facing, single, double, etc.) original to the dwelling, and/or those changes to entrances that have gained historic significance over time.
3. Retain or replicate, if necessary, the original entry exterior floor (original hex tile, wood, cast iron sill plate, etc.) original to the home, and/or those changes to the entry floors (terrazzo, artistic tile, mosaic, etc.) that have gained historic significance over time.

Doors:

1. Retain, restore, and maintain any original entry doors.
2. Retain and repair rather than replace deteriorated door parts.
3. If replacement of parts is necessary, replace with parts that match original materials and architectural style of the home.
4. Door hardware, if missing on originals or on replacement doors, should be of the same architectural form and style of the home.

Entry configurations have as much to do with how they fit the exterior architectural style and with the original intended form as with the interior layout.



Typical, yet not limited to, residential door examples for: (A) high-style Victorian, (B) folk Victorian, cottage, mill house, or late-19th century vernacular, (C) Craftsman-style, (D) Neo-classical or classical revival with side lights and trim, and (E) potentially and only appropriate on mid-20th century homes if evidence of similar door styles are in neighborhood.

Windows:

1. Retain, restore, and maintain original windows.
2. Retain and repair rather than replace deteriorated window parts.
3. If complete replacement of original windows is necessary, replace with similar replacement windows. Do not replace windows with stock replacement windows, as they often do not fit original openings or require infill casing to make the replacement window fit.
4. If sash weights and weight pockets still exist, these historic features should be retained, rebalanced, or repaired. If these pockets are no longer used, insulate with fiberglass batting, which is reversible. Do not fill with expanding-foam. Some historic windows have been retrofitted with aluminum compression channels rather than sash weights or have had these installed over the years; assess their integrity to potentially restore the weights. Use chain, wire or natural rope that will not degrade in UV light to replace cords.
5. If original window parts cannot be determined using photographs or historic resources, order replacement windows similar to those being replaced.
6. Assess the mechanics of each window and repair as needed. Window hardware, if missing on original windows, should be of the same architectural form and style of the window units.
7. Do not install smoked, mirrored, or tinted window glass as this is highly out of character for a traditional residential environment.
8. Avoid vinyl, plastic, or fiberglass parts as these are not of a historic nature and can degrade quickly in UV light. Do not use new glass if it requires new frames that cannot match the old in placement, width, or profile (thickness for shadow lines).
9. Do not use new glass if it requires new frames that cannot match the old in placement, width, or profile (thickness for shadow lines).

Windows in groupings or having a rhythm of repetition are significant character defining features to the form and style of a home.

Lighting:

1. Preserve original light fixtures where they exist.
2. If replacement is necessary, use fixtures appropriate to the period of the residence.
3. Conceal or recess contemporary wall or ceiling-mounted fixtures such as ceiling fans, yard lights, or motion sensors, or color coordinate these fixtures to blend into the home.
4. Choose fixtures in the context of the period and intended styling of the home.
5. If desired, use security lights or architectural lighting washes where desired, however aim toward the structure or at the rear of the house and keep these lights on dimmers or timers.

Research original lighting or choose reproduction lighting to complement the architectural style of the home. (Shown here is a Craftsman-style wall light (left) and reproduction Colonial-revival gas lamp (right)).

FOUNDATIONS, PIERS, AND CRAWLSPACES

Architectural Materials:

1. Preserve, maintain, or restore original porch and house foundation materials and designs, whether they are solid or pier, brick, or stone, etc.
2. Use lattice panel, preferably of 45- or 90-degree angles with minimum ½-inch-thick wood strips and square openings no more than two inches, or vertical wood slats where needed between foundation piers.
3. Ensure grading and landscaping shed water away from the foundation. If water infiltration is an issue from gutters or run-off toward the home install a French drain system along the foundation and carry water away from home and out into the property or to a curb.

*See Section II-5 on Masonry Walls for more details on material treatment and maintenance. Also, see Section II-3 on Porches for additional details.

Foundations of exposed material visually "raise" the home. Generally, they are masonry material unless the home is of timber frame.

PORCHES, PATIOS, AND DECKS

1. Preserve, maintain, or restore original porches and features, including location, outline, height, roof pitch, and detailing.
2. Do not enclose front porches with permanent walls.
3. Enclose rear or side porches only when necessary and when the visual openness and character of the original porch is maintained.
4. Add balustrades where none existed originally only when necessary for safety and use appropriate material in a design compatible with the house style.
5. Do not replace porch steps with materials other than the original.

Construction and Connection:

1. Preserve, retain, and restore any original railing or enclosed window material.
2. Retain and/or repair rather than replace deteriorated porch parts.
3. If replacement of parts is necessary due to severe deterioration, replace with features to match in design and materials.
4. If original elements cannot be determined using photographs or historical resources, order similar replacements. Generally, replacement trims, decking, and railings should be proportionate to the original and the home. Wood framing is preferred for most residential homes unless the original porch was brick or stone.
5. Retain later-period porches that match modern changes, additions or upgrades with significant architectural history.
6. Screening is permitted if it is on the inner plane of the architectural columns and inner side of balustrades to retain visible elements.

Columns and Fenestration:

1. Preserve architectural decoration such as brackets, dentils, gingerbread, "fish-scale" shingles, window hoods and lintels and trim work or molding.
2. If original columns do not exist, replacements can be ordered in contemporary materials such as fiberglass-reinforced-plastic (FRP), however ensure that the finish is capable of applying paint, manufactured seams are not dominant, and the scale in diameter or width is adequate for the porch and the scale of the home.
3. Replace missing columns or millwork based on accurate duplication or close visual approximation of the original.
4. Generally, do not introduce or substitute any columns of any style not original to the building.

Porches are the most forward element and quite often the largest defining amenity to the façade or side of a home. The enclosure is set behind the columns; the balustrade has been retained; and the light divisions and the size of the glass panes echo that of the windows above. Within each bay there are two well-crafted, inward swinging doors, providing for greater seasonal use of the porch.

In a historic neighborhood the porch is one the most dominant features of homes, comprising 40% to 90% of the facade. The simplicity or ornate style of the home is often reflected in the columns and the porch details.

This enclosed porch is either original to the design of this house of has been added in sensitive scale and materials later.

EXTERIOR WALLS

Siding and Gables:

1. Do not remove, replace, reduce, cover, or alter original siding material.
2. If replacing is necessary due to severe deterioration, replace only where siding is deteriorating by removing as little of the surrounding material as possible. Replace only what is damaged with the same wood type, wood grain direction, mortar composition and profiles of material in design. Use fastening equipment such as nails or screws that will not rust.
3. With paint, a traditional color scheme is generally no more than three colors. Neutral or earth tone hues are recommended for the "field" of siding, with the trim, eaves, and framing incorporating colors that complement and contrast.
4. If original elements cannot be determined using photographs or historical resources, order similar replacements. Generally, replacement trims, clapboards, shakes, stucco patterns, or bricks should be proportionate to the original and to the surroundings homes. Wood framing is preferred for the walls in most residential homes.
5. If material is damaged and requires sealant, only use those recommended for the treating older materials and that come from a qualified restoration chemical source.
6. Do not paint unpainted natural historic brick or stone. Do not treat historic wall material until it is found that moisture is not coming from "rising damp" in the foundation or roof leaks.

High-style Queen Anne Victorian, vernacular Victoria era farmhouses, and Folk Victorian gabled "L" cottages have a change of pattern and/or material with each level. One-story houses will have this treatment in the gable.

Siding materials generally continue from the bottom sill (at the top of the foundation) up into the gable end.

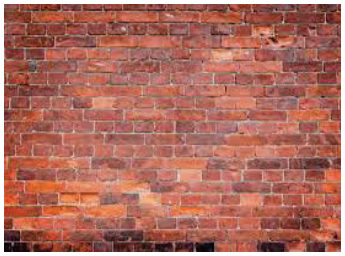
Masonry Walls

Building walls are the greatest mechanical system of a historic building. Built before air conditioning and to react to moisture or heat, air space within historic walls serves as insulation as well as "breathing" space for the building. Soft, historic materials are intentional and necessary for expansion and contraction and will be damaged quickly by moisture wicking upwards in the wall system. Known as "rising damp,' this phenomenon is worsened by later application of stucco, multiple coats of latex paint on exterior walls, and modern brick sealers on interior walls that have had their plaster inappropriately removed.

NOTE: If the interior plaster walls are showing weakening and paint damage, look for exterior causes first. Water infiltration in the form of "rising damp" from high water tables or dampness in foundation may require exterior foundation French drains to divert water. Leaks in the roof or structural stresses due to wall removal, remodeling or doors covered over time are often easily remedied with basic carpentry. Problems in loadbearing masonry walls should be addressed first.

1. Ensure no water infiltrates the walls and that ground water is diverted away (above and below ground) from masonry foundation and piers.
2. If the exterior masonry is painted, and the paint layer on the substrate is stable, repainting the exterior is appropriate. Chemically removing paint rather than adding new paint is preferred, as it benefits the health and original appearance of the brick.

3. If replacing or repairing brick, make sure that the characteristics of any new brick match that of the old (size, shape, porosity, surface finish), not only for the building style but also to relate with the shrinking and swelling of the entire historic masonry system.
4. Respect certain styles of homes in the area such as Craftsman, Italianate, or Folk Victorian periods that use smooth stucco, engineered brick, and cast-in-place concrete.



Historic brick (left) is softer in nature due to the materials and firing technology of brick. Older brick expand and contract greatly, therefore mortar must be soft. Portland cement mixes may dry fast, but they are much too rigid for the expansion. Portland cement-based stuccos (right) are an historic material applied to many wall surfaces in the early 20th century in both original design and as a coverup for failing masonry. Before removing, assess the nature of substrate or if the stucco was original to the building style.

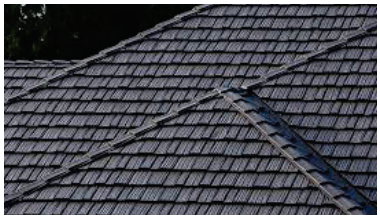
5. Do not paint, add water sealers, or apply clear coating of any kind to the unpainted masonry surfaces. These will change the breathability of the wall system, perhaps permanently.
6. Do not sandblast or use any form of abrasive, highly detrimental cleaning method (including high-pressure water) on walls. Use chemical strippers and cleaners formulated for the soft historic material that will not break the outer "crust" of old brick or patina on stone.
7. Do not uncover a past problem. Some exterior surfaces may have had covering or application of veneers or stucco for maintenance reasons long ago such as poor masonry, a fire which compromised the brick, or natural disaster. Research the history if covering or veneer exists.

ROOFING

1. Preserve the original main roof shape and pitch, eaves, rafters, overhang, and connection onto the home.
2. Maintain original size and shape of dormers if present.

Shingles and Coverings:

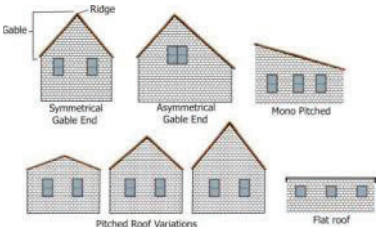
1. Preserve the original porch roof shape and pitch, eaves, rafters, overhang, and connection onto the home.
2. If replacement of original materials is necessary, new roof materials should match as closely as possible the texture, color, design, and composition of the original materials.
3. Do not add dormers where none existed originally or to portions of the roof that visible from the public right-of-way.
4. Porch roofing materials should match that of the main roof system. Retain matching roof materials where possible.
5. Preserve the underside materials and character of the style of porch
6. Maintain the longevity of the original material if it is of a quality such as slate or metal where individual sections can be repaired.
7. When replacement is necessary and roof covering is proven to not be made any longer, substitute an approved "architectural" compatible roofing material. Composite shingle, with built-up material to maintain the look and dimension of slate or shake, can be found in dark color (gray or black) or earth tones. Recycled rubber products formed into slate shapes are installed in the same manner and fiberglass replacement terra-cotta are options.
8. Generally, do not use roofing materials of different color or composition than what has a visual appearance of what would have been originally used.



Stamped metal shingles are an appropriate, long-lasting, and quality material for late 19th and early 20th century houses.

Roof Pitch:

1. Retain intended roof pitch. This is an important feature that great identifies the intended style of the historic home. Older homes often depend on the high attic space for proper ventilation.



There are various styles of roof pitches that are seen on homes. Most historic homes have gabled pitch roofs.

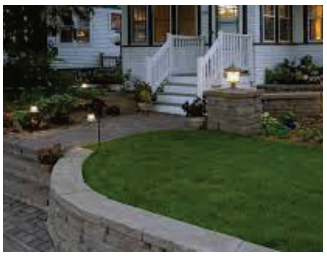
Chimneys, Eaves, and Parapets:

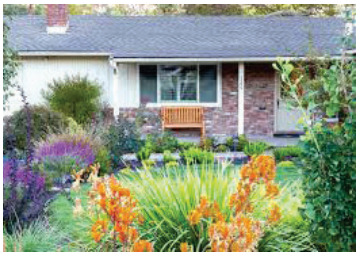
1. Preserve original chimneys following masonry repointing and cleaning guidelines for repairs.
2. Preserve the eaves and architectural decoration such as brackets, dentils, gingerbread, caps, flashing, and trim work found along the roof edge.
3. Replace missing eave trim and millwork based on accurate duplication or close visual approximations of the original.
4. Specific gutters are an identifying architectural feature. Repair or replace in kind.

Brackets, eave overhang, and verge board (shown on the front gable end of a Craftsman-style bungalow) all help define the style and denote construction technology of the time a home was built.

YARDS

The site which a house is located is a character defining element for a district. Single family homes will typically have yards to the front, back, and sides of the home to the property line, while duplexes or multifamily properties may have joined yards or segmented areas of the general property. Yards accommodate and are often defined by fences, walls, hedges, driveways, and walkways. The design of an individual residential landscape should be considered an extension of the home since landscaping reflects the period of construction as does the house. The physical treatment of the yard is an intended product often contributing to the character of the neighborhood and should be considered an extension of the style of the home.





Highly controlled and engineered materials and manicured landscaping may be found in the front or side yards of mid-to-late-20th century homes (top). Natural yards are intentionally rustic, fitting into the topography of the property rather than trying to control it (bottom).

Landscape Features and Surfaces:

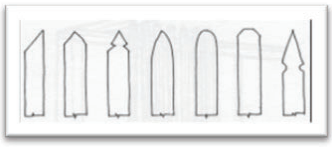
1. Make landscape features (personal amenities, lighting sidewalks, planting, etc.) visually compatible with the buildings and neighborhood.
2. Construct free-standing gazebos, pergolas, fountains, or decks only in rear yards, when possible.
3. If a ramp must be constructed to access a home, do not remove, or alter any historic built-in features of the home or anchor the ramp into the home unless the connection is completely reversible to the original architecture of the home. Construct the ramp using materials that are in keeping with common materials of the home.
4. Avoid the use of ponds or water features in front yards unless there is historical evidence of one previously existing. If water features are used in rear yards, ensure that they have a system of movement, so water does not become stagnant.
5. Use permeable surfaces such as grass and gravel to assist drainage and avoid lot coverage with concrete.
6. Do not park vehicles or construct parking pads in front yards.

FENCES, STEPS, AND WALLS

1. Preserve original retaining walls, steps, and fences where they exist.
2. All fences are subject to the City Unified Development Code.
3. Fences or walls shall not exceed four feet in the front or side yard, and eight feet in the rear yard.
4. Decorative or finished side of the fence shall face outward.
5. Chain link fencing, when found to be appropriate and necessary, shall only be used in the rear yard and must be either painted or coated.
6. Assess whether exterior steps or walks outside the home should be designed with engineered (concrete), traditional (brick, slate, hex, timber, or pavers), or rustic/natural (gravel, clay, or chip) as it would fit with the style of the home and within the surrounding neighborhood.

Encouraged Fencing Types

1. Picket - must be painted or stained



2. Masonry

3. Iron

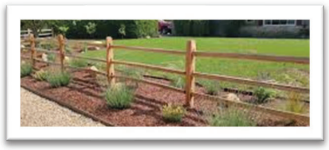
Fence Style Examples - Administrative Review

Fence styles similar to the examples below may be approved by administrative review. Fences that do not align with these examples must still go through the COA application process for HPC review.

For residents seeking administrative approval, picket, masonry, and iron fencing are encouraged. Split rail, board, and chain-link fences are preferably used only in the side or rear yard.

Limited Fencing Types

1. Split rail



2. Board

3. Chain link

NEW RESIDENTIAL CONSTRUCTION

New infill development or new construction to replace a structure that has been lost should continue the established pattern of the neighborhood environment, typically taking into consideration the remainder of the block to each side and what is directly across the street as the area which will be visually influenced by the new construction. Neighboring buildings should be examined to identify consistent patterns of design and architectural elements.

Placement and Construction

1. Align new construction with the front and side yard setback with the existing structure in the adjacent neighborhood by either:
    a. Setback even with all other homes if there is a developed pattern to the neighborhood or complex of dwellings, or
    b. If the established pattern is a random setback, take the average setback of all original home, excluding new additions, in that block face using a common line (street or walk).
2. Avoid the exact reconstruction of a previous house unless it will be exactly reconstructed on its original footprint and accurately produced with materials, detailing, proportions, etc. – all based on documentation and plans of the original, otherwise this would be "creating false history."
3. Materials should be used on new construction consistent with existing structures in the adjacent neighborhood – brick, wood, stone, etc.

This home, built in 2005, possesses the bungalow form that is found within the historic district and used craftsman-era styling.

Scale and Form

1. Design the new construction in the same residential form consistent with the established patterns of the neighborhood.
2. Design the roof form to be consistent with adjacent structures.
3. Limit the number of stories of new construction to be equal to or compatible with adjacent homes on either side. The HPC may reserve the right to deny additional stories if the home appears that it will be out of scale with the building forms in the surrounding residential area.
4. Design the new construction to be of similar height, width, and proportions of existing structures in the adjacent neighborhood, taking in consideration: foundation height, floor to ceiling height, and use of porches (in depth, height, massing, columns)
5. Design composition and arrangement of parts – shapes, sizes, placement of windows, and doors – to be consistent with existing homes.

Style

1. Design the characteristics and placement of exterior decoration on new construction to continue that of existing structures in the adjacent neighborhood if there is an established style to the neighborhood.
2. Avoid reproduction of styling which is too faux, such as using all old materials to build a new home, creating a "false sense of history."

RESIDENTIAL ADDITIONS

When constructing an addition to a historic home, it is important to realize that many historic buildings cannot support additions. Often, to get the desired addition, major reconstruction of very significant features is required. Adding these major building features, such as removal of small features, has the potential to degrade the historic residential environment. A building's structural integrity and the height, scale and massing of surrounding building are paramount when determining whether a dwelling can support an addition.

Views from the Public Right-of-Way:

1. If small roof rooms, decks, cupolas, skylights, mechanical screening, or egress structures are added, ensure they are not readily visible from the public streets, prominent pedestrian viewpoints, or scenic vistas. The HPC may require illustrations showing the additions as they would be seen from other vantage points and will suggest the appropriate scale of additions to roofs.

Home Additions in Context:

1. If additional square footage is necessary, designing the new addition to the rear of the structure is preferred to adding another story if space is available to the rear of the building. This will not interfere with the original form of the home as seen from the public right-of-way.
2. Inset new walls from the corner and lower roofs when framing additions from the side of the home, allowing the original form of the historic structure to be "read."
3. Use of new construction material is permitted and welcome. Offset board or brick pattern slightly. Being able to differentiate the new from the old is important.
4. Ensure that the characteristics of additions continue those of the original architecture (massing, height, rhythm of openings, and general type of materials), with the goal of complimenting the existing homes in the adjacent neighborhood area.

The addition to the home on the left is a basic ell off the back of the house, which imitates the home's original form through roof pitch and window sizes. The home on the right depicts the exterior of a gable room addition, which matches the siding, trim, and shingles of the home's original materials.

Rooftop Additions:

Adding to, or preferably into, roof areas can be a functional way to increase space or add living space to residential rehabilitation in established neighborhoods.

1. Ensure roof additions or connections into existing roofs do not adversely alter water runoff.
2. Use a like form of roofing material.
3. Ensure loads are positioned over load-bearing interior support.
4. Do not add full floors as rooftops additions. This permanently alters the original building form.
5. Do not add through roofs just for the interior aesthetics of expanding interior ceiling height.
6. Do not remove important structural members of the building to build in new roof access – choose an interior room to construct stairs.
7. Do not add dormers to the front or sides of a roof, visible from street where none originally existed.

RESIDENTIAL ACCESSORY DWELLINGS

Before the development of modern conveniences, many functions of daily life were housed in smaller outbuildings or accessory buildings. Accessory buildings were generally modest in size and typically located at the rear of a lot. Examples of common historic accessory buildings include a kitchen, bathrooms, carriage houses, and garages. Many of these accessory buildings became unnecessary with the introduction of technologies such as indoor plumbing, and they were frequently demolished. Extant historic accessory buildings are rare and should therefore be preserved whenever possible.

Guidelines for Accessory Buildings:

1. Retention, preservation, and maintenance of the location, form, and materials of historic accessory buildings.
2. Repair, rather than replacement, of damaged or deteriorated portions of historic accessory buildings.
3. Repair and replacement of original elements and details of historic and character-contributing, non-historic accessory buildings should follow relevant guidelines listed above for similar aspects or elements of principal structures.
4. Replacement of original historic materials should be limited to those too deteriorated for preservation. Materials should be replaced in-kind, meaning replacement with similar historic material.
    a. If the same kind of material is not technically or economically feasible, a compatible substitute material may be considered.
    b. Although use of a material that replicates the historic fabric is encouraged, replacement with a more contemporary material may be acceptable, provided it is compatible with the original, historic material in size, shape, color, and texture.
    c. Applications for the use of a substitute material will be reviewed on a case-by-case basis to determine the new material's ability to convey the same character and visual details as well as to evaluate it long- term performance.
5. Wholesale removal of historic accessory buildings is not recommended.

Above are two examples of residential accessory dwelling units. The top photo is an accessory dwelling considered as an apartment above a garage and the bottom photo is a small cottage.

*Accessory buildings frequently employ many of the same features and materials as the primary building on a property.

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