GEORGETOWN RESIDENTIAL AREA
DESIGN GUIDELINE MANUAL
GEORGETOWN, SOUTH CAROLINA

PREPARED FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA

THOMASON AND ASSOCIATES, PRESERVATION PLANNERS
NASHVILLE, TENNESSEE

July, 2004

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Georgetown Board of Architectural Review – 2004

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I. INTRODUCTION AND PURPOSE OF THE MANUAL

Historic preservation has become a major factor in the community and economic development of South Carolina's towns and cities. Charleston was the first city in the country to enact historic district zoning and dozens of communities across the state have followed its example. Historic preservation is now incorporated in most city and county planning efforts. The City of Georgetown created the Georgetown Historic District in an effort to safeguard its historical and architectural legacy. In doing so, the City recognized the importance of revitalizing the older residential areas of Georgetown as part of its economic goals.

To further the goals of historic preservation, Georgetown enacted a Design Review Ordinance during the mid-1970s. The purpose of the ordinance is:

- To protect, preserve and enhance the distinctive architectural and cultural heritage of the City of Georgetown as part of the educational and patriotic heritage of future generations;
- To promote the cultural, economic and general welfare of the people of Georgetown;
- To foster civic pride;
- To encourage harmonious, orderly and efficient growth and development of the City of Georgetown;
- To strengthen the local economy; and
- To improve property values.

The aim of the ordinance is "that by encouraging a general harmony of style, form, proportion and material between buildings of historic design and those of contemporary design, the City's historic building district will continue to be a distinctive aspect of the City and will serve as visible reminders of the significant historical and cultural heritage of the City of Georgetown and the State of South Carolina."

The ordinance established a seven-member Board of Architectural Review (ARB). Included in the responsibilities of the ARB is the review of plans and applications for construction, demolition, and alterations within locally established historic districts. The ARB has the power to approve, approve with modifications, or deny approval for such applications in accordance with adopted procedures and guidelines.

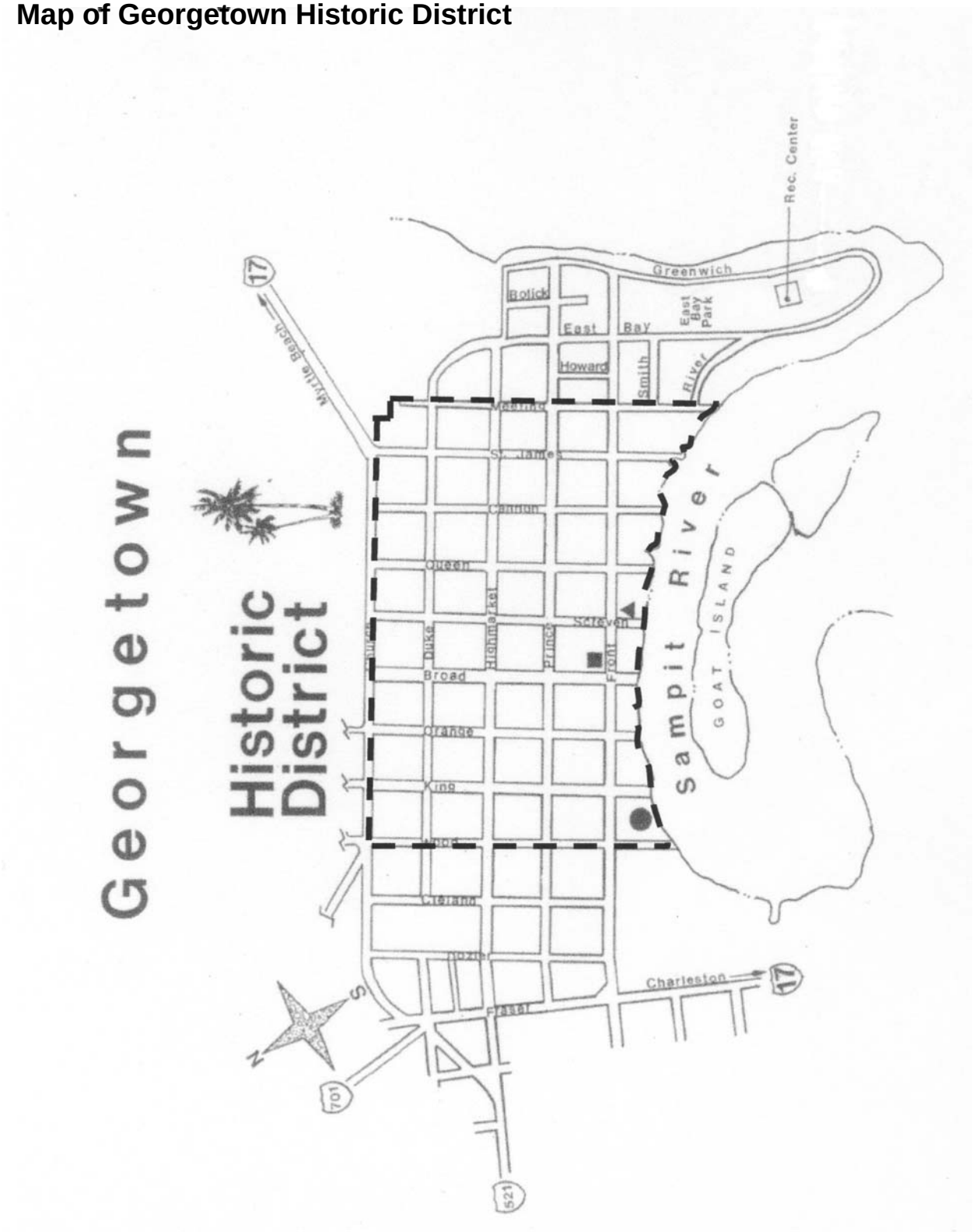
In 1986, the *Architectural Review Board Design Guidelines* manual was completed for the City of Georgetown. The manual included information on issues of design review for both residential and commercial areas within the City. The manual's guidelines were based on the *Secretary of the Interior's Standards for Rehabilitation* which are included as Appendix C of this manual.

Since the early 1980s, communities such as Georgetown have revised or enhanced their guidelines to clarify design issues and to provide updated information to property owners. The City of Georgetown published a set of guidelines specifically for the waterfront commercial area in 2003. The *Georgetown Waterfront Area Design Guidelines* provides design criteria which addresses issues within the commercial district along Front Street and adjacent streets.

In 2003, the City of Georgetown, in association with the South Carolina Department of Archives and History, funded a revised manual for the city's historical residential district. The **Georgetown Residential Area Design Guideline Manual** is intended to provide specific criteria for

appropriate rehabilitation work, new construction, and demolition in Georgetown's designated residential historic districts. Design guidelines assist property owners in maintaining and enhancing the appearance of their property, keep up property values, and improve the liveability of historic areas. Design guidelines help property owners understand the value and methods to preserve and maintain the essential character of their property.

Map of Georgetown Historic District



II. THE BENEFITS OF HISTORIC PRESERVATION AND DESIGN GUIDELINES

BENEFITS TO THE CITY

- For a city its size, Georgetown contains one of the finest collections of 18th and early 19th century residential architecture in the Southeast. This architecture is central to its identity as an historic seaport reflective of South Carolina's Colonial era. Heritage tourism, or tourism which focuses on historic areas and sites, is one of the rapidly growing segments of the tourism industry. The quality and quantity of the historic architecture in Georgetown provides opportunities to enhance tourism in the future. Design guidelines encourage historic rehabilitation that is authentic and reinforces historic residential character.

- Historic rehabilitation increases the city's tax base, assists in economic development, and is fiscally responsible. Design guidelines provide practical assistance and direction to assure that improvements are compatible with the goals and desires of property owners and the city.

- The incremental value of residential rehabilitation is a key component of economic development. Because residential rehabilitation is gradual, its cumulative effect is often not appreciated as much as other impacts to the local economy. The overall impact of residential revitalization efforts is measured not only in rising property values but also in its contribution to Georgetown's quality of life and ability to attract new businesses.

- The revitalization of historic residential areas is of greater economic benefit to a city than is the continuation of suburban sprawl. Low-density suburban development is much more costly than is compact development due to the required expenditure on roads, sewers, and public services. The historic residential area of Georgetown already possesses an efficient infrastructure with its existing sidewalks, streets, sewer lines, and street lights. Through appropriate rehabilitation of existing buildings and compatible new construction, the city's historic areas contribute to a fiscally responsible approach to Georgetown's economy.

BENEFITS TO THE PROPERTY OWNER

- Dwellings often represent a person's most significant economic asset - one that will hopefully accrue in value. Historic district designation and the application of design guidelines helps to ensure that an investment in an historic area will be protected - protected from inappropriate new construction, misguided remodeling, or demolition. Numerous studies have shown that property within historic districts and that are subject to design review appreciates at a higher rate than similar areas which lack such designation. Historic designation and design review benefits not only existing residents of the neighborhood but it often also attracts new buyers since they know their investment will be protected.

- Historic districts reinforce and enhance the overall economic value of an area. Every building or parcel in an historic district is affected by the actions of adjacent property owners. Design guidelines provide for a level playing field for all property owners because

they apply equally to everyone in an historic area. This way all property owner's rights are protected from the adverse economic impact which could result from the actions of another.

WHAT DO DESIGN GUIDELINES AFFECT?

- Design guidelines **do not** affect the use of your property or its interior. Property owners may remodel the interior as they choose and these changes are not reviewed as part of the design review process.

- The design review process **does not** affect landscaping or paint colors. Landscaping and paint colors do not materially affect the fabric of the house and are left to the desires of the owner. The Architectural Review Board is available to provide guidance concerning appropriate paint colors if so requested.

- The design review process **does not** force property owners to make changes to their property. Design review **only occurs** when property owners propose changes to their property that may require a Building Permit or a Certificate of Appropriateness.

- The design review process **does not** prohibit new construction or additions to historic buildings. New construction is encouraged on vacant lots within the city. Design review provides the framework for making new construction and additions as compatible as possible to an historic area.

WHAT ABOUT ECONOMIC HARDSHIP?

- If an applicant so requests, the Architectural Review Board can take into consideration economic hardship in its design review. In its determination, the ARB would consider that by reason of the exceptional deterioration of the structure or by reason of the particular economics of the proposed project, the strict application of the design guidelines would result in peculiar and practical difficulties or undue economic hardship upon the owner.

- The ARB would also consider whether the relief of the particular hardships would not establish substantial detriment to the public good or substantially impair the intent and purpose of the city's historic ordinance. The peculiar hardship would apply to the particular land or building regardless of the owner, and the peculiar hardship is not created as a result of an act upon the part of the applicant.

HISTORIC BUILDINGS HAVE VALUE

- Buildings in the Georgetown Historic District are known for their quality of construction and endurance. Many are over two hundred years of age and if properly maintained will last indefinitely.

- The Georgetown Historic District was listed on the National Register of Historic Places in 1971. The majority of buildings in the district are included as contributing to the district's architectural and historical character. This makes income-producing properties eligible for a 20% federal historic tax credit if substantially rehabilitated. Income-producing would be buildings used for residential rental, offices, or commercial use. Properties must be

remodeled in accordance with the design guidelines included in this manual and the remodeling must be coordinated with the state historic preservation office, the South Carolina Department of Archives and History.

By following the design guidelines, a property owner can take a 20% federal tax credit on their restoration expenditures. For example, if a property owner exceeds the adjusted basis of the property (adjusted basis is the purchase price, minus depreciation, plus capital improvements) with his or her rehabilitation expenditures, they can take a 20% tax credit against their federal taxes. If the adjusted basis of the property is $100,000 and expenditures are $100,000, then the property owner can take a tax credit of $20,000 (20% of $100,000). This $20,000 is not a reduction in your taxable income but a direct federal tax credit to the owner.

In addition to the federal tax credit, a 10% state tax credit is also available to those who substantially rehabilitate an income-producing property. Using the above formula, in addition to the $20,000 federal tax credit a property owner could also take a $10,000 tax credit against what they owe in state income taxes.

South Carolina also provides incentives for rehabilitating one's own residence. A 25% tax credit is available for property owners who restore or remodel their own home as long as they meet the design guidelines contained in this manual and have their work approved by the state historic preservation office. Allowable expenses include new plumbing, wiring, and HVAC systems, exterior and interior repair or rehabilitation costs, and architect and engineer fees. In order to qualify for this program, property owners must spend a minimum of $15,000 within 36 months before they can take the tax credit. Additional information on the federal and state rehabilitation tax credits is located in Appendix H.

III. GEORGETOWN'S HISTORIC RESOURCES

Historical Overview

Georgetown, South Carolina, the state's third oldest city, developed along the banks of the Sampit River during the early eighteenth century. Trading posts in the region had gradually developed into permanent settlements and in 1705, John Perrie received the earliest land grant. The grant was later acquired by William Screven, whose son Elisha had the town surveyed and lots established in 1729. The original grid of the town covered 174 acres and included 229 lots and a 100-acre common. The original layout included the area bounded by Front Street, Church Street, Wood Street and Cannon Street. In order to encourage rapid development, Screven required lot purchasers to build a house on their property within eighteen months. The home was to be of either brick or frame construction with brick chimneys and measure a minimum of 22' x 16'. A portion of Front Street facing the river was designated as the town's commercial center and lots along this street were smaller.

In 1732 Georgetown was declared an official port of entry by the English crown. This status allowed foreign exports and imports to come directly in and out of the town instead of first passing through Charleston. Agriculture drove the local economy with rice and indigo as chief cash crops. These labor intensive crops were dependent upon slave labor and African-Americans made up the majority of Georgetown's population well into the late nineteenth century. Georgetown quickly developed into a prosperous community of planters, merchants, shipowners, and various professionals. In 1737, eighty-eight new lots were created out of the common area and an additional 130-acre tract beyond the grid was established as a replacement common. Georgetown served as the seat of Georgetown County and in 1824 a new county courthouse was built on Prince Street. Architect Robert Mills, who later designed the Washington Monument, designed the building.

Georgetown's residents built dozens of dwellings and commercial buildings in the 18th and early 19th centuries. Among the earliest surviving dwellings in Georgetown are the Crafton Kerwon House at 222 Broad Street and the John and Mary Cleland House at 405 Front Street, both of which date to ca. 1740. William Waties, who invested in eight lots in Georgetown, built his home at 316 Screven Street around 1740. Plantation owner Robert Stewart had a large two- and one-half story brick Georgian home constructed at 1019 Front Street overlooking the Sampit River ca. 1750. Mary Mann of the Mansfield Plantation had a large town house built at 528 Front Street around 1775, and Dr. Charles Fyffe had his home built at 15 Cannon Street ca. 1765. Georgetown citizens also erected the Prince George, Winyah, Church at 300 Broad Street in the 1740s.

During the American Revolution, British forces occupied Georgetown from July of 1780 to May of 1781, during which time a number of houses and other buildings were destroyed. However, the town quickly rebounded after the war and continued growth led to the enlargement of the town with an additional ninety-one new lots. By 1825, Georgetown had over 300 homes and its population was around 2,000. Indigo production ceased following the war, but rice production boomed and continued to support a wealthy planter class. Vast plantations were established as smaller tracts were consolidated. By the 1840s, close to half of the rice cultivated in the nation was produced in the Georgetown area. Area plantation owners accumulated massive wealth and were among the richest families in the state. They built handsome town homes in addition to their large country estates and formed elite social clubs and organizations. The Winyah

Indigo Society, formed in the 1740s to promote the indigo trade, constructed a large hall on Prince Street in 1857. Despite the decline of the indigo trade, the organization remained an important part of Georgetown social life during the nineteenth century.

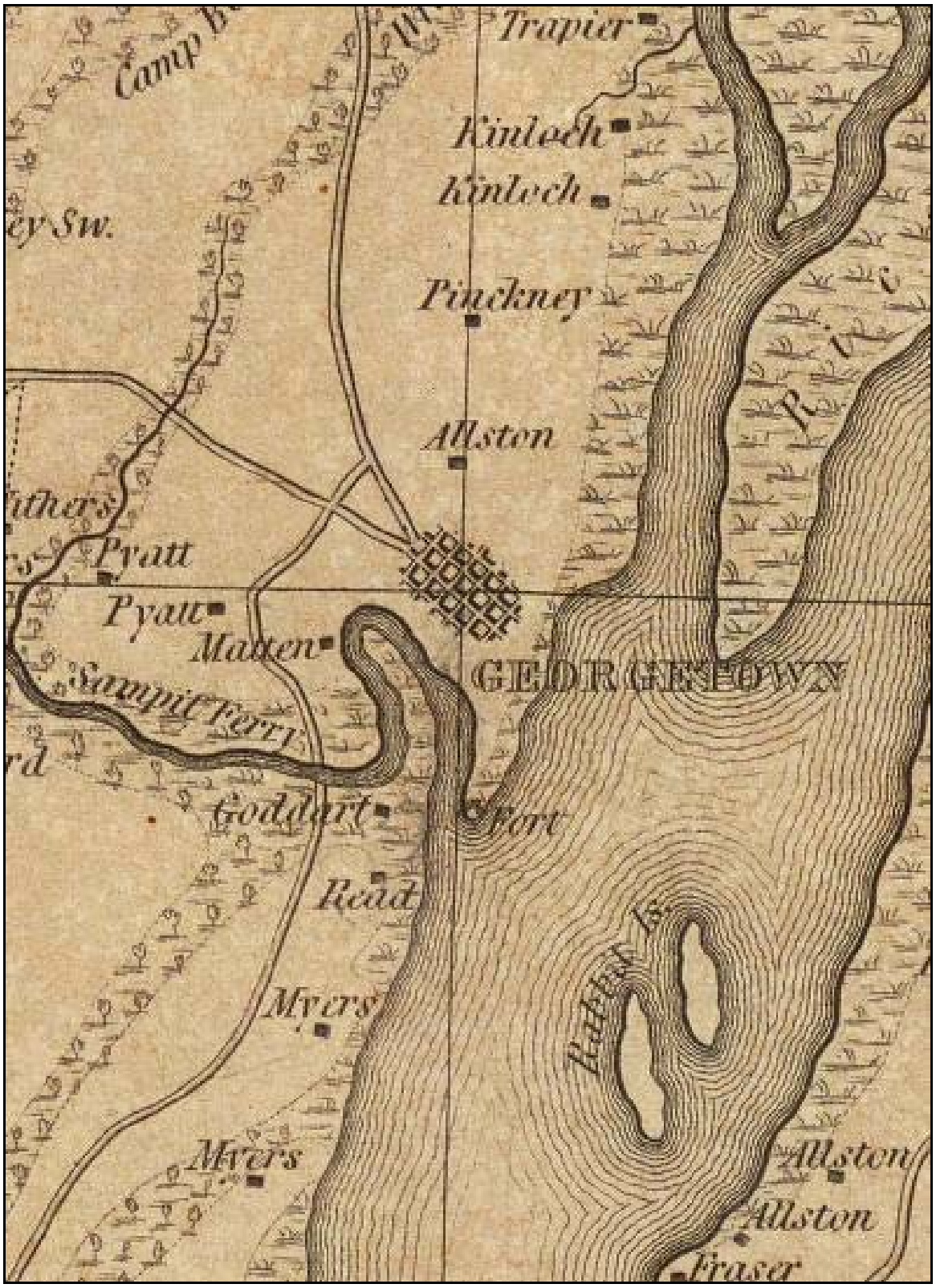
As their prosperity increased, however, many of Georgetown's wealthy residents began to abandon the city by the 1820s. Many established their permanent residences in Charleston, summered in other regions, and sent their children away to schools in other cities. While some retained second homes in Georgetown, these were typically more modest dwellings as the more opulent residences were reserved for Charleston. In the twenty years between 1820 and 1840, Georgetown's population decreased by one fourth dropping from 2,000 to 1,500. It gradually increased during the following decades and reached 1,720 in 1860.

During the 1840s and 1850s, lumber and turpentine production became prominent industries in Georgetown. Initially small outfits, sawmills and turpentine distilleries evolved into major industrial operations, many of which relied on slave labor to turn a profit. In 1850, Elisha Perkins reported using eighty-two slaves in his turpentine business, and the Perkins, Carraway and Perkins firm had nearly 180 slaves engaged in collecting turpentine.

Georgetown's prosperity was interrupted by the Civil War as much of its commerce was halted. Despite Union occupation of the town late in the war, Georgetown avoided the destruction that many other Southern cities experienced during the conflict and its buildings emerged largely intact. The war, however, did bring significant economic and social upheaval to Georgetown as it did throughout the South. The end of slavery brought an end to the large plantation culture. Rice production continued but struggled as a new free labor system was established. A number of newly freed African Americans came to the town seeking opportunity and the white population of Georgetown declined. In 1870, two thirds of Georgetown's total population of 2,080 residents was African American, many of whom prospered in the city. They operated successful businesses, became political leaders, and purchased or built fine residences in town. Joseph Hayne Rainey, the first African American member of the US Congress, resided in the ca. 1760 dwelling at 909 Prince Street. The city's large African American population erected several churches after the Civil War including the Bethel African Methodist Episcopal Church at 417 Broad Street, built in 1882.

In 1880, Georgetown had 2,895 residents and its streets were surfaced with stone, brick or wood. The city contained three boarding houses, five churches, two public schools, and several private schools. Lumber and turpentine production continued to be lucrative businesses. Three sawmills, a shingle mill, and a rice mill were leading employers. In 1883 the Georgetown and Lanes Railroad was completed connecting Georgetown with the Northeastern Railroad allowing area industries to export by rail as well as by boat. Waterway improvements made throughout the region in the 1880s increased trade, and in 1890 the federal government funded the construction of two stone jetties at Georgetown in order to maintain a permanent clear channel.

Between 1890 and 1910 Georgetown experienced its greatest period of growth. During these two decades the town's population grew from around 3,000 to 5,530. Dozens of new houses were constructed during this era to accommodate the growing population. The majority of these dwellings were of frame construction. New schools were built, and concrete sidewalks and electric streetlights were installed. Much of this civic improvement was conducted under the political leadership of William Doyle Morgan, who served as mayor of Georgetown for fourteen years. Morgan's home, built ca. 1886 at 732 Prince Street, remains standing today.


Trapier
Kinloch
Kinloch
Pinckney
Allston
Pyatt
Pyatt
Matten
GEORGETOWN
Goddart
Fort
Read
Myers
Myers
Allston
Allston
Fraser

Robert Mills Map of Georgetown in 1825.

Economic and industrial development accompanied this growth. Construction of the jetties brought a number of federal employees and money to town. The lumber industry continued to grow and fuel the economy, while rice and turpentine production faded. The most influential venture was that of the Atlantic Coast Lumber (ACL) Company. In addition to saw and planing mills the company's operations, situated on the bank of the Sampit River, included employee housing, a hotel, foundry, a company store and offices, and an electric power plant. The ACL plant was destroyed by fire in 1913 and a new plant was constructed on the west side of town the following year.

Like most towns across the country, Georgetown fell on hard times during the Great Depression. Its banks failed, businesses closed, and industry dwindled. Agriculture was at an all time low and even the once prosperous lumber industry stood idle. The closing of the ACL mill in 1932 proved especially hard for Georgetown residents as around 2,000 people were left unemployed. Federal projects through the Works Progress Administration (WPA) brought some improvements to the town during the 1930s including road improvements and the construction of schools, a National Guard Armory, and a Naval Reserve facility.

Georgetown's economy improved during the late 1930s and 1940s as new industries moved into the region. Chief among these was the International Paper Company, which completed a large paper mill in 1937. The company employed around 1,200 mill workers and an additional 1,000 for work in regional forests. In 1939, the American Cyanamid Company also erected a chemical plant in the area.

In 1940, Georgetown had a total population of 5,579. New commercial buildings appeared in the business district, and a hotel and theater were established. The International Paper Company experienced continued success and built a new plant in 1942 to manufacture shipping containers for the armed forces. It expanded again in 1946 and in 1961 and remains a principal employer today. In 1969, the Georgetown Steel Corporation built a large steel plant just northwest of the historic commercial area on land formerly occupied by the ACL mill. This plant employed hundreds of workers and was a major industry in the community during the late 20th century.

In recognition of Georgetown's historical and architectural significance, all or parts of forty blocks of the city were listed on the National Register of Historic Places in 1971. The National Register is the nation's official list of properties important in the history, architectural history, archaeology, engineering, and culture of the United States. The district conforms to much of the early plat of the city and is bounded by the Georgetown Harbor, Wood Street, Church Street, and Meeting Street.

Georgetown grew rapidly during the late 20th century and in 2000 the population stood at almost 9,000 residents. As tourism increased along the coastline, the city's downtown area became increasingly filled with specialty shops such as antique and gift stores. Several bed and breakfast businesses were established in the city's older homes in the historic district, and overall rehabilitation of dwellings increased. Today, Georgetown retains much of its original architectural and historical character and the preservation of this sense of time and place is an important part of the city's future economic development and quality of life.

IV. RESIDENTIAL BUILDING FORMS AND DISTRICT CHARACTER

Georgetown contains an impressive collection of 18th, 19th, and early 20th century residential architectural styles. This architectural character was documented in 2000 in the *City of Georgetown Cultural Resources Survey, Final Survey Report.* This report, funded by the Georgetown Historical Society in association with the South Carolina Department of Archives and History, includes an historical overview of the growth and development of Georgetown and how this history is reflected in its built environment. The survey recorded 333 properties, most of which are within the boundary of the Georgetown Historic District.

The oldest remaining buildings in the city date to ca. 1740 and are one- and two-story frame dwellings. Wood construction predominated within the residential area of the city and only one brick dwelling, the Robert Stewart House at 1019 Front Street, survives from the 18th century. The design of these early dwellings reflects the Georgian or Federal styles in their detailing but they were built in accordance with local traditions. In Georgetown, many of the remaining 18th and early 19th century dwellings were built on raised foundations, have their side elevations facing the street, have their main entrances facing southeast toward the water, and have large porches on one or more of the primary facades. Known as “Georgetown Single Houses,” these one-and-one-half and two-story dwellings form a unique vernacular building form and reinforce the historic district’s sense of time and place.

By the mid-19th century, the vernacular approach to house construction was superseded by the influences of popular national styles. The Greek Revival and Italianate styles were widely built by the South’s middle and upper classes and these house forms dominated construction in Georgetown from the 1830s to the 1880s. The Greek Revival style featured large porticos or verandas with classical columns with Doric or Ionic capitals. At the roofline, dentils and modillion blocks were added as decorative elements. The Italianate style was distinguished by arched windows, large bracketed eaves, and milled porch columns. Local builders often used detailing associated with these styles on more modest houses of the period.

In the late 19th century houses were of balloon frame rather than timber frame construction. Balloon frame houses were built of studs and joists nailed together in much the same fashion as we build today. Balloon framing allowed for rapid and economical construction of dwellings and also afforded building designers greater flexibility in house forms and plans. Asymmetrical house forms such as Queen Anne designs were quite popular after 1880 and a number of these houses were built at the turn of the century.

By 1910, the asymmetrical Queen Anne style and associated styles dropped out of popularity and revival styles began to dominate house design. One of the most common of these was the Colonial Revival style which marked a return back to the influences of Colonial America. Colonial Revival style homes were generally rectangular or square in plan and featured porch columns and detailing reflective of classical designs. A common variation of this style is known as the "American Foursquare." These are box shaped, two-story dwellings featuring porches with classical columns.

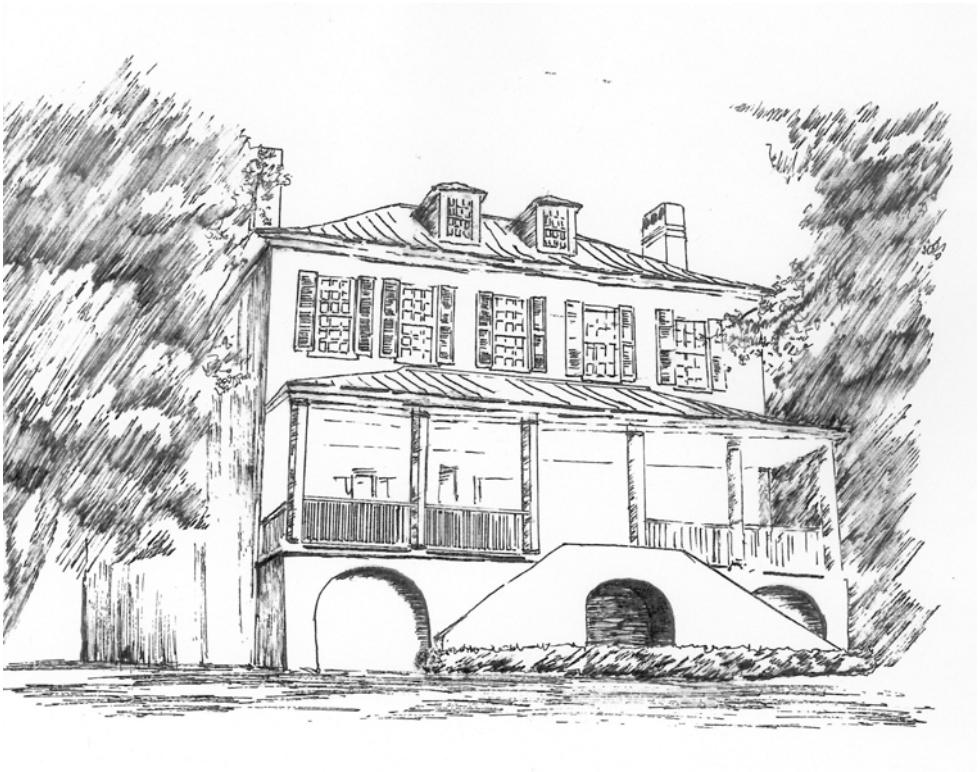
Advances in transportation, marketing, and prefabrication led to the rise of mail-order houses at the turn of the century. The success of large department stores such as Sears and Montgomery Ward led to these company's designing and shipping entire houses by truck or rail to customers

throughout the country. All of the lumber, nails, roofing materials, and interior finishes were shipped to a property owner along with the house plans. Following the completion of the foundation, the house could then be built on site. Mail-order houses were available in a wide variety of designs and costs and it is likely that several houses in Georgetown have this heritage. With the onset of the Depression, house construction declined significantly across America and few dwellings were built in Georgetown during these years. Houses built in the 1930s and early 1940s tended to reflect simplified versions of the Tudor Revival and Colonial Revival styles. Since the early 1950s there has been little new construction within the older residential area of the city. Dwellings constructed within the past twenty years have frequently been modeled after existing house forms and replicate many of the historic designs and detailing associated with the 18th and 19th century houses.

HOUSE FORM – GEORGIAN, ca. 1740 - ca. 1780/FEDERAL, ca. 1780 – ca. 1830

The Georgian style was the dominant style of the English colonies during the eighteenth century. Characterized by its symmetrical design, this style is typically two rooms deep and two stories in height with either a gable or hipped roof. Town houses of the period were also built in this style. Windows are multi-light, double-hung sash design and are symmetrically placed in horizontal and vertical rows and never in pairs. Window panes are usually small with nine or twelve panes per sash divided by thick muntins. The main entrance typically has a paneled wood door framed with an elaborate decorative crown and decorative pilasters. A row of small rectangular panes of glass commonly appear beneath the crown within the door or in a transom. Decorative moldings, especially dentils, emphasize the dwelling's cornice. The Georgian style varied by region and Southern examples typically were of brick construction with end chimneys and high foundations. Patterned brick rather than frame entablatures commonly accentuate the main entrance on Southern Georgian homes, and belt courses divide stories.

The Federal style was a refinement of the preceding Georgian style and they share many similar characteristics. Like the Georgian style, the Federal style is a simple box form commonly two rooms deep and has a symmetrical design. Windows are arranged in symmetrical horizontal and vertical rows, and the cornice is accentuated by dentils or other decorative molding. The Federal style is distinguished by its more elaborate entrance, which has an elliptical fanlight transom typically accompanied by sidelights and an ornate crown and surround. Windows on Federal style houses generally have six panes per sash and thin muntins. Many Federal style dwellings feature tri-part Palladian-style windows.



Georgian style Robert Stewart House, built ca. 1750.

HOUSE FORMS – GEORGETOWN SINGLE HOUSE, ca. 1740 – ca. 1830

The Georgetown Single House refers to a local building form adapted from the Georgian and Federal styles of the period. The Georgetown Single House refers to a one-and-one-half, or two-story frame dwelling built with a side façade facing the street. These houses have hipped roofs and both interior and exterior walls brick chimneys. The main entrance faces the side yard and wide porches are located on one or more of the dwelling's facades. Common details include dentils or modillion blocks at the eaves and entrances with sidelights and transoms. This house form is reflected in some of the earliest remaining dwellings in the city and continued to be constructed well into the 19th century.

Georgetown Single House at 513 Prince Street, the Francis Witners House built ca. 1760.

HOUSE FORMS – GREEK REVIVAL, ca. 1820- ca. 1870

The Greek Revival style is based on the Doric, Ionic, and Corinthian orders in ancient Greek architecture. The Greek Revival style was commonly used in the construction of public buildings such as the Georgetown County Courthouse, but it was also used for residences of the period. In towns such as Georgetown, this style was often built with a full-height portico and with columns based on classical forms. Entrances often contain sidelights and transom and a paneled wood door. Windows are generally rectangular in design and at the roofline are cornices embellished with dentils or other classically derived decoration.

Greek Revival Style dwelling at 223 Queen Street, built ca. 1840.

HOUSE FORMS - QUEEN ANNE, ca. 1880 - ca. 1910

The Queen Anne style was popularized in the late 19th century and featured an asymmetrical floor plan and extensive exterior detailing. This style is generally two-stories in height and often features corner towers, turrets, or projecting bays. Exterior wall surfaces are often varied with mixtures of brick, wood, stone, and wood shingles. Large wraparound porches with milled columns and balusters are usually present on the main facade. Windows are one-over-one sash or of small multi-light design. Roofs may have slate or metal standing seam surfaces. Brackets or decorative vergeboard are often found in the gables.

Queen Anne style dwelling at 1004 Highmarket Street built in 1897.

HOUSE FORMS - CRAFTSMAN/BUNGALOW STYLE, ca. 1910 - 1940

The Craftsman or Bungalow style was the most common architectural style in America during the early 20th century. The Craftsman style is characterized by square plans with low-pitch gable or hipped roofs, often with shed dormers. Windows are double hung-sash with three or more vertical lights in the top sash and a single-light bottom sash. Craftsman dwellings have large broad porches which usually extend across the front facade and are supported by tapered columns resting on stone, frame or brick piers. In contrast to the vertical emphasis in Victorian styles, Craftsman dwellings emphasized the horizontal, with wide windows and wide roof eaves. In many examples, rafter ends and knee braces are visible below the eaves. The popularity of the Craftsman style corresponded with the early 20th century growth and development of Georgetown and many dwellings reflect this style.

The Bungalow style dwelling at 422 Highmarket Street was built in 1925.

HOUSE FORMS - TUDOR REVIVAL, ca. 1915 - 1940

Although less popular than Bungalows, the Tudor or English Revival style was also built in Georgetown. These dwellings are based upon medieval house forms of England and were popular in America from 1915 to 1940. These house forms have high pitched gable roofs, multiple gables on the main facade, and are generally of brick and stucco construction. Doors are often set within rounded or Tudor arches while windows often have multiple lights in the upper and lower sashes. In gable fields stucco and wood are often combined to create the appearance of half-timbering.

Tudor Revival influenced dwelling at 612 Highmarket Street constructed ca. 1940.

V. PROTECTING GEORGETOWN'S HISTORIC RESOURCES THE DESIGN REVIEW PROCESS

How Does the Certificate of Appropriateness Process Work?

If a building is within the Georgetown Historic District or any other designated district, and a property owner wants to make changes to the exterior of the property, the owner must first obtain a Certificate of Appropriateness and a building permit where applicable. A Certificate of Appropriateness (COA) is a form issued to ensure that the exterior work planned for a building's rehabilitation or new construction meets the criteria of the design guidelines. A building permit is a separate form and type of review which ensures the structural soundness and safety of the building. The COA needs to be obtained in addition to the regular building permit and in some cases where a building permit is not required. A copy of the COA is located in Appendix B.

Step One - Does Your Work Require a COA?

Within the Georgetown Historic District or any other designated district, a COA is generally required for the following:

- Any construction, alteration, demolition, or removal which requires a building or demolition permit such as construction of any additions to buildings, demolishing buildings, or moving buildings.

- Construction, alteration, demolition, or removal of structure(s) or appurtenances, any of which affect the exterior architectural appearance of a property within a locally designated district or to a landmark structure, but not requiring a building permit.

- Maintenance, such as painting surfaces for the first time or repair of porches, windows, doors etc. if there is a change in materials. Repair of a porch, window, door, etc. would not require a COA if they are being replaced with like materials.

- Erection of signs.

COAs are not required for:

- Minor maintenance (replacing sections of wood siding or trim with similar materials, re-roofing with the same materials, etc);
- Exterior paint colors;
- Installation of plant material;
- Driveways and parking areas, and;
- Interior changes.

Step Two - Complete a COA Application

Obtain a COA prior to beginning the work.

Property owners must first obtain a COA prior to the initiation of work within the Georgetown Historic District or other designated districts. Approvals are granted by the ARB through the issuance of a COA. A chart is included in Appendix A which shows types of work which would typically require a COA as well as those that require building permits.

The ARB will make their decisions on COA applications based on the design guidelines in this manual. The guidelines are standards for the BAR to use in determining the architectural compatibility of proposed changes. They also guide property owners on rehabilitation and appropriate new construction to assist in planning and designing their projects or other improvements. COA applications are available from the City's Building and Planning Department in City Hall at 120 N. Fraser Street.

Required documentation for a COA should include:

- For **new construction (including garages) or extensive renovation**, a complete set of plans and specifications are required for the project. Plans shall be drawn to scale and shall include a site plan showing all existing and proposed improvements. Specifications and/or samples of exterior materials need to be provided such as siding, roofing, doors, windows, and ornamentation.

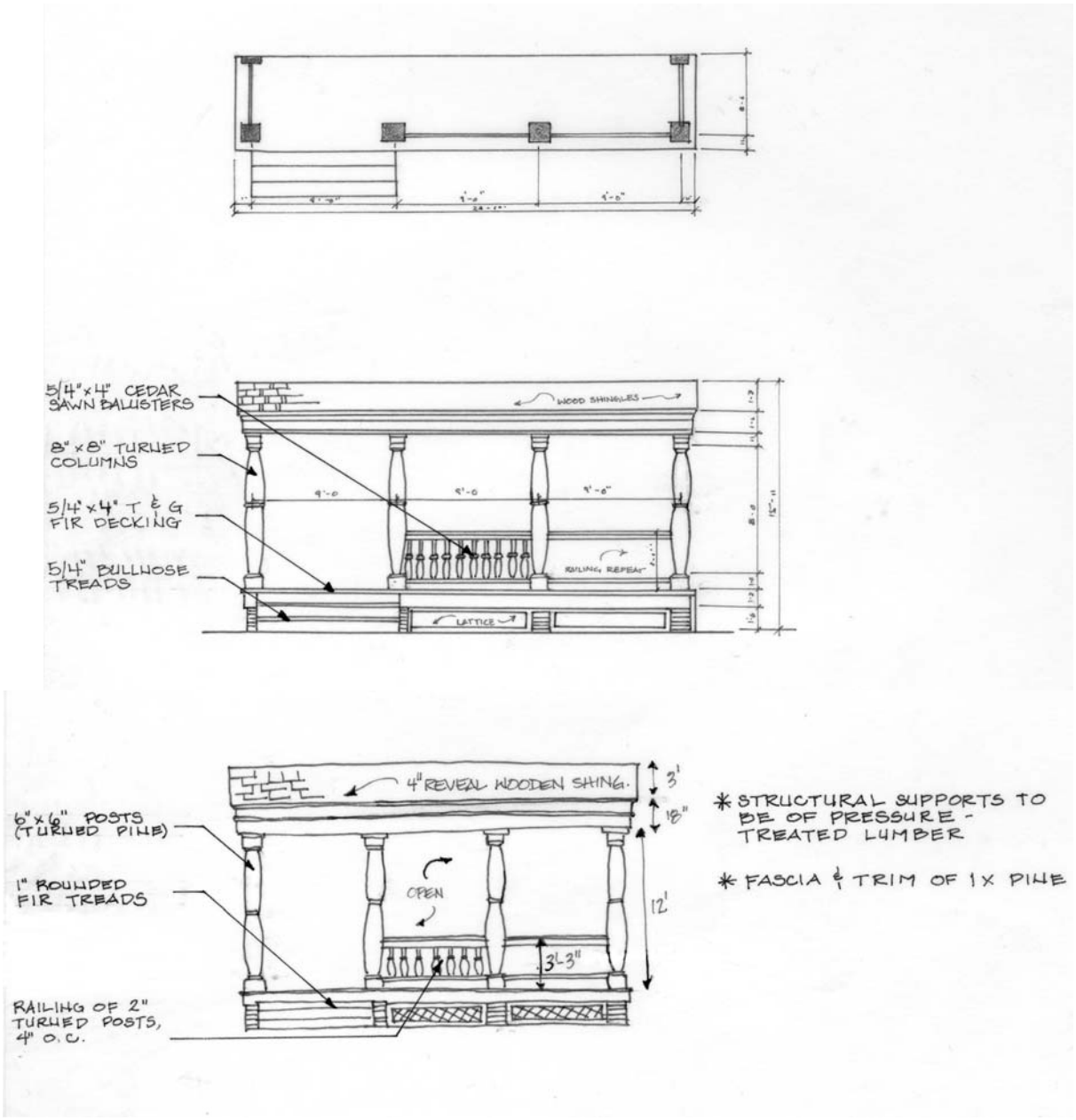
- For **rehabilitation or repair**, detailed drawings are required of proposed modifications to the structure. Photographs of the existing building are required along with specifications and/or samples of exterior materials (such as siding, roofing, doors, windows, and ornamentation);

- For **paint removal**, a description is needed of the proposed methods for paint removal from the building material;

- For **fences**, scale drawings and a plat of the lot are required which show the proposed location of the fence, height, style, material, thickness or spacing and what the fence will look like. Photographs of the property on which the fence is proposed and a plat of survey are also needed;

- For **signs**, scale drawings of the sign are required to show the size of the sign and its lettering. Drawings or photographs are also needed showing the sign location on the building or site. Color samples should also be submitted, and;

- For **demolition**, photographs of the building proposed for demolition are required along with a statement describing the reasons for demolition and proposed use of the site.



Examples of acceptable plans and specifications to accompany COAs.

Step Three - Submit the COA Application and Meet With City Staff

Once a property owner has completed a COA application form, a meeting with the city staff at the Building and Planning Office is recommended prior to presenting the COA to the ARB. The Building and Planning Office staff will meet with you to discuss your project, answer questions, and advise you on whether or not your plans meet the design guidelines. If there is a conflict between your plans and the guidelines, the staff can offer advice on how to modify them to meet the guidelines. If the work requires review by the ARB, the application will be scheduled for the next regular meeting of the ARB. Regular meetings of the ARB are held are on the first Monday of each month at 6:00 pm at City Hall. Applications for a COA shall be considered by the Board at its next regular meeting, provided they have been filed at least twelve (12) calendar days before the regularly scheduled meeting of the Board.

- Upon approval, the staff issues the COA which includes a list of approved work.

- If a COA is denied to a property owner or if the property owner feels that the requirements are unsatisfactory, he or she may work with the ARB and staff to amend a project so that it meets the guidelines. The ARB and the staff are available as a resource to residents for advice on appropriate designs and available products.

- If a COA is denied to a property owner, the ARB will consider substantial hardship and other factors that may affect an owner's ability to undertake and complete rehabilitation or other work considered. Substantial hardship, caused by unusual and compelling circumstances, is based on one or more of the following:

    - The property cannot reasonably be maintained in the manner dictated by the ordinance;
    - There are no other reasonable means of saving the property from deterioration or collapse, or;
    - The property is owned by a nonprofit organization and it is not feasible financially or physically to achieve the charitable purposes of the organization while maintaining the property appropriately.

- Appeals of ARB decisions may be made to the Courts of South Carolina pursuant to the South Carolina Code of Laws.

Routine Maintenance

Routine maintenance is not approved by the ARB. Such items include painting, replacing roof shingles to match existing, replacing gutters to match existing, and minor repairs and maintenance to any part of a building when there is no change in appearance.

Demolition by Neglect

The Demolition by Neglect Ordinance is located in Appendix K.

Remember to Follow Other Requirements and Coordinate Your Work For Existing Historical and New Construction

In addition to the ARB's design review, property owners also need to follow requirements set forth in the city's zoning ordinance and building codes. There are standard building codes which will need to be followed by property owners or contractors. The city's Building and Planning Office can provide information on overall zoning and building code requirements. There may also be properties such as churches or commercial buildings which need to meet provisions of the Americans with Disabilities Act (ADA). These provisions outline methods to access buildings such as handicapped ramps. Again, questions about the city's zoning ordinance and codes can be answered by the Building and Planning Office of Georgetown (545-4013).

Step Four - Obtain a Building Permit

Building permits (if required) are available at the Building and Planning Office at City Hall. Building permits must be posted at the job site.

Step Five - Begin Work

If your plans change while work is in progress, contact the Building and Planning Office staff **BEFORE** undertaking a change or deviation from the COA. Work undertaken contrary to original approval in a COA or beyond the scope of the COA requires approval from the ARB or staff. If a violation is discovered or reported to the staff, the following steps may be taken:

- The Building and Planning Office may issue a Stop Work Order. At this point the property owner should obtain COA approval of the work from the ARB. If the work does not meet the design guidelines, the ARB may require that the work be redone.

- If the property owner does not respond to the Stop Work Order, the Building and Planning Office may issue a citation for violating the ordinance. This will outline deadlines for responding. If the property owner still does not respond, the Building and Planning Office may issue a citation to appear in court.

VI. DESIGN REVIEW GUIDELINES

OVERALL APPROACH AND FORMAT

The primary emphasis in design review is preservation versus complete remodeling or replacement. This view is illustrated through the use of terms such as *repair, retain, maintain*, and *protect*. It is better to *repair* original materials rather than replace them; *retain* original features rather than replace them; *maintain* original features; and *protect* an area from incompatible new construction.

This manual's design guidelines follow the guidelines set forth by the National Park Service. Known as the **"Secretary of the Interior's Standards for Rehabilitation,"** these guidelines are used throughout the country by the majority of America's Boards of Architectural Review as a basis for local design review guidelines and for projects utilizing federal funds or tax credits. The Standards were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations. They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as adjacent or related new construction. The **"Secretary of the Interior's Standards for Rehabilitation,"** is found in Appendix C of this manual.

This manual is for residential properties only and lists design guidelines in alphabetical order. Included is information on common rehabilitation questions, recommendations for maintaining the site and setting of historic areas and guidance for new construction. Illustrated descriptions of the architectural details in Georgetown are included to familiarize property owners with typical features and characteristics. At the end of the guideline section are appendices that have a sample Certificate of Appropriateness, definitions of terms, and suggested bibliography. Property owners are encouraged to refer to the guidelines when planning or designing new construction projects, planning exterior rehabilitations, and completing everyday maintenance.

1. ADDITIONS (New Rooms)

Many of Georgetown's dwellings are over two hundred years old and display additions added in later years. In planning new construction the best approach is to site additions where they will not be readily visible from the street, or where they will have the least effect on the building's overall form and plan. Additions should be in scale with the original house and not result in the loss of overall architectural character. The raising of rooflines for additional living space will not be appropriate for most dwellings. The rear of dwellings is the best location for the addition of rooms, wings, porches, or decks.

A. should be sited at the rear of dwellings, not on the front or visible areas of the sides of dwellings. The raising of rooflines for additional space is not appropriate for dwellings unless at locations which are not readily visible.

B. should be secondary than the original building in scale, design, and placement. Additions should compliment, rather than detract, from a dwelling's overall architectural character.

C. should be of a compatible design in keeping with the original building's design, roof shape, materials, color, and location of window, door, and cornice heights, etc.

D. should not imitate an earlier historic style or architectural period. For example, a Victorian-era Queen Anne style rear porch addition would not be appropriate for a 1920s Craftsman/Bungalow house.

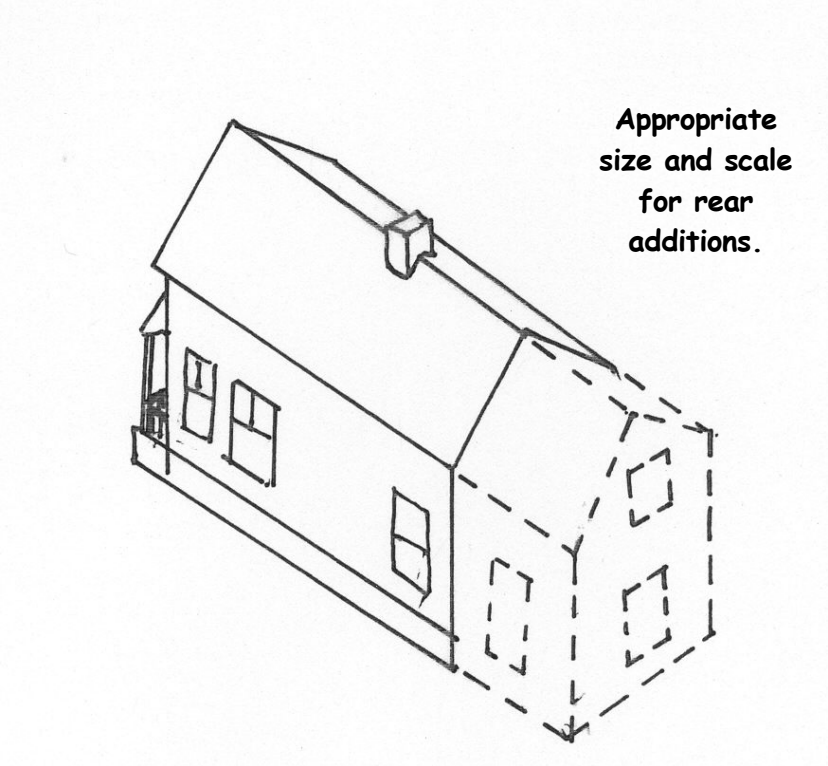
E. should appear distinguishable from the historic building, not an exact copy of it. Additions should be contemporary in design but compatible with the original building.

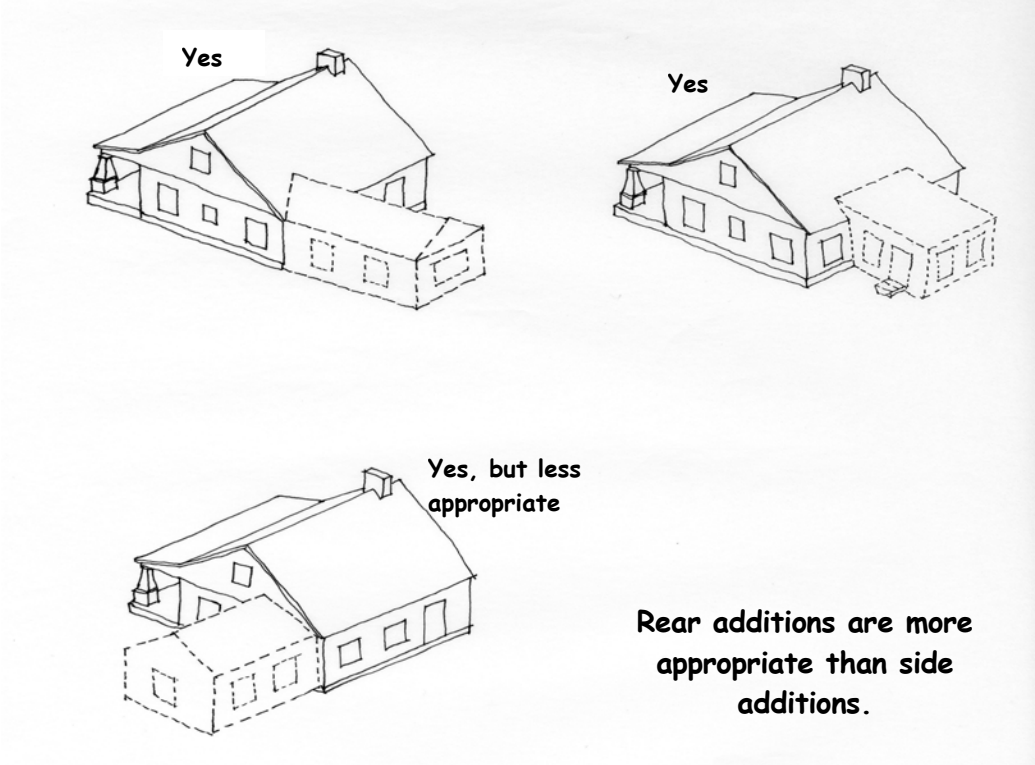
F. should be built in a manner that avoids extensive removal or loss of historic materials and which does not damage or destroy the main architectural features of the building.

G. should alter the exterior walls of the original building as minimally as possible and use existing door and window openings for connecting the addition to the building.

H. should not be created through framing or glassing in the porches on the main façade or a readily visible side porch.

I. should be of materials compatible with the historic fabric of the house. The use of materials such as cement and wood boards (hardiplank) or masonite is appropriate. Other synthetic sidings such as vinyl or aluminum are not appropriate for the historic district.


Appropriate size and scale for rear additions.


Yes
Yes
Yes, but less appropriate
Rear additions are more appropriate than side additions.

Rear lateral wing location adjacent to 513 Prince Street, the Francis Witners House built ca. 1760

J. if lateral wings are built, they should be smaller in scale and than the original house and set back from the street.

2. ARCHITECTURAL DETAILS AND FEATURES

Architectural details are a major component in defining a building's character and style. Original architectural details should be preserved and maintained. If the details need to be replaced, the new materials should match the original as closely as possible.

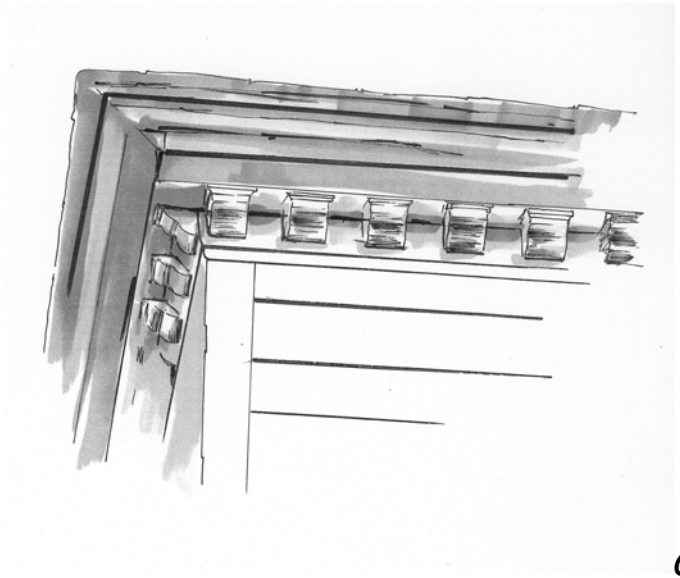
Gingerbread, vergeboards, eaves, brackets, dentils, cornices, moldings, trimwork, shingles, columns, pilasters, balusters, or any decorative or character-defining features

A. should not be removed or changed if original to the building.

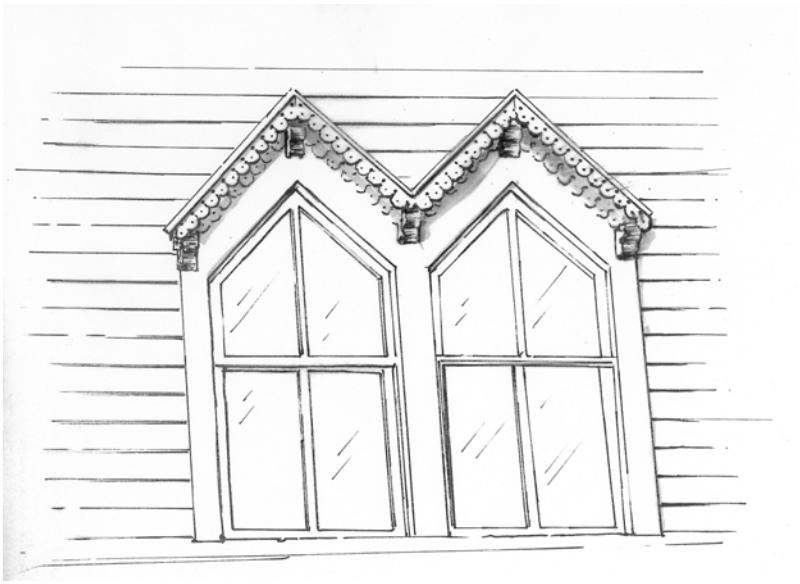
B. should not be added unless original and authentic to the building and accurately based on physical, pictorial, or historical evidence (not guesswork) in materials, scale, location, proportions, form, and detailing.

C. should be repaired rather than replaced.

D. should not be covered with vinyl or aluminum or other artificial siding.



Gable detailing, such as modillion brackets, should not be removed or concealed (630 Highmarket).



Retain decorative molding
Hood moldings over windows
(111 Prince Street)

Preserve decorative window detailing and surrounds
(225 Prince Street)

Original dormers should be preserved and maintained.
(630 Highmarket Street)

3. AWNINGS

Canvas awnings for windows and porches were common features of buildings in the 19th and early 20th century. With the widespread use of air conditioning after World War II, the use of awnings declined. In recent years the use of awnings has increased because they are attractive and save energy costs. Canvas and similar material awnings are appropriate for many Georgetown dwellings.

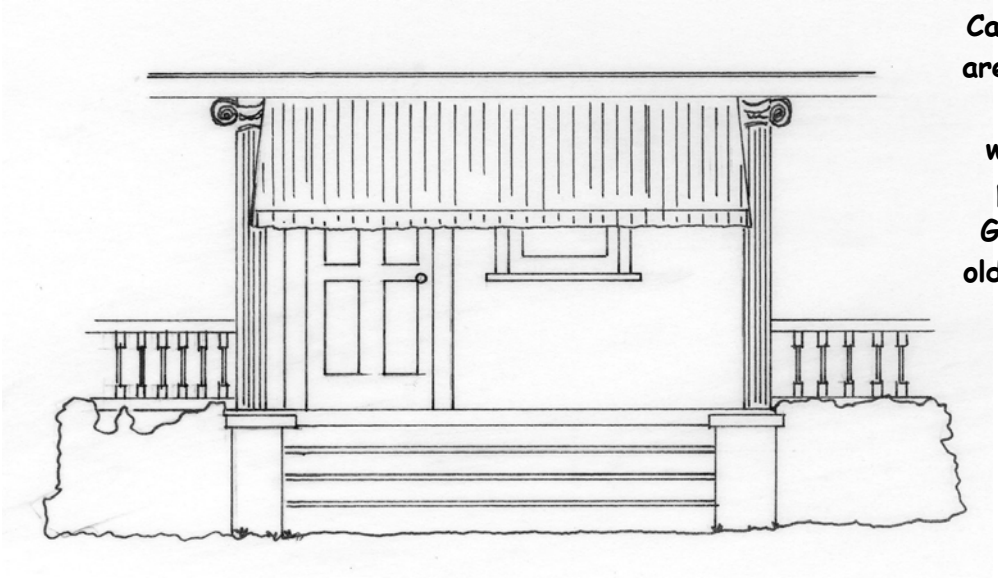
A. may be added on buildings at traditional locations such as over windows and doors and attached to porches.

B. should be of canvas, vinyl-coated, or acrylic material.

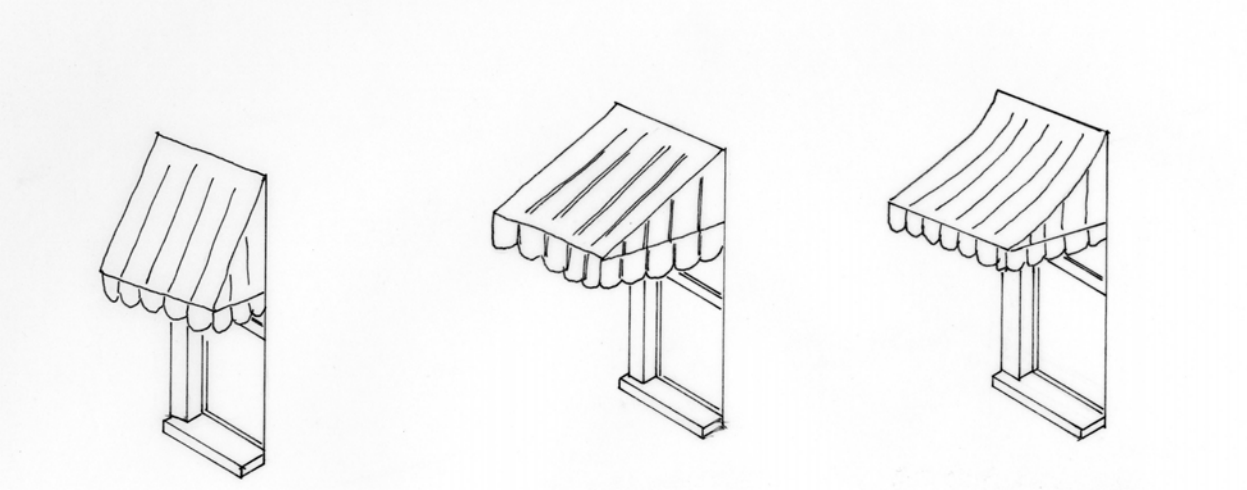
C. should not cover or conceal significant architectural details.

D. should be of colors to blend with the building.

E. should be made to fit the opening. Rectangular window and door openings should have straight across shed type awnings, not bubble or curved forms. Awnings over windows with rounded or oval shapes should have curved awnings to match the opening.



Canvas awnings are appropriate for doors, windows and porches on Georgetown's older dwellings.



Appropriate awning styles and forms for windows.

4. BRICKWORK AND MORTAR

Brick construction was not widely used in Georgetown for residential construction until the early 20th century. From 1910 to the 1950s, numerous dwellings were built with exteriors of brick veneer, especially for Bungalow and Tudor Revival style houses. Brick has also been an historical material for constructing chimneys and brick foundation piers. Brick can last for hundreds of years if it is well maintained. The key to brick and mortar preservation is to keep out water and continue to use a soft mortar when repair is needed. Abrasive cleaning such as sandblasting erodes the skin of the brick and can cause water to get inside. The use of hard mortars like Portland cement can cause the brick to crack and break when it can't expand and contract with the hot and cold weather. Low pressure water cleaning and the use of soft mortar mixes are best for Georgetown's brick buildings.

A. original to the dwelling should be preserved and maintained.

B. should never be sandblasted or subjected to any kind of abrasive cleaning.

C. should never be cleaned with high pressure water which exceeds 600 pounds per square inch.

D. should be cleaned with detergent cleansers if needed. If brick walls have bad stains or if paint removal is desired, the use of chemical removers is appropriate. When chemical cleaners or paint removers are used on brick, first conduct a small test patch on an inconspicuous part of the building to determine the effects of the chemicals.

E. should be cleaned only when necessary to remove bad stains or paint build up. If there are only a few small stains or a little dirt on the walls it may be best to leave it alone. Do not introduce water or chemicals into brick walls if it can be avoided.

F. should not be covered with silicone-based water sealants. Water sealants can have the affect of trapping water on the interior of the building and that can damage your inside walls.

G. which has never been painted should not be painted unless the brick and mortar is extremely mismatched from earlier repairs or patching. Previously sandblasted brick or brick which is in poor condition may be painted to provide a sealing coat.

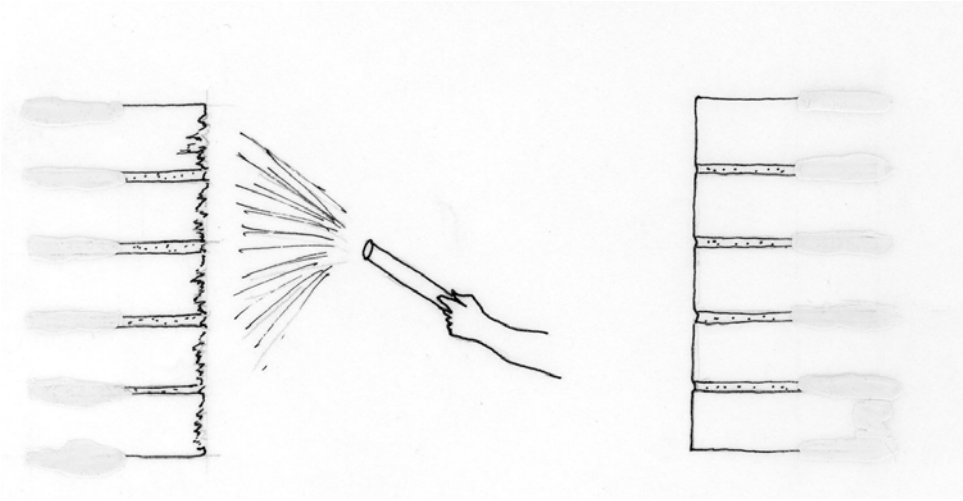
H. should not be stuccoed.

I. which require repair should be with hand tools, not electric power saws.

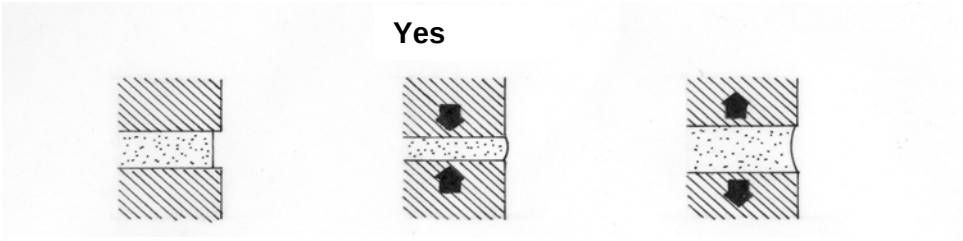
J. which require repointing (fixing the mortar between the bricks) should be repointed to match the original brick and mortar regarding width, depth, color, raking profile, composition, and texture.

K. which require repointing should never be repointed with Portland cement or other hard mortars but with soft mortars to match the original composition. If the original composition can't be determined, use a historic compound such as one part lime and two parts sand.

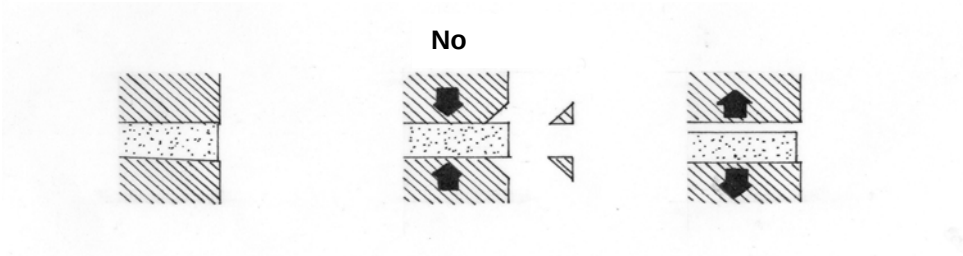
L. which are missing may be replaced with other brick to match. Salvage companies may have molded or decorative bricks to match those missing on a building.



Abrasive cleaning such as sandblasting can harm brick buildings.



Replacement mortar should allow the brick to expand and contract.



Hard mortars can cause spalling and cracking.

5. CHIMNEYS

Chimneys often feature decorative brickwork or designs which contribute to a building's architectural character. For some Tudor Revival and Craftsman/Bungalow dwellings, chimneys on the front of the house are important to its style. Chimneys should be maintained and preserved in accordance with the brick and mortar guidelines.

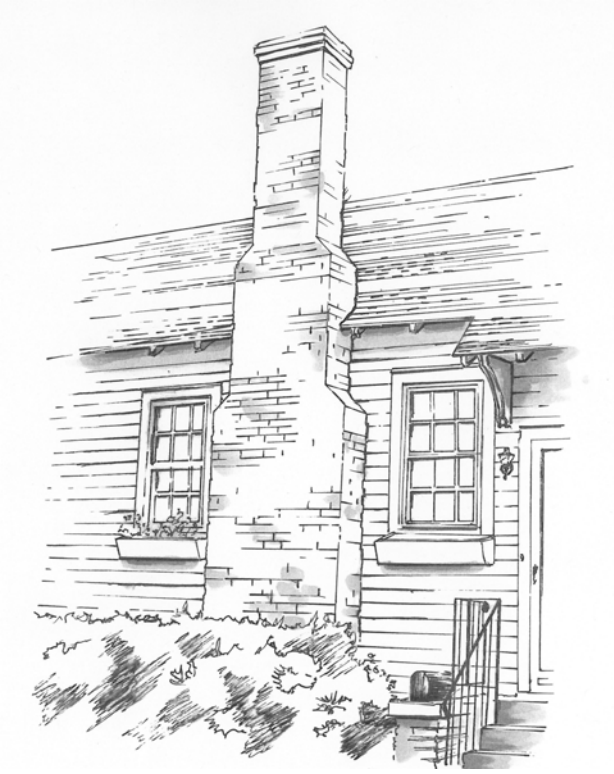
A. should not be removed or altered if original.

B. should be repointed and cleaned according to masonry guidelines to match original materials, colors, shape, and brick pattern. If chimneys have been extensively repointed resulting in mismatched colors and textures, painting the chimney dark red or brown is appropriate.

C. should match their original design if they have to be rebuilt due to becoming unstable.

D. should have clay, slate, or stone caps. Stay away from the metal caps unless they fit right in the top of the chimney and are not easily seen.

E. should not be covered with stucco or other veneers.



The chimney is a defining architectural feature of this dwelling at 118 Queen Street.

6. DECKS

Outdoor wood decks are popular additions and are appropriate for historic dwellings if sited at non-readily visible facades. As in the case of adding rooms, wood decks should be only built at the rear of dwellings. Decks on the sides of dwellings are also appropriate if they are not screened from the street by fencing or landscaping.

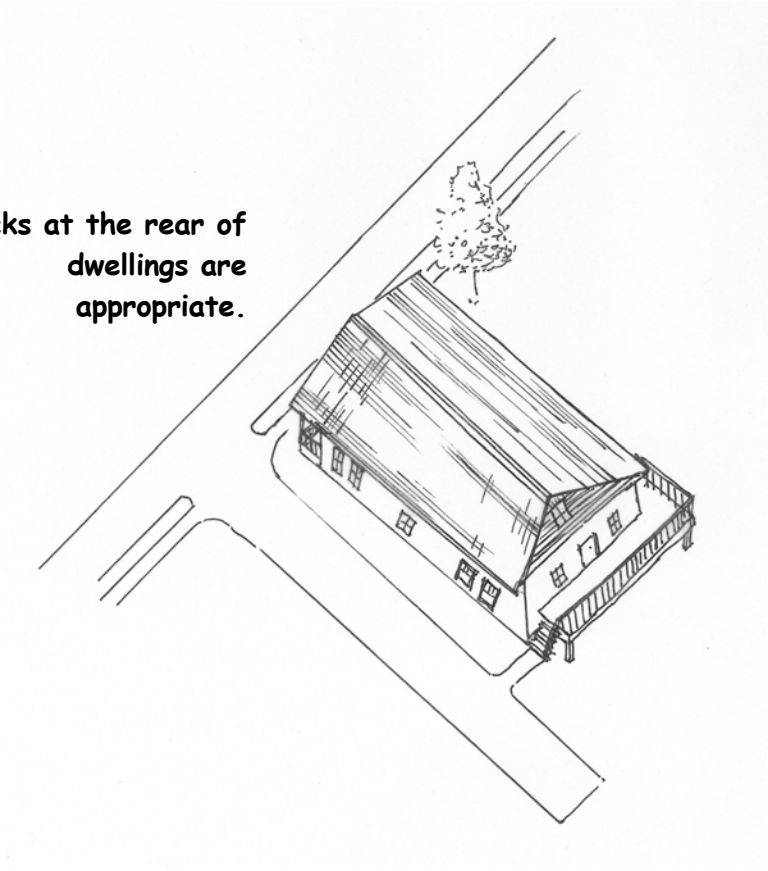
A. should be located at the rear of dwellings. If built on the side of a dwelling the deck should be screened from street view with fencing and/or landscaping.

B. should be stained or painted to match or blend with the colors of the building if distantly visible from a street view.

C. should be simple rather than ornate in design. If distantly visible from the street, wood decks are recommended to have square wood balusters set no more than three inches apart. Balusters should be no more than 2" in width and depth.

D. of wood construction are recommended.

Decks at the rear of dwellings are appropriate.



7. DEMOLITION

Demolition of an historic dwelling should only be an action of last resort. Demolition of existing structures within the historic district must be approved by the ARB. Demolition through neglect is not permitted. Owners who do not conform to maintenance codes will be subject to legal action.

A. of any original feature or part of a historic building should be avoided.

B. of a building which contributes to the historic or architectural significance of a locally designated district should not occur, unless:

1. public safety and welfare requires the removal of the building or structure;

2. if a building has lost its architectural and historical value and its removal will improve the appearance of the neighborhood;

3. if a building does not contribute to the historical or architectural character and importance of the district and its removal will improve the appearance of the district; or

4. if the denial of the demolition will result in a substantial hardship on the applicant.

C. of pre-1955 secondary buildings (garages, etc.) may be appropriate if substantially deteriorated (requiring 50% or more replacement of exterior siding, roof rafters, surface materials, and structural members).

D. when approved should be accomplished in a manner that will preserve existing trees and major vegetation.

8. DOORS

Doors and door surrounds are significant features in defining the style and character of a dwelling. Original doors should be preserved and maintained and original features should be repaired rather than replaced. Screen doors for entrances are appropriate if the structural framework is kept to a minimum to retain the visibility of the historic door behind the screen door.

A. and/or their surrounds, sidelights, transoms, and detailing should not be removed or altered.

B. should be replaced with an appropriate styled door where the original has been removed. In replacing or replicating a missing original door, the new door should be similar in design to the original in style, materials, glazing (glass area) and lights (pane configuration). If the original design is unknown, a secondary entrance may contain an original door that can be moved to the main entrance. Salvage companies may also have historic doors available.

C. of solid six-panel design are appropriate for primary and secondary entrances.

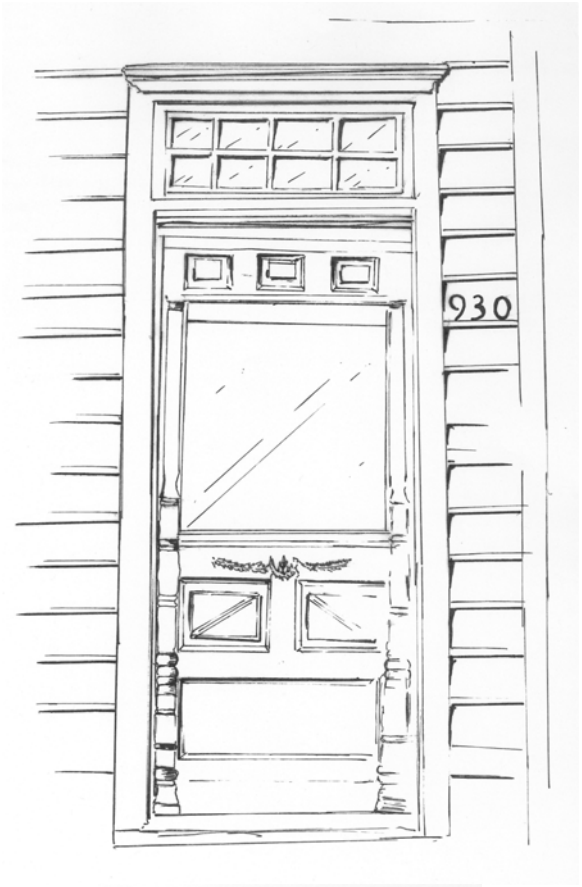
D. of solid wood design or "decorator" designs available from wholesale hardware stores are generally not appropriate for front entrances. These doors are not similar enough to the historic door designs of most historic dwellings. Doors with fake leaded glass inset designs also are generally not appropriate for front entrances. For Craftsman/Bungalow dwellings, fifteen-light wood doors are readily available from wholesale stores and are acceptable for front entrances.

E. which must be added to meet codes should be sited at the rear or side facades of buildings which are not readily visible.

F. on primary facades may have screen or storm doors added which are of appropriate designs. Screen doors should be full-view or two-panel design and be appropriate to the style of the house. If storm doors are applied they should be full-view design and painted in colors to blend with the door surround.

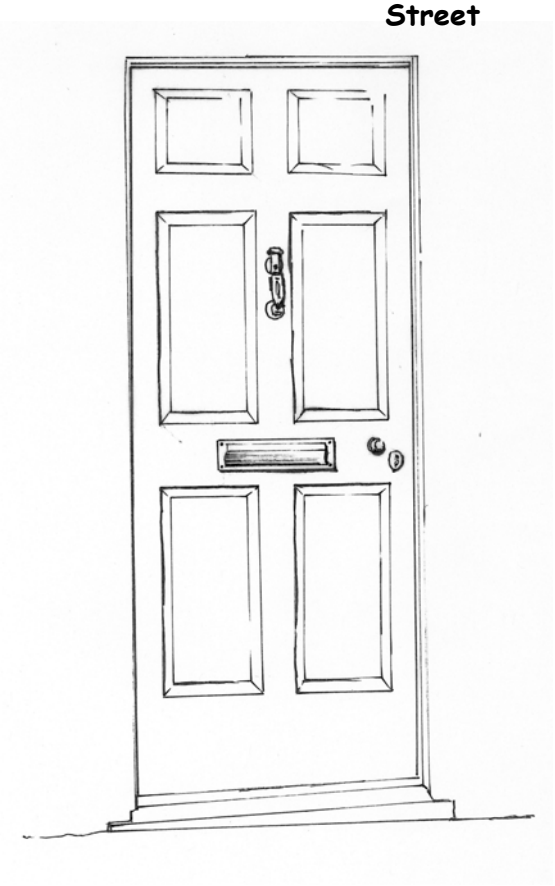
G. screen doors should be preserved and maintained if original.

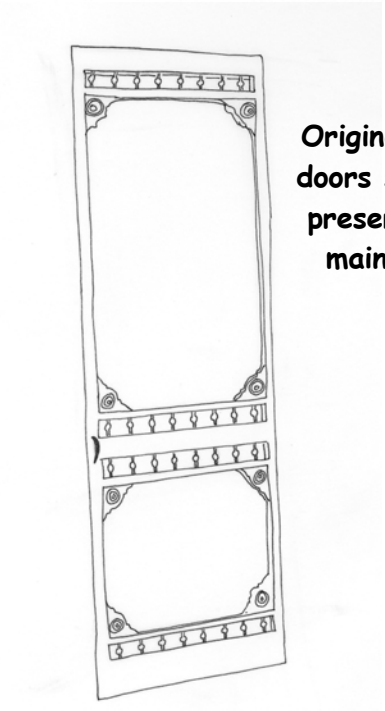
H. screen doors if new, should be consistent with the style of the house, be of wood, and full-view or with structural members aligned with those of the original door.



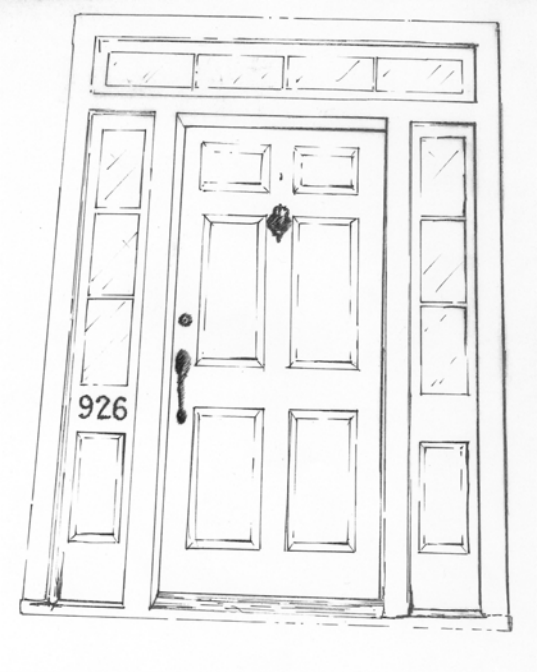
Typical Queen Anne style door at 930 Prince Street.

Six-paneled door at 212 St. James Street





Original screen doors should be preserved and maintained.



Six-paneled wood door
with
4-light transom and sidelights
(926 Prince Street).

Inappropriate Doors at
617-619 Prince Street.

9. DRIVEWAYS, PARKING AREAS AND PAVING

Access to the buildings in Georgetown's historic residential areas is generally via driveways from the street. The earliest driveways were of sand, gravel, or brick pavers. By the mid-20th century concrete was widely used and by the late 20th century asphalt became a popular paving surface. Historic driveway materials such as concrete should be preserved and new driveways should be designed with traditional materials and placement.

A. and their original designs, materials, and placement should be preserved.

B. should be kept to one car width.

C. that are new, should be located at the rear or recessed side of the house.

D. in the front or side yards should be of gravel (white or pea gravel), brick, sand, crushed oyster shells, dirt, grass, concrete, textured concrete or concrete tracks (narrow strips). Blacktop or asphalt driveways may be approved but this material is not traditional to the city's historic areas and the use of this material is discouraged.

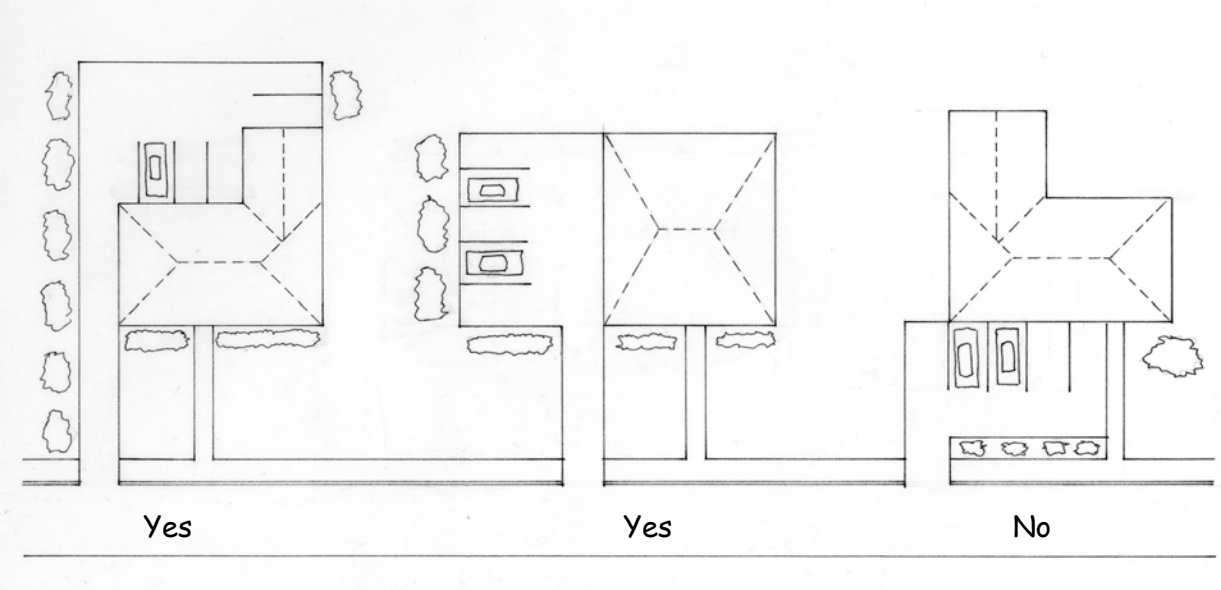
E. should have their parking areas located in the rear yard and screened with hedges, shrubs, or fences.

F. requiring new curb cuts to access driveways and parking lots should be kept to a minimum. The addition of curb cuts usually results in the removal of historic sidewalk materials, curbs, and retaining walls.

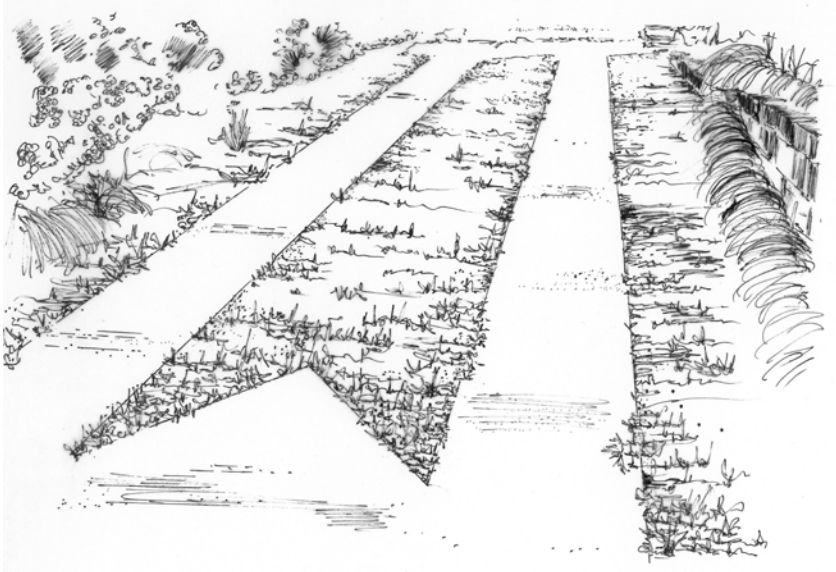
G. for commercially-used houses, churches, apartment buildings, or schools should be located in rear yards if possible, but when necessary in a side yard, should be located no closer than the front wall of the structure.

H. on vacant lots between buildings should align edge screening with front facades of adjacent buildings.

I. on corner lots should have edge screening on both the primary and secondary street.



Parking areas are not allowed in front yards of businesses. Parking lots should be screened with landscaping.



Preserve and maintain original concrete driveways especially "ribbon" designs such as at 116 St. James Street

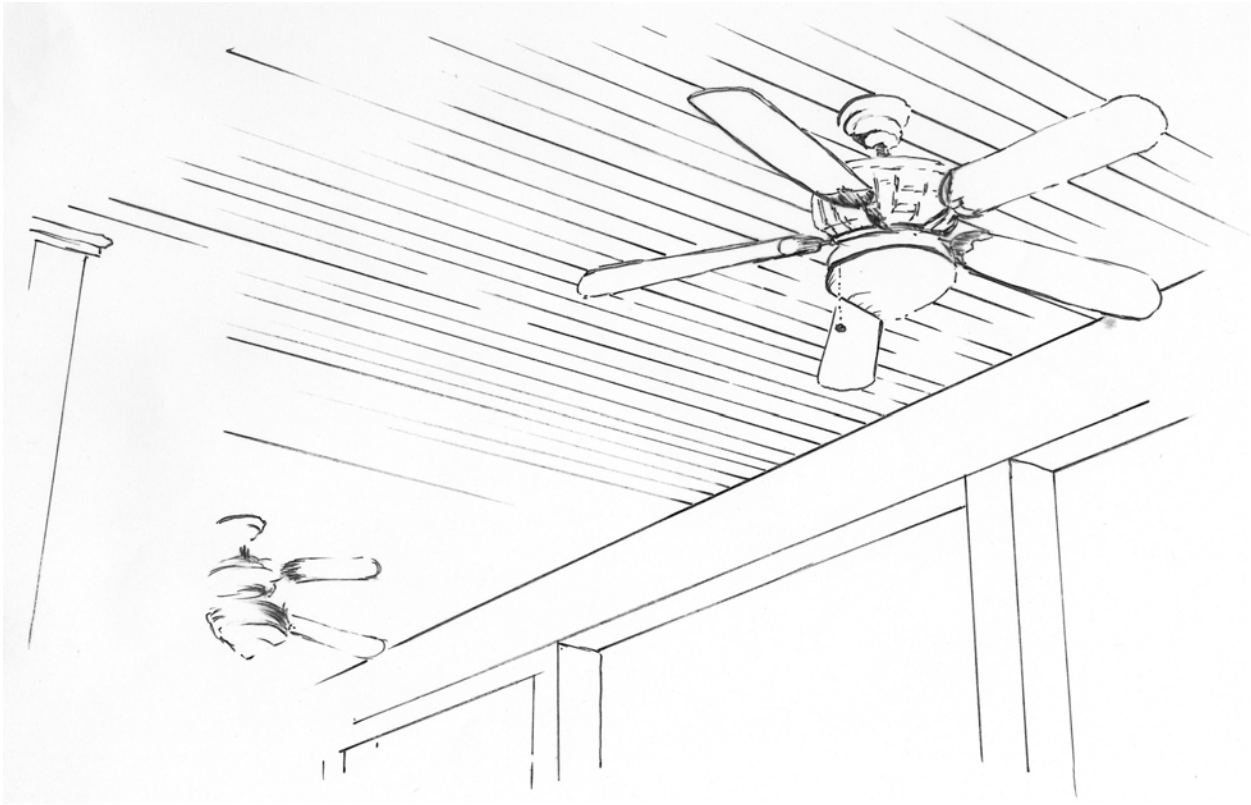
Brick paving materials are appropriate for driveways (622 Highmarket Street).

10. FANS

Although not common, ceiling fans were sometimes added to front and side porches to assist in air circulation. New ceiling fans are appropriate for dwellings in Georgetown's historic residential areas.

A. mounted on ceilings of porches are appropriate.

B. exterior fans should be simple in design and be mounted flush with the ceiling.



Porch Ceiling Fans at 529 Prince Street.

11. FENCES

Wood fences were widely used in Georgetown to separate lots and outline yards. Cast iron, brick, stone, and wire fences were also used. Historic (pre-1955) fences should be preserved and maintained. The construction of new fences based upon historic designs and materials is also appropriate. Within the city's historic areas fences are typically used at side or rear yards rather than in front yards.

A. of cast iron, stone, metal (wire) or brick that are original to the building (or built before 1955) should be preserved, or if missing, may be reconstructed based on physical or pictorial evidence.

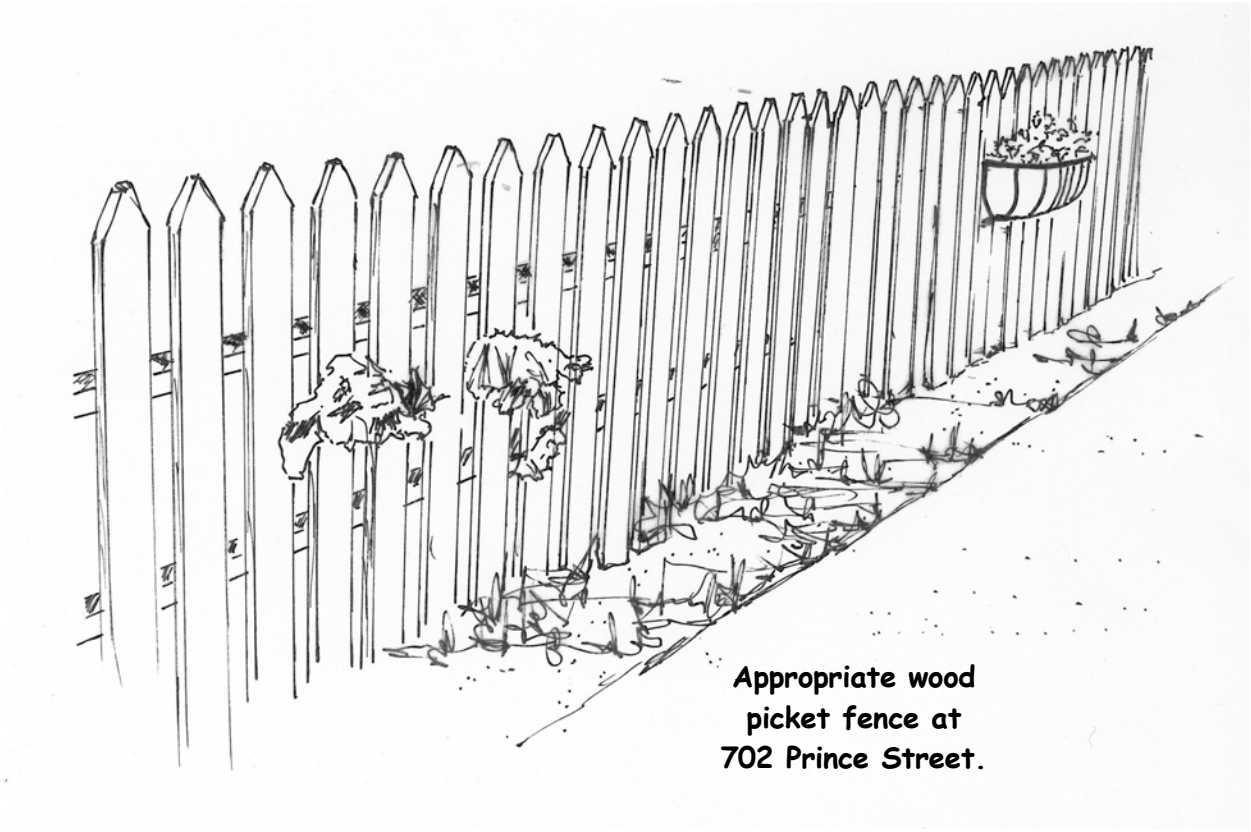
B. of cast iron may be added to buildings constructed in the late 19th and early 20th century. Cast iron fences are not appropriate for Bungalow/Craftsman style dwellings or for other designs built after 1920.

C. of wood pickets are appropriate for front yards and should be painted or stained light, pale white or beige tones. Wood fences in front yards should be no taller than three feet, have pickets no wider than four inches and set no farther apart than three inches. Wire fences should also not be more than four feet tall.

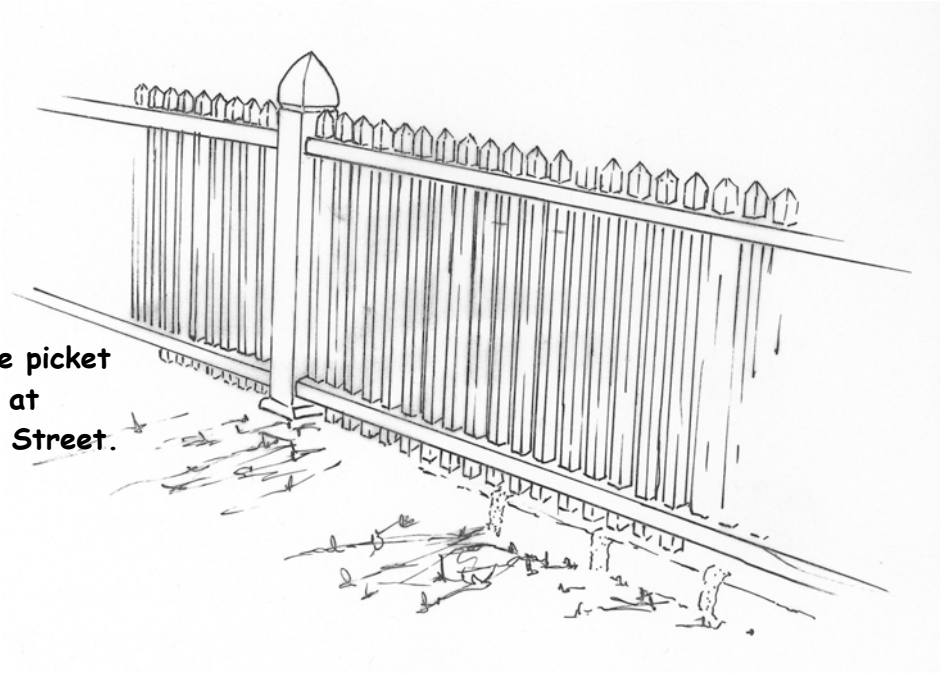
D. of wood boards for privacy should be located in rear yards and generally be no taller than six feet (most pre-fabricated wood fence sections are 8' wide by 6' high). Privacy fences of this height should be at least half-way back from the front to the back walls on the side of the house. Privacy fences of flat boards in a single row are preferred to shadowbox (alternating boards) designs. Fences with flat tops, "dog ear", or Gothic (pointed tops) designs are all acceptable. "Stockade" designs are discouraged. Fences should be stained or painted to blend with the dwelling or building. Privacy fences of brick or pierced brick are less appropriate for the historic district than those of wood.

E. of chain link, concrete block or synthetic materials such as vinyl are not appropriate for the historic district.

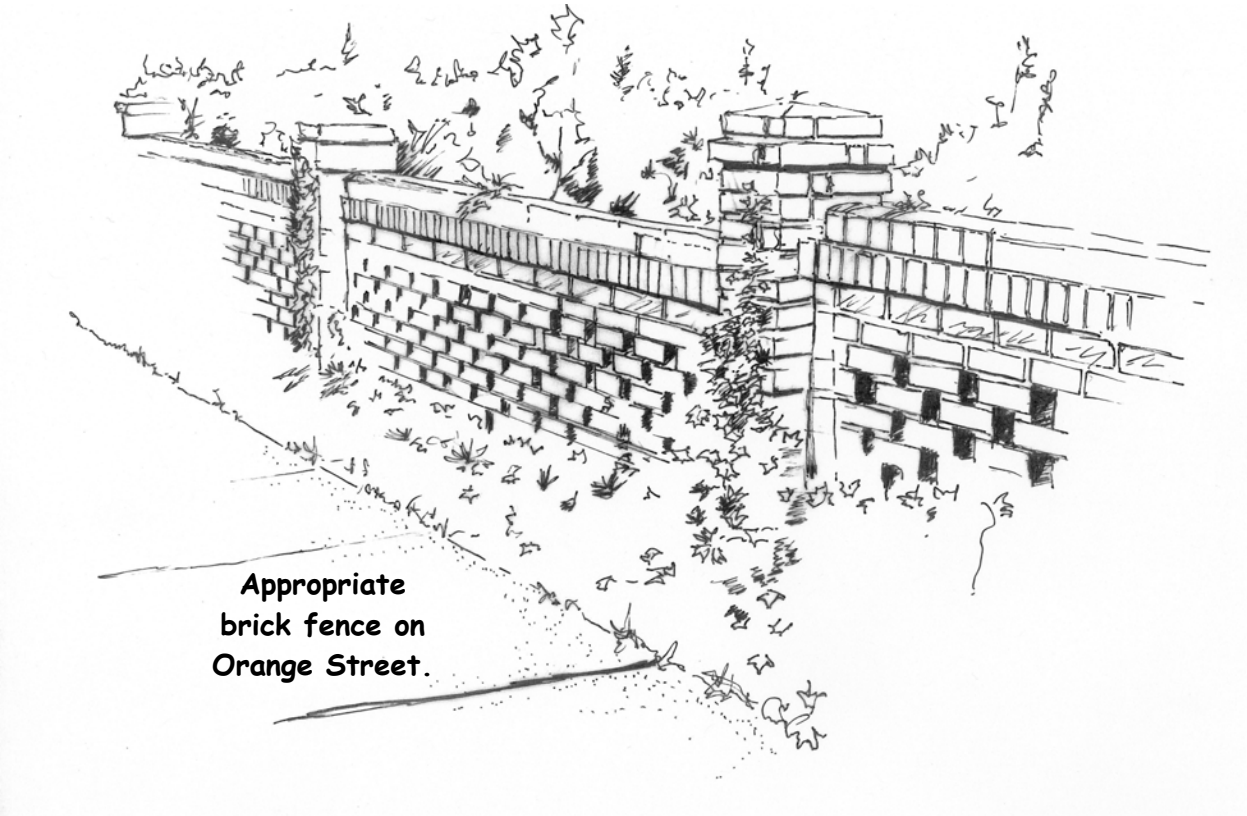
F. of split or horizontal rails, and of railroad ties or timbers, whether freestanding or as retaining walls, are not appropriate for front yards.



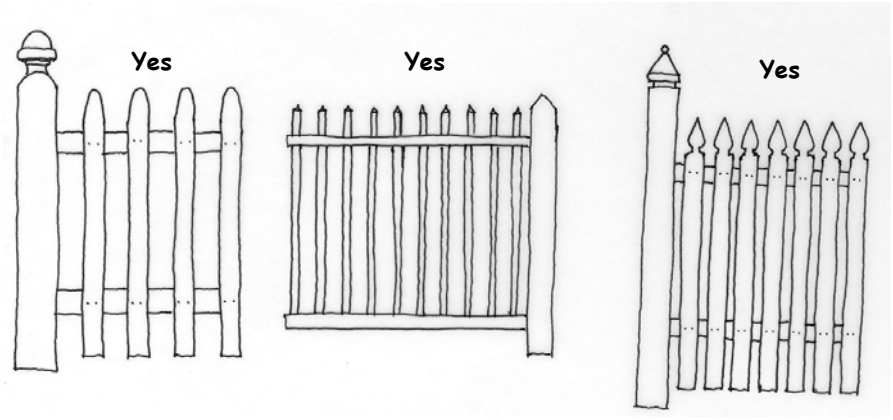
Appropriate wood picket fence at 702 Prince Street.



Appropriate picket fence at 1012 Front Street.

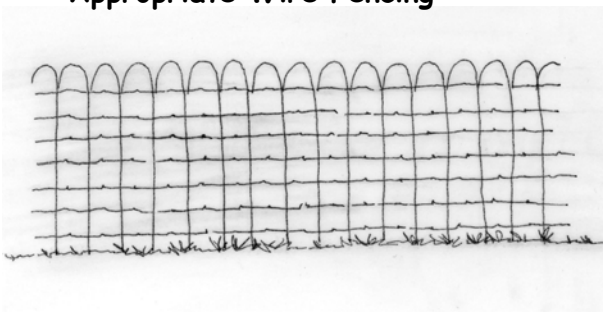


Appropriate brick fence on Orange Street.

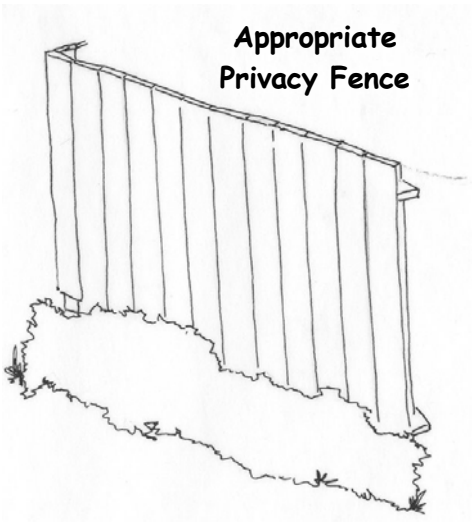


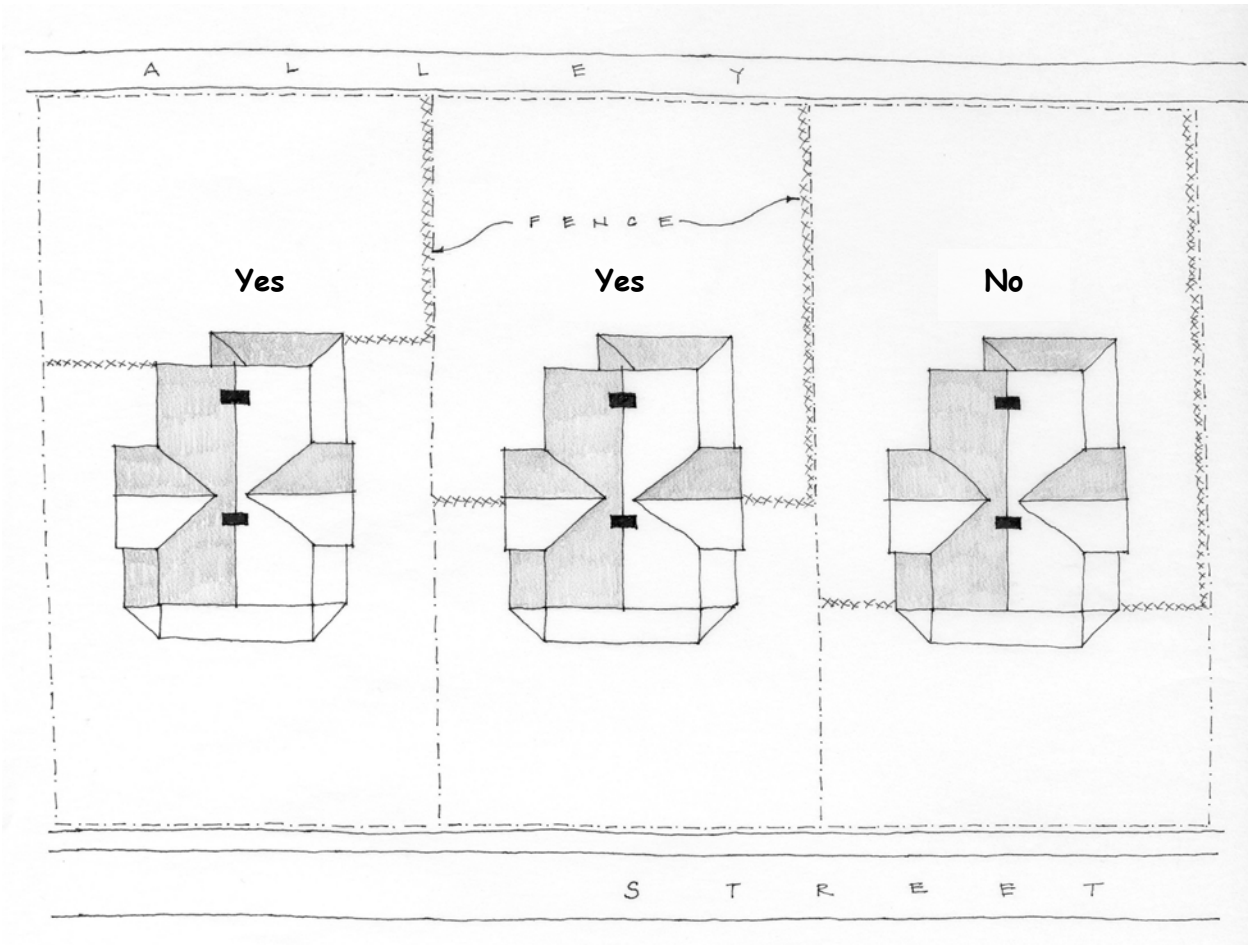
Appropriate picket fence designs.

Appropriate Wire Fencing



Appropriate Privacy Fence





Privacy Fence Placement

12. FIRE ESCAPES

Multi-story buildings used for commercial and/or rental residential uses often require fire escapes to meet fire and safety codes. Fire escapes, whether incorporated within the walls of the building or attached to exterior walls, should be sited at the rear or sides of buildings which are not visible from the street.

A. should not be added unless required by building codes or where no other means of upper floor access is reasonably feasible.

B. should be located where they will not be visible from the street.

When required, fire escapes should be added on the rear façade of dwellings.

13. FOUNDATIONS

Most historic Georgetown dwellings have foundations of brick or brick piers. Repointing and repair of brick foundations should follow masonry guidelines discussed on ***page 33.***

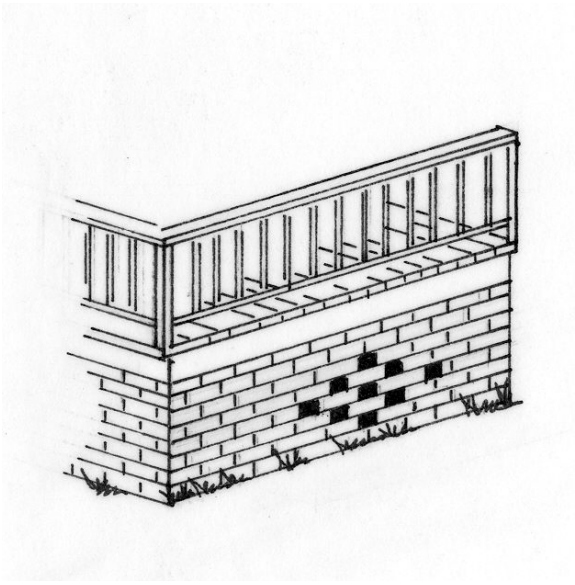
A. should be preserved and maintained in their original design and with original materials and detailing.

B. which have brick piers should be left open or be filled in with traditional materials. For most Georgetown dwellings, the areas between the brick piers are appropriate locations for wood lattice framed panels or brick lattice panels. Frame lattice panels should be set back from the fronts of the piers by at least two inches. If brick lattice panels are used, the brick should be similar in color, texture and mortar joint profile as the original brick piers.

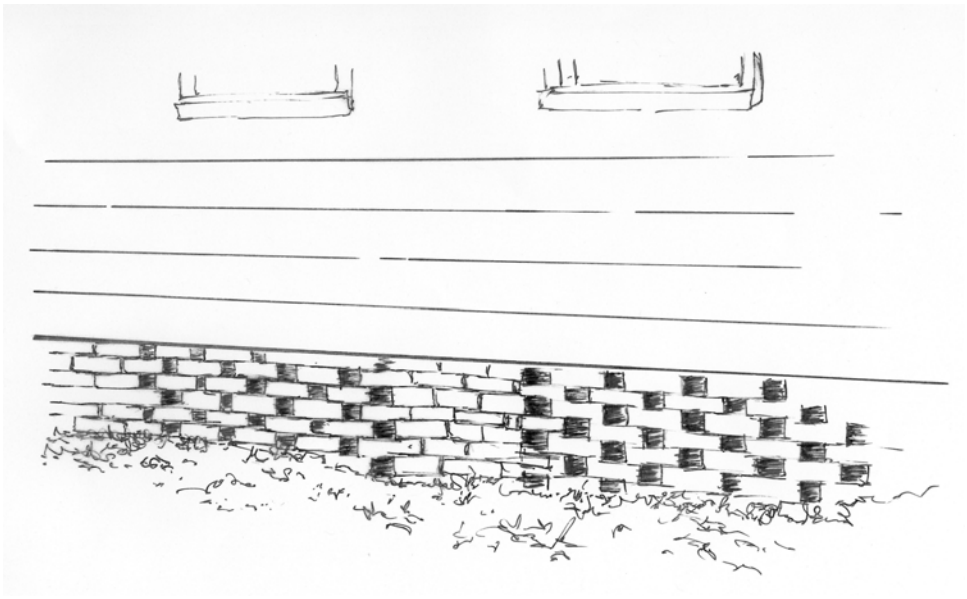
C. should not be concealed or enclosed with concrete block, plywood panels, corrugated metal, or wood shingles.

D. should be cleaned, repaired, or repointed according to masonry guidelines.

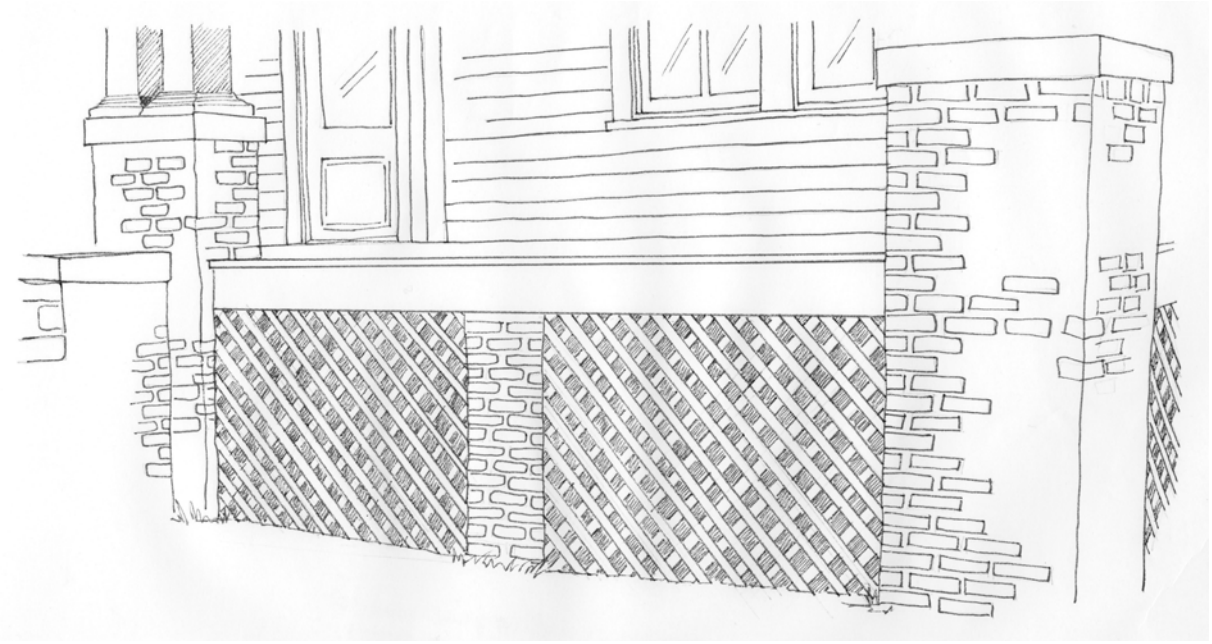
E. should be painted or stuccoed only if the brick and/or mortar is mismatched or inappropriately repaired. Dark reds, browns or other traditional brick colors are appropriate paint colors for foundations.



Foundations of pierced brick should be preserved and not concealed or stuccoed.



Original Pierced Brick Foundation
(332 Screven Street)



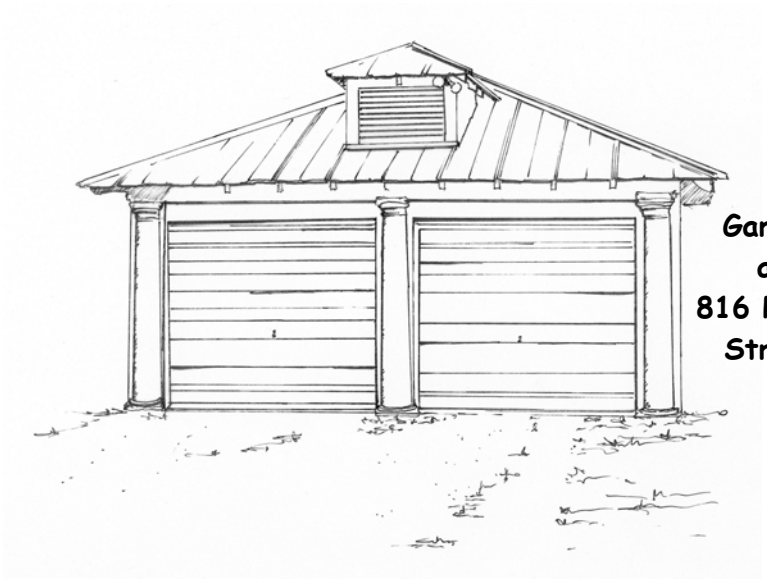
Lattice panels are appropriate for infill between brick pier foundations. Lattice panels should be recessed from the front of the piers.

14. GARAGES, SHEDS AND OUTBUILDINGS

Outbuildings that contribute to a property's historic and architectural character should be preserved and maintained. These buildings should be repaired with materials and details to match the original.

A. should be preserved and maintained if built prior to 1955 and which retain their original architectural character.

B. should be repaired with materials to match the original. If original garage doors are missing, multi-light glass and wood doors are preferable for replacement rather than solid metal or paneled garage doors.



Garage at 816 Prince Street

15. GARBAGE COLLECTORS

Garbage collectors (cans, dumpsters, etc.) should be located at the rear of dwellings. Large garbage collectors at the rear of commercially used buildings should be screened with landscaping or wood panels such as lattice.

A. for institutional and commercial uses, garbage collectors should be located at the rears of buildings and be screened from the street view with fencing or shrubbery.

16. GUTTERS

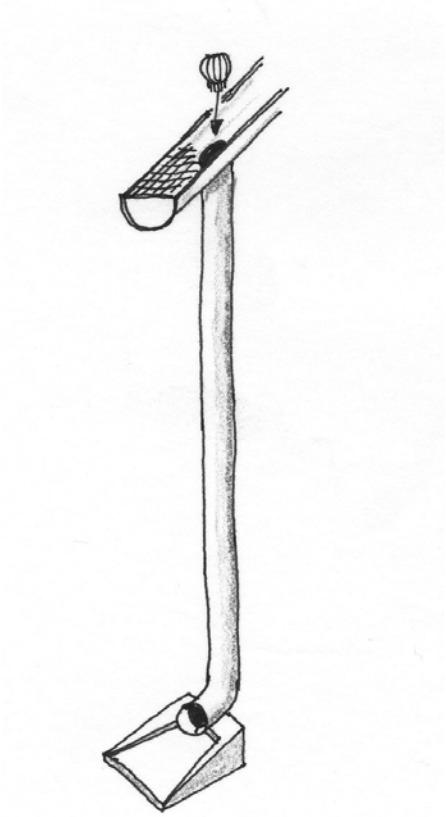
Deteriorated gutters and downspouts can cause extensive damage to building materials and detailing. Existing gutters should be regularly cleaned and maintained. If new gutters are required, half-round designs are the most historically accurate. If not readily available, "K" or ogee design gutters of aluminum or vinyl are acceptable.

A. of boxed or built-in type should be repaired rather than replaced if possible.

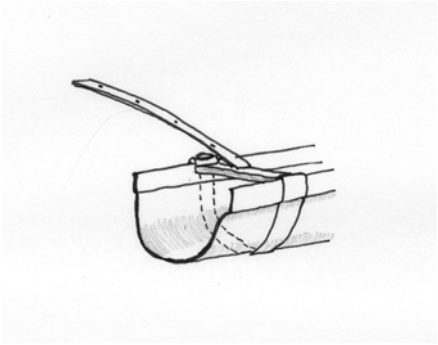
B. of hang-on type should be half-round rather than "K" or ogee. If half-round gutters are not easily available, ogee gutters of aluminum or vinyl are acceptable.

C. should have downspouts located away from significant architectural features on the front of the building.

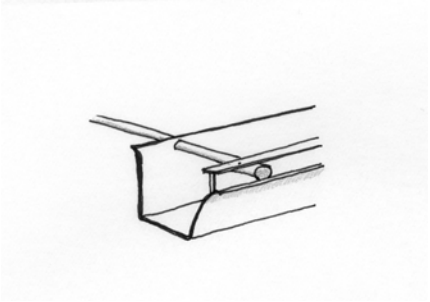
D. should provide proper drainage through use of downspouts and splashblocks to avoid water damage to the building.



Downspouts and splashblocks channel water away from a dwelling.



Half round gutter are more appropriate than ogee gutters.



Ogee gutters are also acceptable.

17. HANDICAPPED ACCESS RAMPS

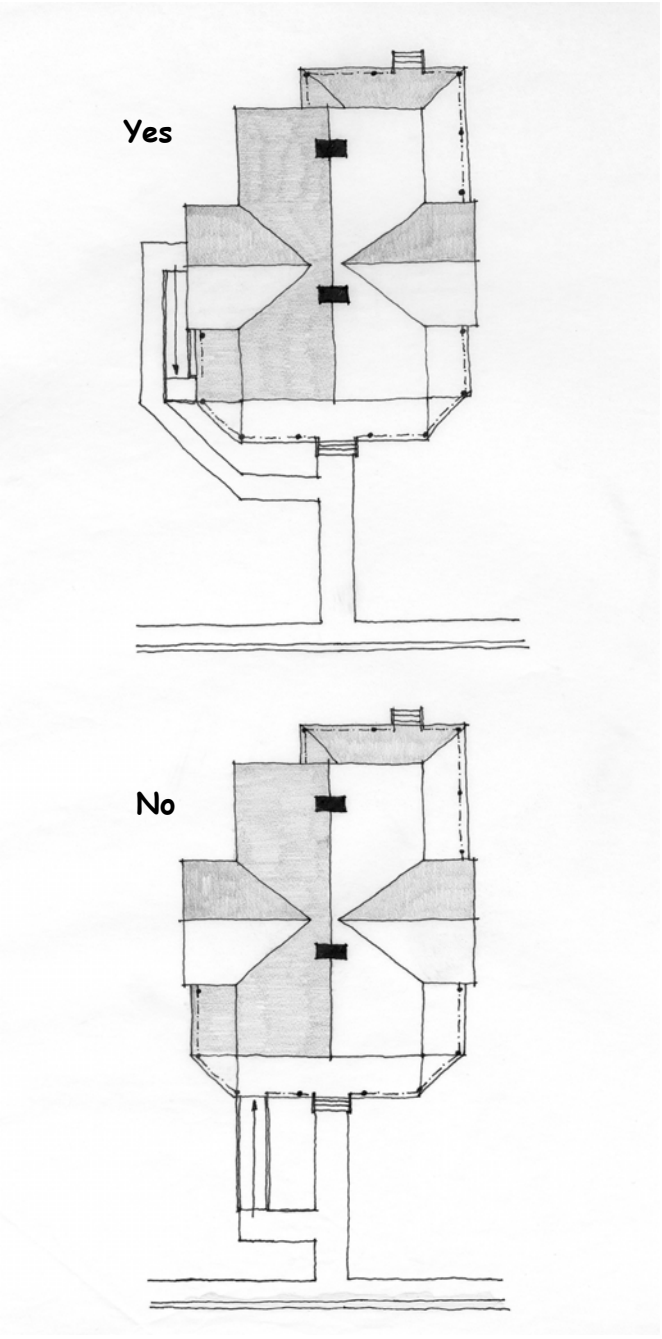
Handicapped ramps are sometimes needed to provide access for those with disabilities. Handicapped access ramps are best at the rear or sides of buildings which are not visible from the street. Ramps of wood construction are most appropriate for Georgetown's historic residential areas and the railings should compliment the original porch railing in design and detailing.

A. should be located at the rear or sides of buildings. If a handicapped ramp must be placed on the front of a building it should be of wood construction rather than of brick, concrete, or metal. Brick, concrete, and metal ramps are more acceptable at rear and sides of buildings not visible from the street.

B. of wood construction should be simple in design and configuration using square balusters in the railing and simple square handrails. Ramps should be as unobtrusive as possible and be painted to match the color of the porch railing or the match the overall paint color of the building.

C. should be screened with landscaping of low shrubbery to provide concealment.

Handicap ramps should be of wood and compliment the original porch railing.



Handicap Ramps should be sited on the side or rear rather than on the front of dwellings.

18. LANDSCAPING

Georgetown's historic residential areas are distinguished by their canopies of oak trees. The retention of existing oak trees and the planting of new trees to maintain this canopy is highly recommended. Landscaping in yards is not reviewed by the Architectural Review Board unless features such as historic retaining walls and fencing are affected. Although landscaping does not require approval, the utilization of plants native to the area such as crepe myrtle, dogwoods, and azaleas is preferred to the introduction of non-native species.

A. features that are original or early (pre-1955) such as sidewalks, retaining walls, historic fence materials, curbs, stepping blocks, etc. should be preserved (See section on fences).

B. of railroad ties, cut wood, brick, concrete, or any other structural material should be avoided for front yards.

19. LIGHTING

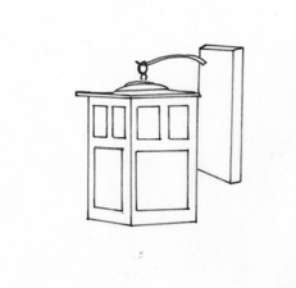
Exterior light fixtures were added to Georgetown's 18th and 19th century dwellings in the early 20th century. Houses built in the Bungalow, Tudor Revival, and Colonial Revival styles were constructed with exterior light fixtures at the porch ceiling or adjacent to the main entrance. Original light fixtures on these dwellings are part of their character and should be preserved and maintained. New light fixtures should be appropriate for the style and period of the dwelling to which they are added. Lighting to accent sidewalks or front yards is appropriate.

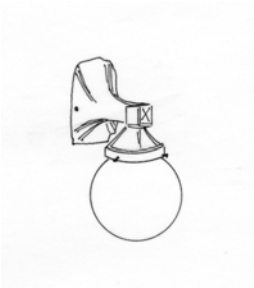
A. fixtures original to a dwelling should be preserved and maintained.

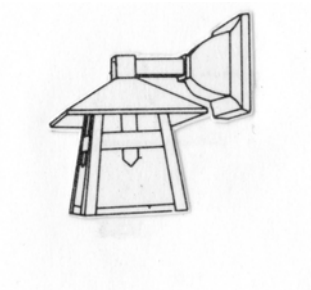
B. fixtures introduced to the exterior of a dwelling should be from its period of construction, or simple in design. Light fixtures should be added only at traditional locations such as at porch ceilings and flanking entrances.

C. for security, such as flood lights, should be mounted on rear or sides of buildings rather than on the front. Floodlights mounted in yards to illuminate the front of the house is discouraged but acceptable.

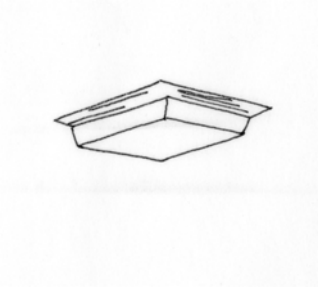
D. for sidewalks and front yards should be of small footlights rather than post-mounted fixtures. Post-mounted fixtures are less appropriate but may be installed if desired.







Preserve and maintain historic light fixtures.



Appropriate porch ceiling light fixtures.

Appropriate footlights for walkways.

20. MECHANICAL SYSTEMS

Air conditioning and heating units often require condensers and other units to be placed on the exterior. These units are typically located adjacent to, or within a few feet of a dwelling. Heating and cooling units should be placed at rear or sides of buildings not readily visible from the street. The placement of these units at the front of buildings is not appropriate and should be avoided. Screening of these units through shrubbery, fencing, or lattice panels is highly recommended.

A. should be located where they are not readily visible from the street.

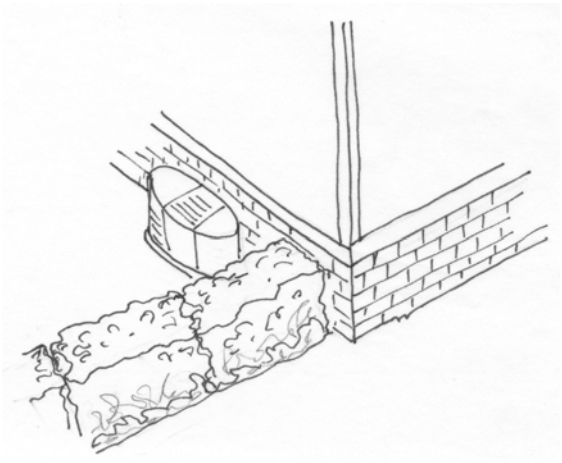
B. if visible on the sides of buildings, should be screened with shrubbery or fencing.

C. such as window air-conditioners should be located in windows on the rear or sides of dwellings and should not result in the removal or replacement of the original window sash or surround.

D. such as solar energy panels should be located on rear sections of the roof, behind dormers or gables or other areas not readily visible from the street.

E. satellite dishes should never be installed in front yards or where visible in side yards.

F. electrical and gas meters and other mechanical equipment should be located on the rear or side of a building.



Heating and cooling units should be screened by fencing or landscaping.

21. MOVING BUILDINGS

Georgetown possesses a number of vacant lots which are appropriate locations for new construction or the relocation of pre-1955 dwellings. Moving buildings is generally considered a last resort to demolition and should be considered only if other means of preservation have failed. If a pre-1955 dwelling within or outside an historic district is threatened with demolition, it is appropriate to move the dwelling to one of the district's vacant lots for rehabilitation. A building moved into the district should respect the front and side yard setbacks, orientation, and foundation heights of the neighboring properties.

A. into an historic district may be appropriate if compatible with the district's architectural character through style, period, height, scale, materials, setting, and placement on the lot.

B. that contribute to the historic and architectural character of a district should be avoided unless demolition is the only alternative.

22. NEW CONSTRUCTION (Residential Buildings)

The vacant lots in Georgetown provide development opportunities for new construction. New construction is desirable when it is compatible with properties along its block or street. The general approach to new construction is for it to be ***compatible*** *with adjacent buildings.* ***Compatible*** *means reinforcing typical features that buildings display along the block such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights. Replications or reproductions of historic designs are also appropriate for Georgetown's historic residential areas.*

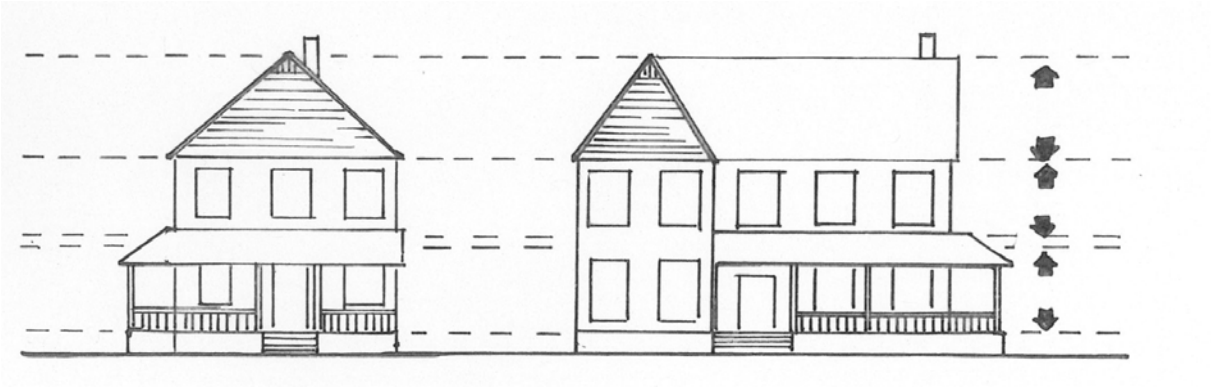
It is important that new construction coordinate with the dwellings found along its specific block. A design that may be appropriate along one block may not work for a different block. For example, a new dwelling compatible with Georgetown Single Houses may not be appropriate for a block where Victorian era architecture predominates and vice versa. Each new building has to be evaluated within its exact location and surroundings.

A. of primary buildings should maintain, not disrupt, the existing pattern of surrounding historic buildings along the street by being similar in:

1. **shape**. Variations of rectangular and square forms are most appropriate for Georgetown's historic residential areas;

2. **scale (height and width)**. The residential area of the Georgetown Historic District is zoned R4 which restricts new construction to no more than two-and-one-half stories or thirty-five feet in height. This maximum height would be appropriate for most blocks within the residential blocks of Georgetown

where most dwellings have building heights varying from fifteen to thirty-five feet. On blocks that have predominately one-story buildings, new construction of one-to two-stories would be more appropriate;



New construction should match floor to ceiling heights.

3. **roof shape and pitch**. Roof slope ratio for new construction should be a minimum of 6:12 to a maximum of 12:12 (6:12 refers to six inches of rise to 12 inches of run in measuring slopes). Roof forms of gable and hipped variations are most appropriate. Mansard and gambrel roof forms are strongly discouraged. Flat roofs may be appropriate if the overall design is deemed compatible with adjacent buildings;

4. **orientation to the street**. Georgetown has dwellings which have their primary facades facing both the street and side yards. New construction should reflect the orientation found along the block in which it is sited;

5. **location and proportion of porches, entrances, windows, and divisional bays**. Almost all of the dwellings within Georgetown's historic residential areas have some type of porch on the main or secondary facade. Porches on new construction should have roof forms of gable or shed design and at least cover the entrance. Porches which extend partially or fully across the main facade are recommended. Porch columns and railings should be simple in design in square or round shapes. Columns should be a minimum of six inches and a maximum of ten inches square or in diameter. Porch railings should have balusters which are no more than two inches square or in diameter.

   Windows should be wood frame double hung rectangular sash designs whose proportions on the main facade should not exceed three-to-one in a height to width ratio or be any less than two to one in height-to-width (two-to-one proportions are preferred). Aluminum clad wood windows are also acceptable if they have a baked-on enamel finish. Vinyl windows for new construction is discouraged as is the use of plastic or "snap-in" muntins (window pane dividers).

For rowhouse construction or multi-family housing, the primary façade should be divided by vertical divisions for compatibility with typical historic building widths. These vertical divisions can be delineated through differing materials, projecting bays, paint color, etc.;

6. **foundation height**. Most historic Georgetown dwellings are on foundations which are two-feet to four-feet in height. Foundation heights for new buildings should be similar to those of adjacent historic dwellings and comply with Federal Insurance Administration Standards. No slab or at-grade foundations should be utilized on the fronts or visible sides of dwellings;

7. **floor-to-ceiling heights**. Floor to ceiling heights should not exceed ten feet and not be less than eight feet;

8. **porch height and depth**. Porch heights should be consistent with those of adjacent buildings. Porch depths should be a minimum of four feet;

9. **material and material color**.

Foundations: Most existing foundations are of brick and brick pier and this foundation material is preferred for new construction. Poured concrete is less appropriate but acceptable. Split faced concrete block is also an acceptable foundation material. If smooth concrete block is used, a stucco wash is recommended to provide a more compatible surface.

Roofs: Existing roofs in the district are of asphalt shingle, metal, and clay tile. For new construction, materials that are compatible in type, color, and texture with adjacent properties should be used. Shingles should be of a dark color, predominantly dark gray or brown.

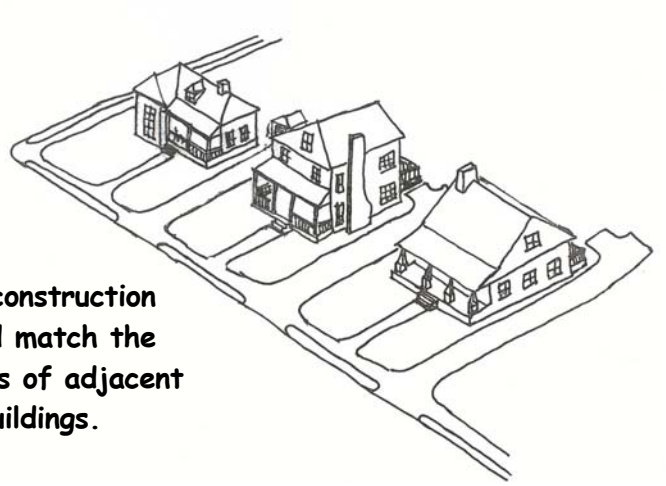
Brick Dwellings: If the new construction is of brick, the brick should closely match typical mortar and brick color tones found in the district and along the block. White or light mortars provide too much contrast with typical dark brick colors and should be avoided.

Frame Dwellings: If the new construction is of frame, the preferred exterior material is horizontal wood siding which is a minimum of four inches and a maximum of six inches in width. The use of masonite or smooth-faced cement-wood boards (hardiplank) is also acceptable as long as it meets these size recommendations. The use of grained composite or strand siding is less appropriate but is acceptable if it meets these size recommendations. Vertical board siding is not appropriate for new construction on the fronts or sides of buildings. Vinyl or aluminum siding is not appropriate for the historic district.

Windows: Wood construction is preferred for windows, especially those on the fronts of buildings. However, the use of vinyl clad or aluminum windows is also acceptable as long as they follow proper proportions (see window guidelines). The use of dark anodized aluminum windows or storm windows is appropriate.

10. **details and texture.** The width of window and door trim should be at least three and one-half inches. Roof eaves should have a minimum depth of eight inches. New construction should have details consistent with adjacent historic buildings including eave widths, soffit details, and fascia boards.

11. **placement on the lot**. Front and side yard setbacks should respect the setbacks found along the block on which the building is sited. Building setbacks from the street should never be less than the minimum adjoining setbacks.



New construction should match the setbacks of adjacent buildings.

B. of secondary buildings such as garages, carports, and other outbuildings should be:

1. smaller in scale than the primary building;

2. simple in design but reflecting the general character of the primary building. For example, use gable roof forms if the main dwelling has a gable roof, hipped roof forms if the main dwelling has a hipped roof etc.;

3. located as traditional for the street. Most historic outbuildings were sited along rear lot lines or to the rear and side of the dwelling;

4. compatible in design, shape, materials, and roof shape to the main building;

5. of wood siding. However, if located along rear alleys or towards the rear of the lot, secondary buildings may have exterior siding materials such as masonite or hardiplank, aluminum, or vinyl. Along rear alleys or rear lot lines, standard pre-fabricated buildings are also acceptable.

6. consistent with traditional historic outbuildings. For garages, wood paneled doors are more appropriate than paneled doors of vinyl, aluminum, or steel. Wood paneled overhead roll-up doors are widely available and are appropriate for new garages.

7. if carports, these should be located at the rear of buildings. Most readily available carport designs have flat roofs and metal support columns and are not compatible with older building designs. Carports imitative of porte-cocheres (drive-thru wings on historic dwellings) with wood or brick columns, flat roofs, and wood construction may be added to sides of dwellings visible from the street.

23. PAINT AND PAINT COLORS

Paint colors do not require approval by the ARB in Georgetown. However, it is recommended that paint colors be in keeping with the dwelling's style and period of construction. Avoid loud, garish, or harsh colors and bright hues and too many colors on a building. Select where to highlight architectural details based on historic tradition for the building's type and style. Select a high quality oil based or exterior latex paint and expect to have to paint every eight to fifteen years depending on sunlight exposure, regular gutter and downspout maintenance, and wood surface condition.

A. do not require review and approval by the Architectural Review Board.

B. should be of high quality to provide the longest lasting finish possible.

C. should be kept to no more than three colors per building. The simpler the architectural style of the building, the simpler the paint colors.

D. should be darker for the body of the house and lighter for window trim, door trim, and accents such as porches and eave brackets.

Recommended Paint Colors

Georgian and Georgetown Single Houses:
Although mostly white, these dwellings were sometimes painted alternate colors but consistently had white trim. Shutters were typically dark green or black.

Body – White, Brown, Green, Blue, Salmon, Yellow
Trim and Accents – White, Dark Green, Black

Federal:
Light colors were used for frame dwellings built in this style. Trim typically matched the body color with accents such as shutters in contrasting darker tones.

Body – White, Pale Yellow, Cream
Trim and Accents – White, Cream; Black, Dark Green, Dark Brown, Dark Red.

Greek Revival:
These dwellings were also typically painted in light or pale shades with either matching or contrasting trim.

Body – White, Off White, Pale Yellow, Light Gray, Pale Blue, Pale Green
Trim and Accents – White, Dark Green, Black

Italianate:
Warm earth tones were commonly used for this style of dwelling with trim in the same color only in a slightly darker or lighter shade.

Body – Cream, Browns, Grays, Greens
Trim and Accents – Cream, Browns, Grays, Greens

Queen Anne/Folk Victorian:
These dwellings had a diversity of colors using contrasts for the body and trim.

Body - Tan, Red, Green, Brown

Trim and Accents - Darker colors such as Dark Olive, Salmon Red, Dark Brown.

Craftsman/Bungalow/Tudor Revival:
Darker colors again such as earth tones. Dark stains also used in place of paint. Brick, stone, stucco and concrete generally left unpainted.

Body – Brown, Green, Gray, Dark Red

Trim and Accents – Both light and dark trim colors such as Reds, Browns, Greens and shades of Tan.

Colonial Revival
Light colors predominate

Body – Yellow, Light Gray, Light Blue

Trim and Accents – White, Off-White, Cream

24. PORCHES

Porches are one of the most important defining characteristics of pre-1955 residences. Original porches should be repaired and maintained. Those on the primary facades of dwellings should not be enclosed with wood or glass panels. The screening of porches on the fronts of dwellings is appropriate. If replacement of porch elements is required, use materials to closely match those which exist. If the original porch is missing, construct a new porch based upon photographic or physical evidence, or base the design upon historic porches of district buildings built at the same period and in a similar architectural style. In some cases turn of the century dwellings had their original porches removed and replaced with Craftsman/Bungalow style porches in the 1920s and 1930s. These porches reflect the historical evolution of the property and may be significant features in their own right. .

A. on front and side facades should be maintained in their original configuration and with original materials and detailing.

B. should not be removed if original.

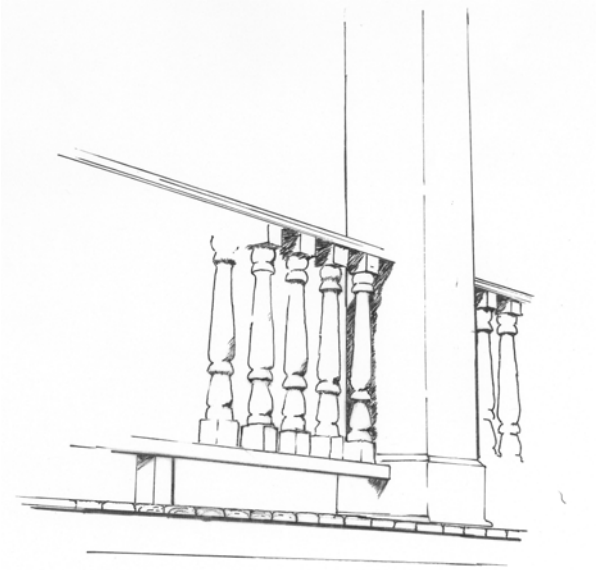
C. and their details should be retained intact with repair work and replacement of missing parts, such as columns, cornices, posts, railings, balusters, decorative molding and trimwork, to match the original in design, materials, scale, and placement.

D. on the fronts of dwellings should not be enclosed.

E. on the rear and sides of dwellings may be enclosed when not readily visible from the street and if the height and shape of the porch roof is maintained.

F. should have wood steps, not brick or concrete, for buildings with wood porch floors. Although not as appropriate, brick or pre-cast concrete steps may be added to front porches.

Original milled porch railing at 231 Screven Street.

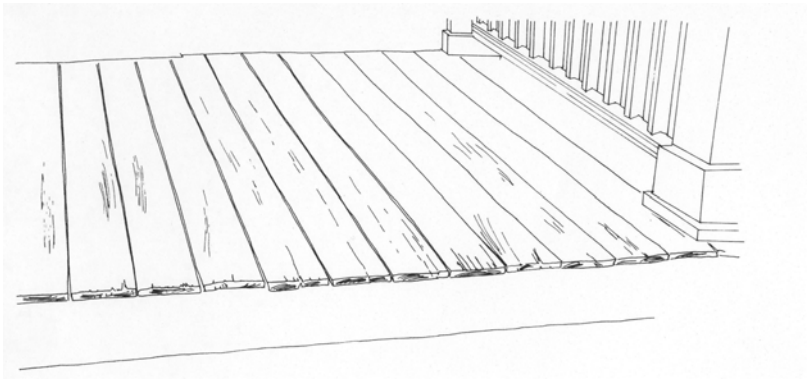


G. may be screened if the structural framework for the screen panels is minimal and the open appearance of the porch is maintained. Wood framing for the screen panels is preferred, however, anodized or baked enamel aluminum frames are also acceptable. The use of "raw" or silver aluminum framing is not appropriate.

H. on the fronts of dwellings may be partially enclosed with lattice panels for privacy. This should not exceed more than one-third of the porch area in order to maintain its traditional open appearance. Lattice panels should be added behind, not in front, of porch columns and railings.

I. trellises of wood for plants are appropriate for front porches.

J. should have wood tongue and groove flooring running perpendicular to the facade (unless the original floor is concrete or brick).



Wood porch floors should be repaired with floorboards to match the original.

25. PORCH COLUMNS AND RAILINGS

Original porch columns and railings should be retained and repaired with materials to match the original. If the original porch columns and railings are missing, replacement porch columns and railings should be appropriate for the dwelling's architectural style and period.

A. should be preserved and maintained. If repair is required, use materials to match the original in dimensions and detailing.

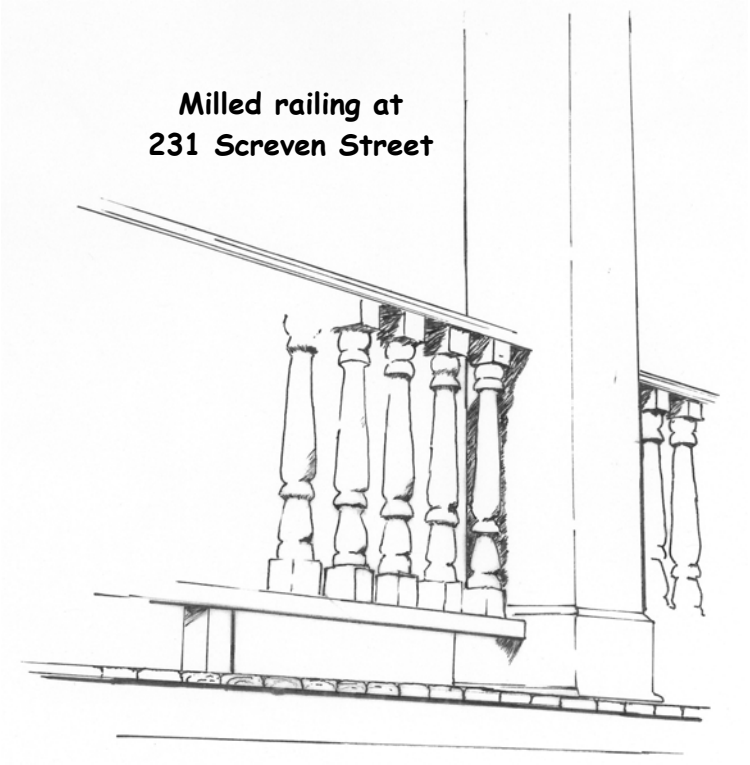
B. often deteriorate first at the bottom next to the porch floor. If this is the case, consider sawing off the deteriorated area and replacing this section rather than replacing the entire column.

C. of aluminum, wrought iron, or other modern materials are not appropriate for porches in the historic district.

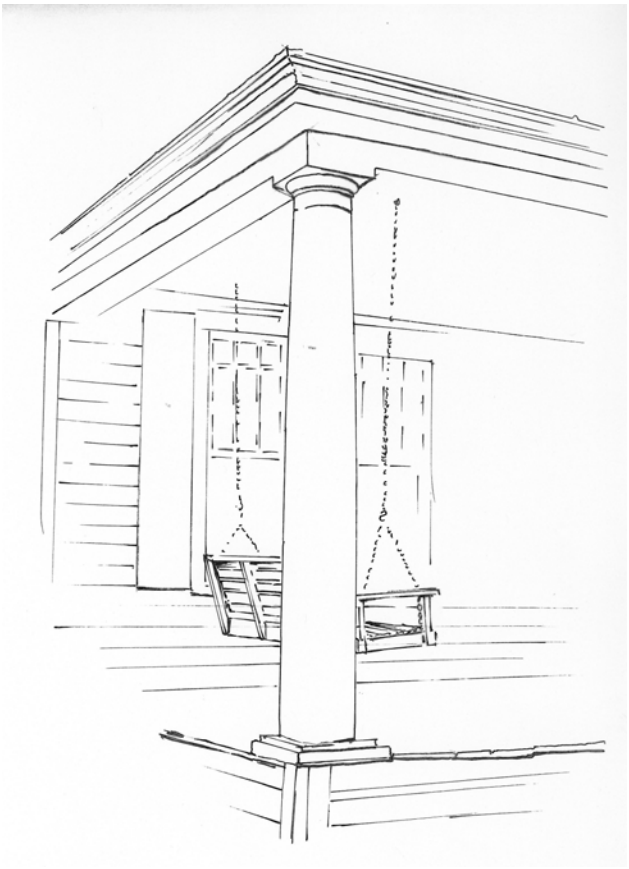
D. on front porches should be rebuilt in historic designs if the original columns and railings are missing. For Queen Anne and Folk Victorian styles of the turn of the century, milled porch columns are appropriate and are readily available from wholesale companies. These porch columns are generally 8' in height and have widths and depths of 4” to 6”. For Craftsman/Bungalow porches round, square, or tapered square wood columns are best. Although generally not available at wholesale hardware stores, they can be ordered from milling companies. These columns should fit the porch height and if round, have diameters of no less than 6" and no more than 14". Square columns or tapered square columns should be a minimum of 8" and a maximum of 14" in depth and width.

E. on front porches may require new newel posts. Porch newel posts in historic designs are readily available and are generally 4' high and measure 4" in width and depth

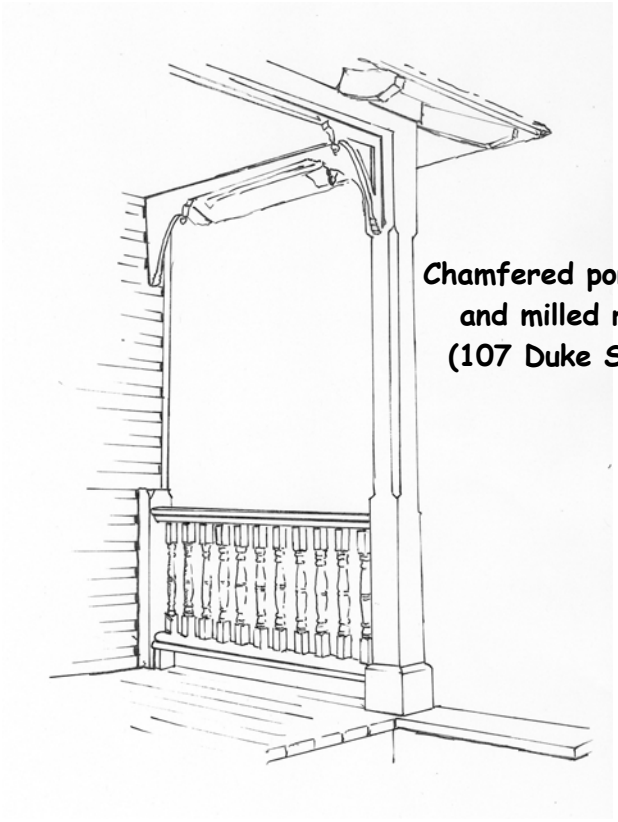
F. on front porches may require new balusters for the railing. Porch balusters (also called spindles) are readily available in historic designs from wholesale hardware stores. The milled spindles measuring 3' high and 2" in diameter are best for Georgian, Federal, Queen Anne and Folk Victorian dwellings. Balusters or spindles which are smaller than 2" in diameter are not appropriate for exterior porches. Square balusters which are 3' high and 2" to 3” in width and depth are best for Craftsman/Bungalow dwellings.



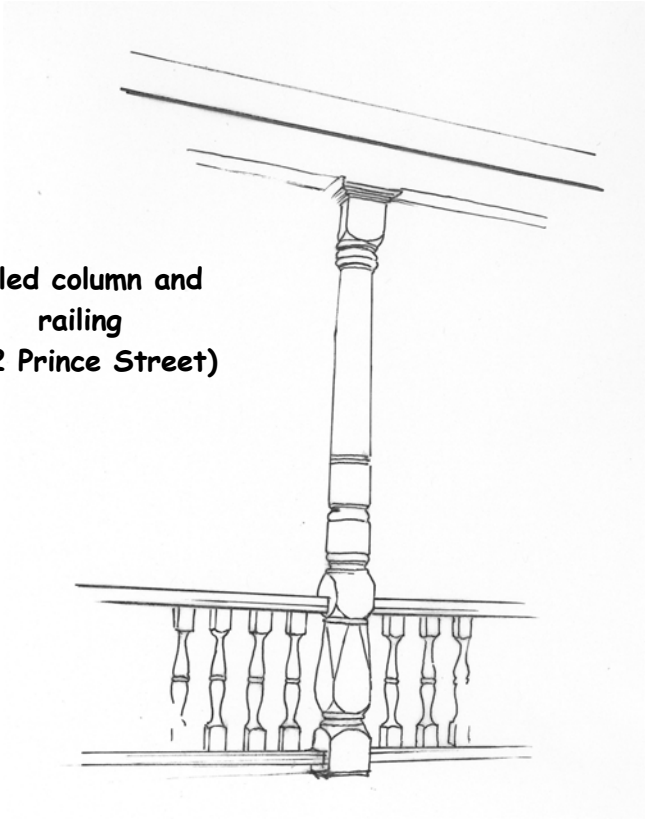
Milled railing at
231 Screven Street



Original Tuscan design column on a Colonial Revival style porch.
(813 Highmarket Street)



Chamfered porch post and milled railing (107 Duke Street)



Milled column and railing (422 Prince Street)

26. ROOFS

Original roof forms should be preserved and maintained. If additions to roofs are desired such as new dormers or skylights, these should be added at rear or side rooflines that are not visible from the street. Historic roof materials such as metal standing seam and clay tile should be repaired and preserved. If repair is no longer practical, replacement with asphalt or fiberglass roof materials is appropriate.

A. should be preserved in their original size, shape and pitch, with original features (such as cresting, chimneys, finials, cupolas, etc.), and, if possible, with original roof material.

B. may be re-roofed with fiberglass or asphalt shingles if the use of the original material is not economically feasible (color should be dark, predominantly dark gray or brown; red or green may also be appropriate for Craftsman Bungalow period dwellings).

C. should not have new dormers introduced on front facades but may have dormers added on rear facades or secondary facades where not readily visible if in keeping with the character and scale of the structure.

D. may be of standing seam or crimped metal design if they are compatible with traditional metal roof spacing and dimensions.

E. should not have skylights, decks, or balconies added where visible from the street.

Preserve and maintain original roof materials such as metal standing seam. (315 Queen Street)

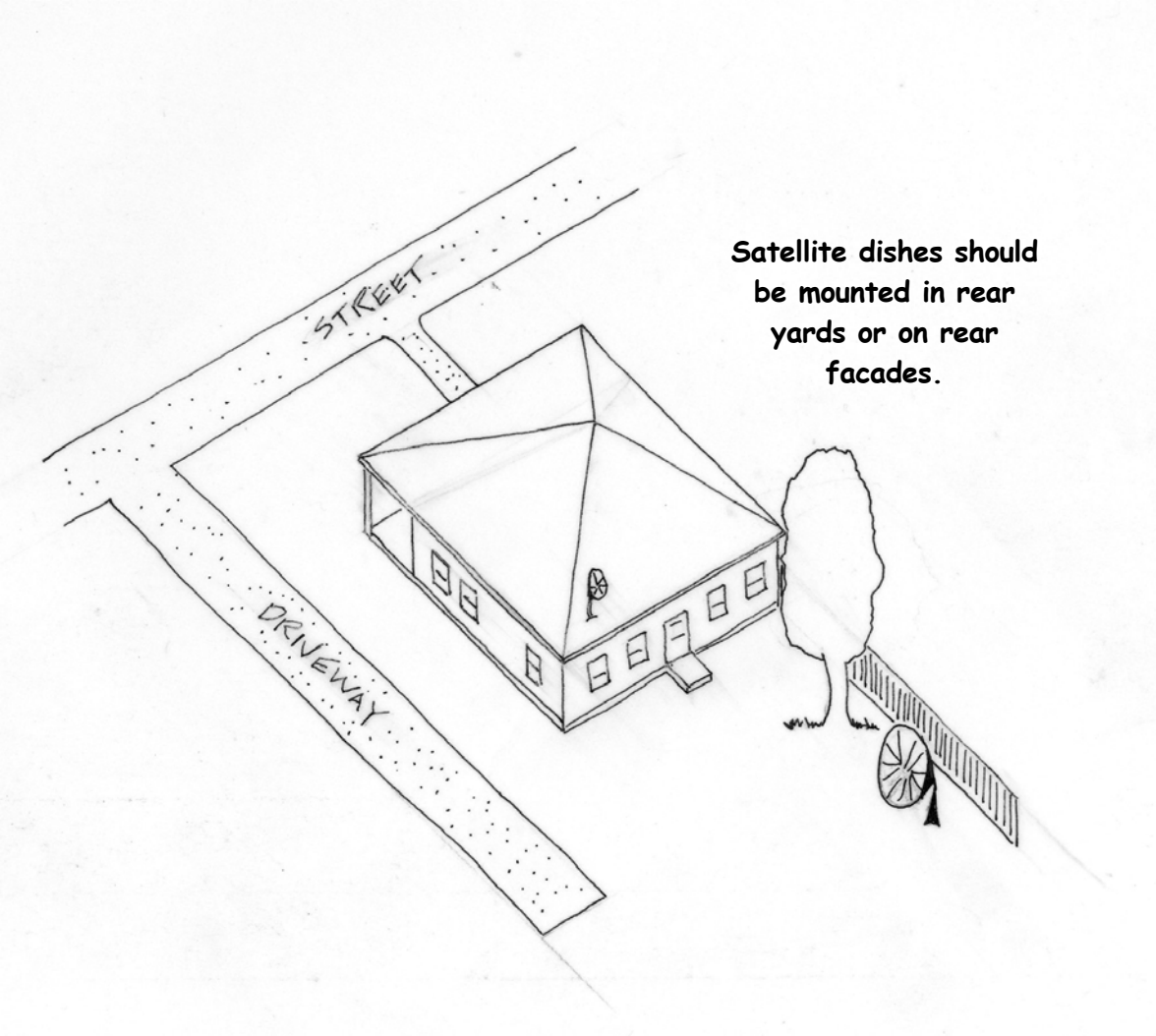
27. SATELLITE DISHES

Most satellite dishes manufactured today are seven and one-half foot diameter dishes or 18" DBS satellite dishes. Satellite dishes may be installed in an historic district if they are sited in rear yards or along side yards which are not visible from the street. As non-historic features, the smaller dishes are preferred to the larger dishes.

A. should never be installed in front yards or where readily visible in side yards.

B. in the smaller sizes are more appropriate than the large diameter dishes.

C. should be mounted as low to the ground as possible and the use of lattice panels, fencing or landscaping to screen the dish from view is recommended.

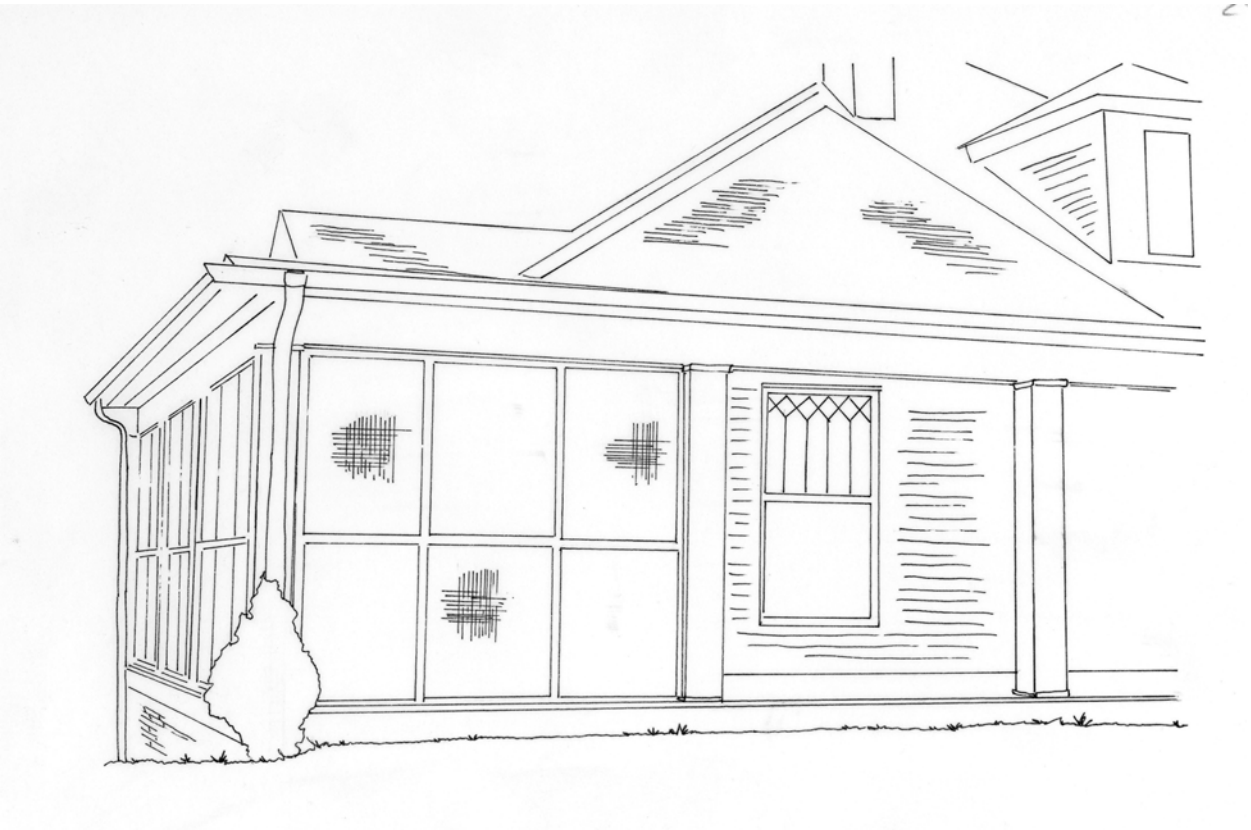


28. SCREENS

Screen panels for porches and windows are appropriate if the structural framework is kept to a minimum to retain the open appearance of the porch and the visibility of the historic features behind them.

A. may be added to porches if the structural framework for the screen panels is minimal, the open appearance of the porch is maintained, and the panels are situated behind porch columns, posts, and railings.

B. screen windows should be wood or baked-on or anodized aluminum and fit within the window frames, not overlap the frames.



Screening in front porches is appropriate as long as the framing is kept to a minimum and original porch columns and railings are preserved and maintained.

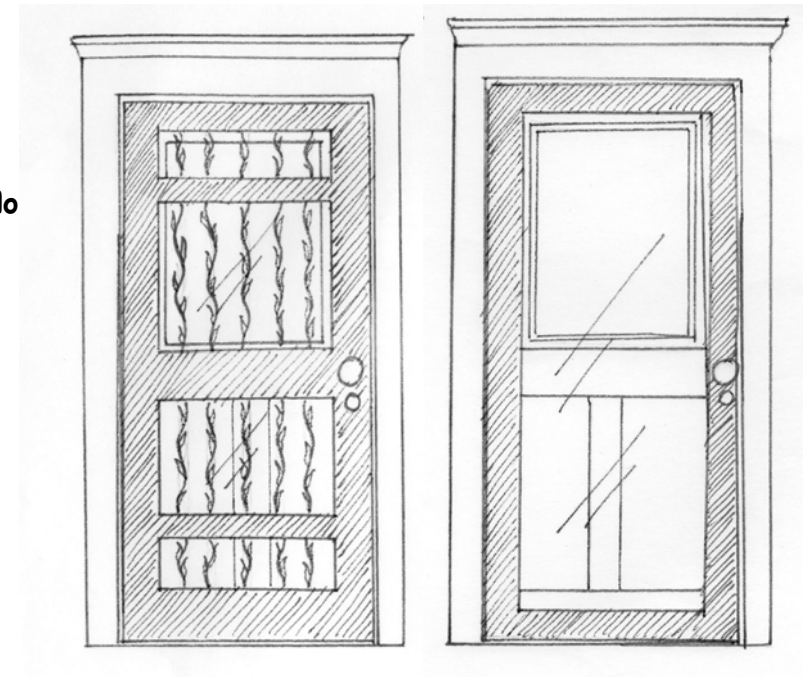
29. SECURITY DOORS AND WINDOWS

The installation of security doors and windows is appropriate within some parameters. Statistically, intruders primarily enter through rear or side doors or windows which are not visible from the street. The installation of security doors and window bars on these facades is appropriate. Although less appropriate on main facades, security doors may be installed if they are full view design or have minimal structural framing which allow the viewing of the historic door behind it. Ornate security doors with extensive grillwork or decorative detailing are not appropriate for entrances on the primary facade.

A. are not appropriate for primary facades but may be added at rear or side facades not readily visible from the street.

B. should be full-view, without ornate or decorative grillwork.

C. security bars on windows should not be located on windows readily visible from the street.



Appropriate security doors

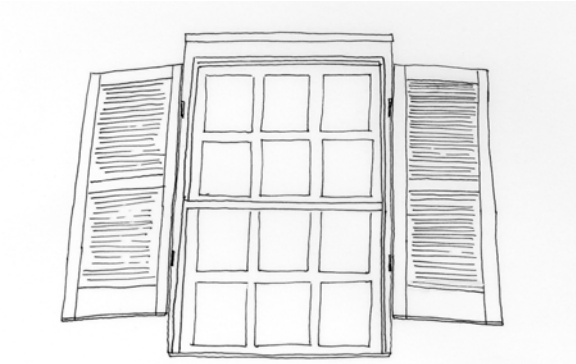
30. SHUTTERS

Window shutters have been traditional features on houses in Georgetown. Shutters had practical uses to block the sun in the summer and to protect windows during storms. With the widespread use of air conditioning in the mid-20th century, window shutters became more ornamental than practical and many original shutters have been removed. Most ornamental shutters available today are not appropriately sized or of the right materials. The addition of new shutters should only be of wood and with dimensions which match the window opening.

A. which are original to the dwelling should be preserved and maintained.

B. should not be added unless the building originally had them, the shutters are of louvered or paneled wood construction or another historical style, and the shutters will fit the window opening (so that if closed, they would cover the window opening).

C. of vinyl construction are not appropriate for buildings within the historic district. These shutters generally have exaggerated wood graining which is not convincing or compatible with historic dwellings.



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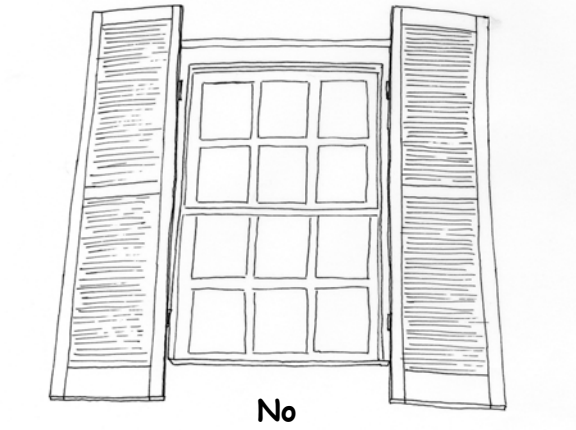
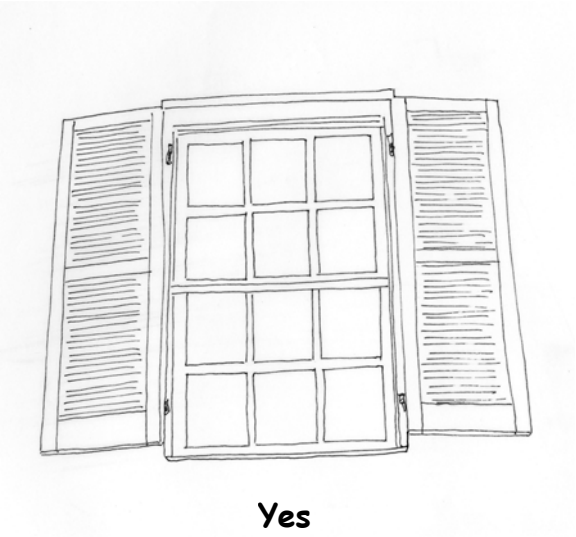
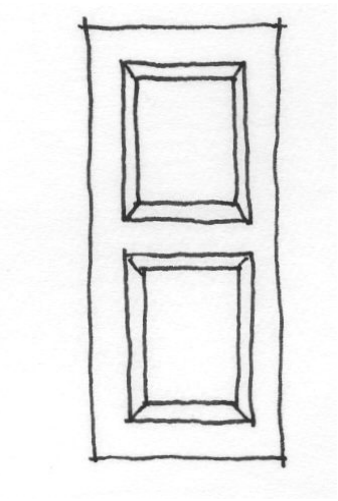


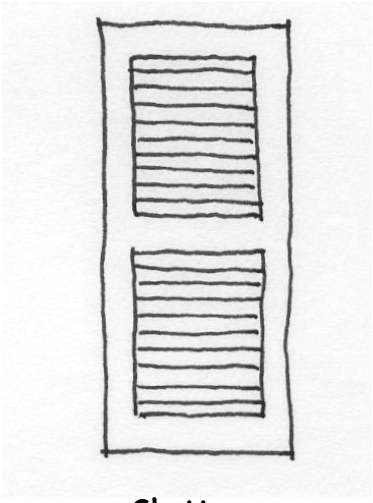
No



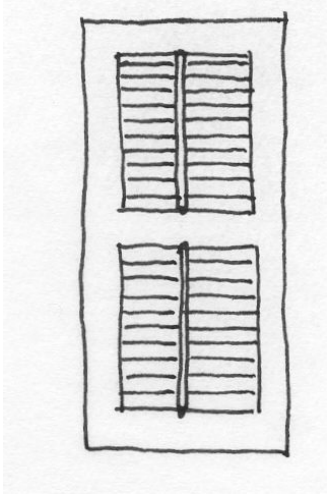
Yes



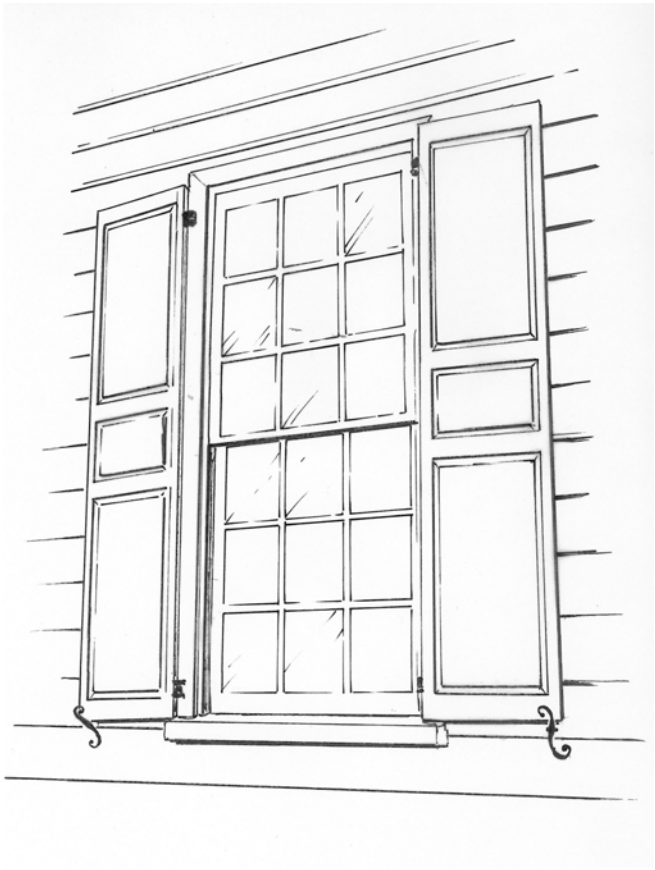
Appropriate Design



Shutters



Appropriate window shutters at 502 Prince Street.



Window shutters with s-clamps (909 Prince Street)

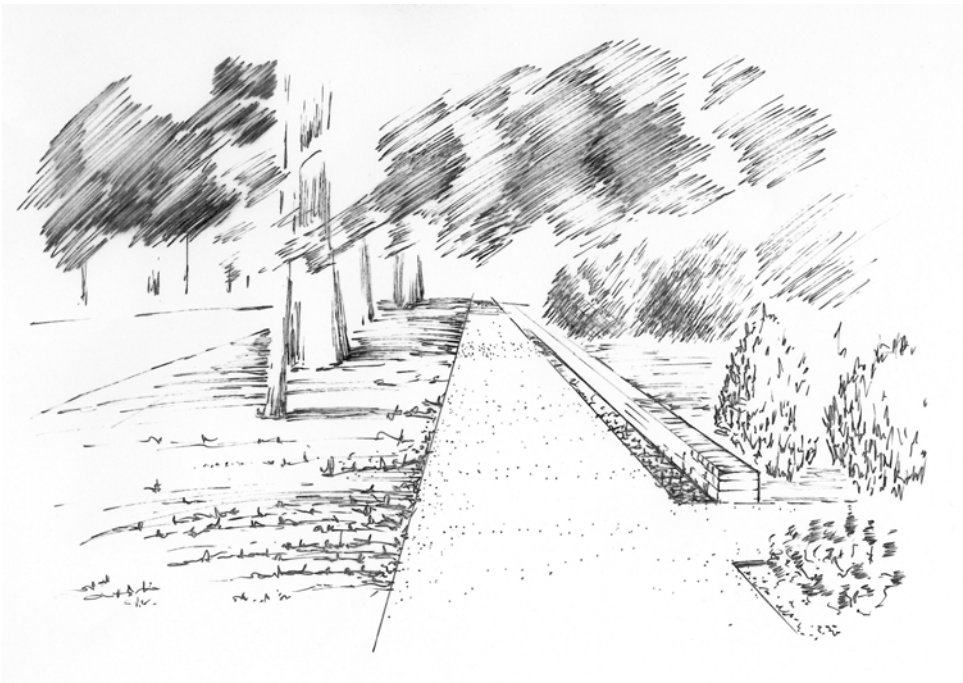
31. SIDEWALKS AND WALKWAYS

Sidewalks in Georgetown are primarily of concrete construction. Many of these were poured in the 1920s and 1930s are still in good condition today. The use of concrete sidewalks is traditional and appropriate in Georgetown and the repair, replacement and addition of concrete sidewalks is recommended. Walkways from the sidewalk to dwellings in Georgetown had a variety of materials such as brick pavers, concrete, gravel, crushed oyster shells, and sand. New walkways with these materials are appropriate. The use of asphalt for walkways is not appropriate and the use of this material is discouraged.

A. that are original to a property should be preserved and maintained.

B. that are newly introduced on a property should be of concrete, brick, gravel, crushed oyster shells, or sand like original or early sidewalks in the Georgetown's historic areas.

C. of aggregate or asphalt are less appropriate materials for Georgetown's historic areas.



Sidewalk on Highmarket Street

32. SIDING

Georgetown's historic dwellings are distinguished by their variety of wood siding materials such as clapboard, shiplap, and drop siding. This wood siding is an essential component defining a dwelling's architectural character. The concealment of original wood siding with vinyl, aluminum, or other synthetic sidings is not appropriate. These siding materials do not successfully imitate the original wood siding dimensions or texture. There are also potential structural problems inherent in the use of these materials on historic buildings. Finally, these materials may not be cost effective compared to continued maintenance and painting of the wood siding.

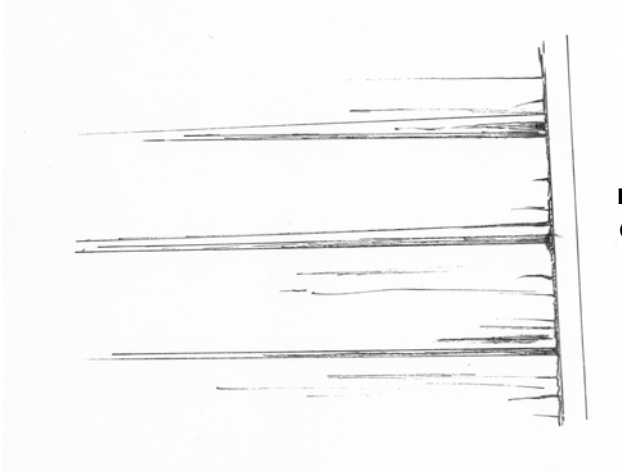
A. original to a dwelling should be repaired rather than replaced. Original wood siding should be replaced only where necessary.

B. and wall shingles original to the building should be repaired rather than replaced. If replacement is necessary due to deterioration, the new shingles should match the original in size, placement, and design (this includes decorative wood shingles of Victorian buildings as well as wood or asphalt shingles of Bungalow-period houses).

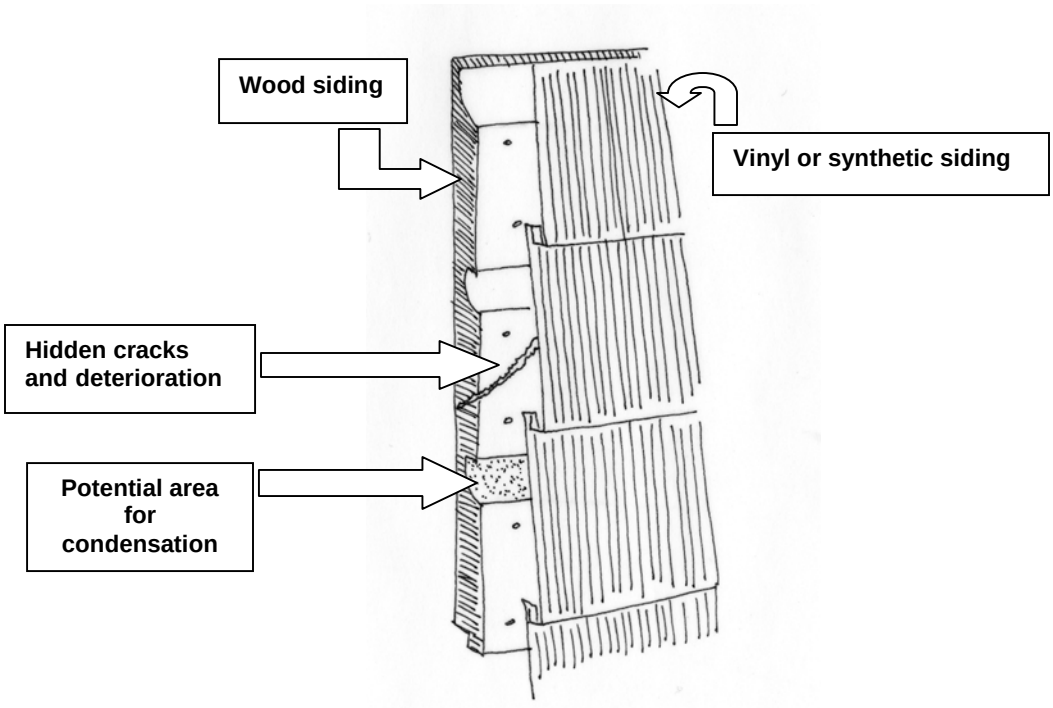
C. should not be concealed beneath artificial or synthetic sidings. The application of materials such as vinyl or aluminum over original wood siding is not appropriate and their use is prohibited.

D. of asbestos shingles which are original to a dwelling should be kept stained or painted. If individual shingles are missing or cracked, new shingles of cement-wood material or fiberglass are appropriate for replacement or repair.

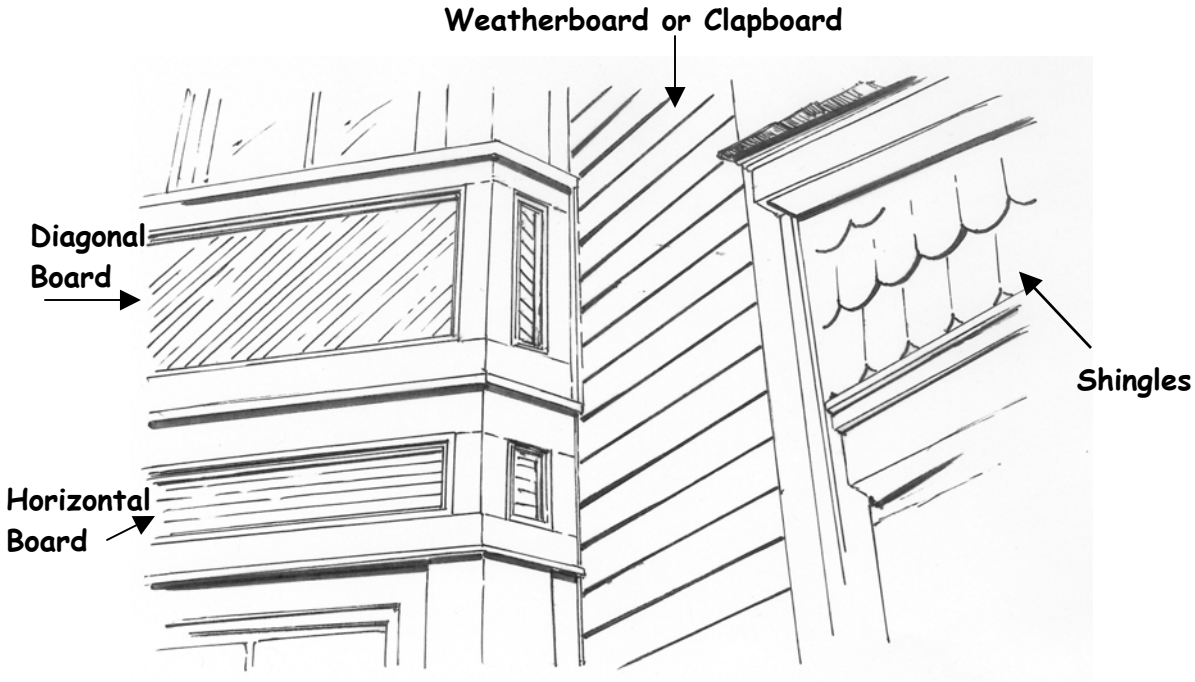
E. should not be covered with ceramic coatings such as "Liquid Siding" until the long-term affects of this material to historic buildings is more widely known.



Original wood siding and shingles should be maintained and not covered or concealed with synthetic sidings.
(909 Prince Street)



Wood deterioration can be accelerated by the application of synthetic sidings.



Siding variations at 918 Highmarket Street.

33. SIGNS

Signage in Georgetown's historic residential district is mainly confined to governmental, institutional, and office uses. Signs are typically located in front yards about five to ten feet from the public sidewalk. Predominate sign materials are wood and metal.

A. should be in conformance with Georgetown's overall sign ordinance.

B. should be kept to minimum with preferably a maximum of two per commercial business or church.

C. for churches may be freestanding or attached to the face of the building. For commercial buildings signs may be projecting, on windows, or affixed to the face of the building.

D. should not cover or obscure architectural features and should be unobtrusive as possible.

E. should not be illuminated with visible bulbs or luminous paints, but with remote sources.

F. should be of traditional materials such as finished wood, painted metal, brass, or bronze, not plywood, plastic, or unfinished wood.

G. should utilize logos or symbols for businesses. Type and lettering should reflect the 18th and 19th century character of the district.

H. should have no more than three colors and use colors that coordinate with the building colors.

I. for mounting on masonry walls should be anchored into the mortar, not the masonry.

J. exceeding a dimension of two feet by three feet are discouraged, except for institutional uses, which may have an area of up to ten square feet.

Appropriate free standing signs for front yards of residential areas.

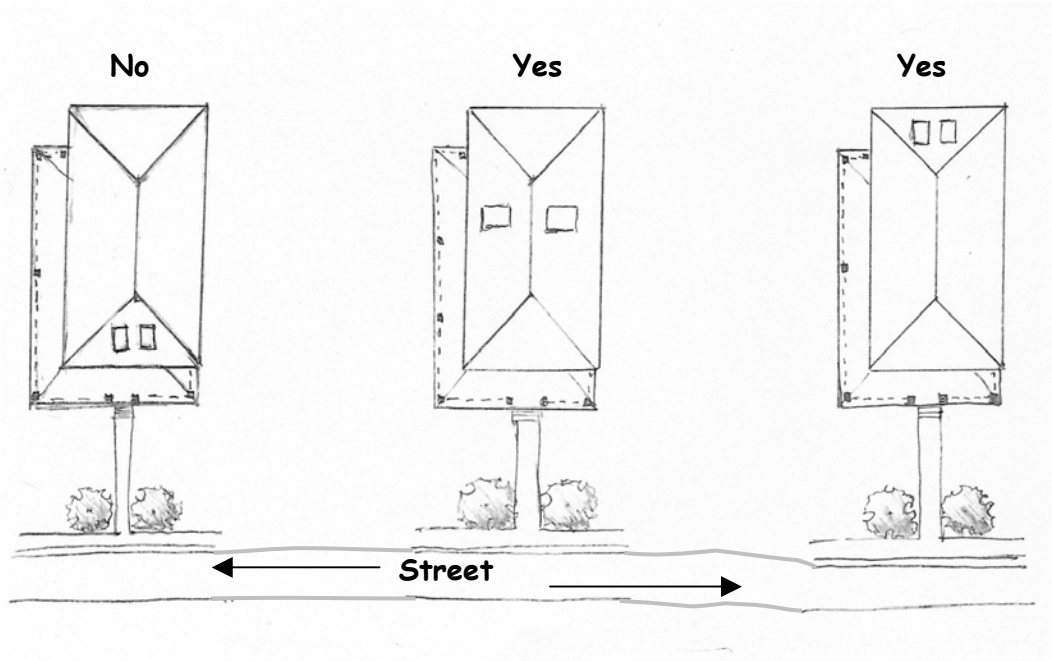
Appropriate wall signs for residential areas.

34. SKYLIGHTS

The addition of skylights can make the use of upper floor space or attic space more practical. The installation of skylights is appropriate as long as they are placed on rear roof lines, behind gables or dormers, or otherwise not visible from the street. Skylights which are flush with the roofline or lay flat are more appropriate than those with convex or "bubble" designs.

A. should not be added where visible from the street. Skylights should be placed at rear roof lines or behind gables and dormers.

B. should be flat or flush with the roofline, not convex or "bubble" designs.

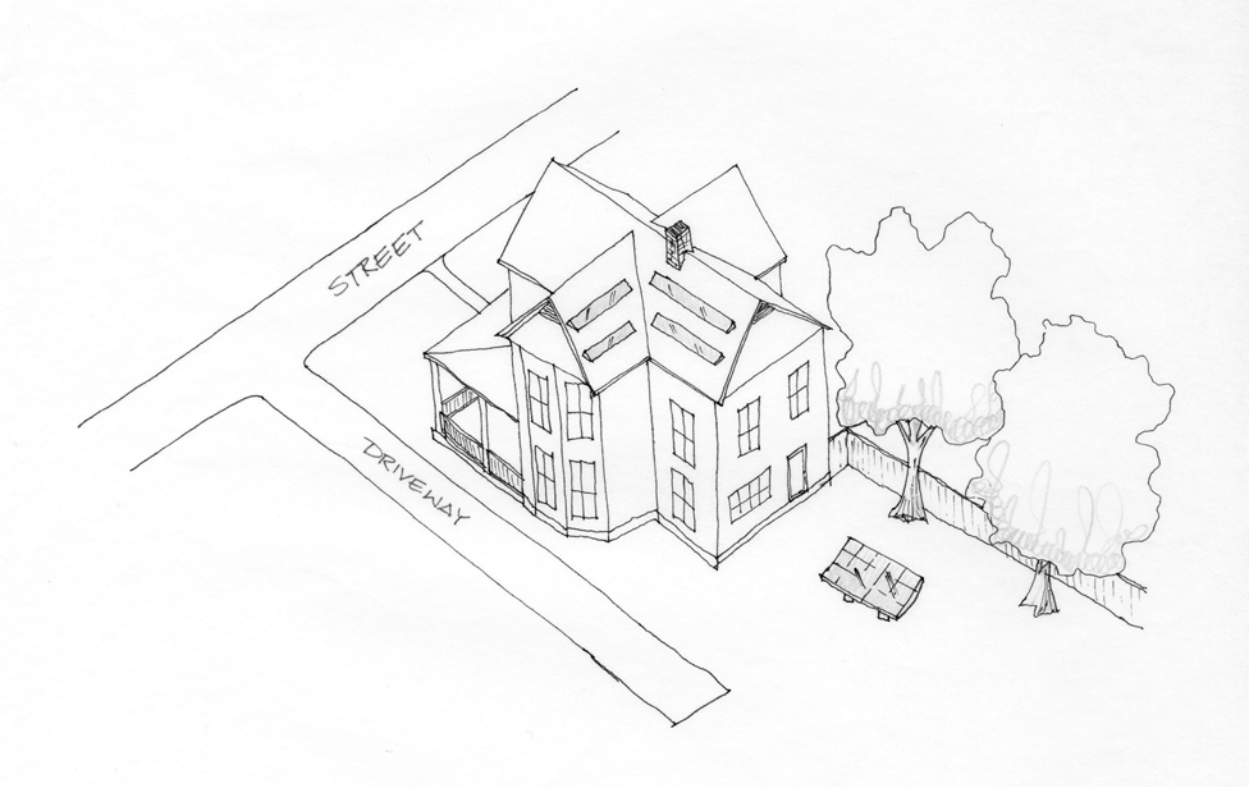


35. SOLAR COLLECTORS

Solar energy collectors or panels are appropriate if placed at unobtrusive locations. Surface mounted collectors are usually located at the roofline and consist of flat panels which absorb the sun's rays. Freestanding collectors are a series of pole-mounted panels sited next to a building. Solar collectors are appropriate as long as freestanding panels are sited in rear yards and the roof panels are on rear facades or side facades not visible from the street.

A. and solar energy panels should be located on rear sections of the roof, behind dormers or gables or other areas not visible from the street.

B. which are freestanding should be located at rear yards or on side facades not visible from the street. If side yard locations are visible (such as a corner lot), freestanding panels may be installed if they are effectively screened by fencing, lattice panels, or landscaping.



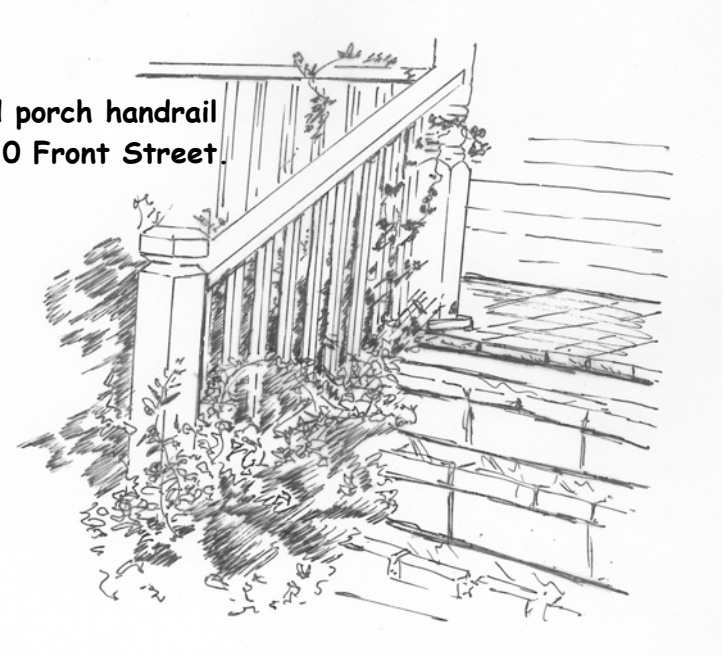
Solar Collectors should be sited in rear yards or at rear roof lines.

36. STAIRS

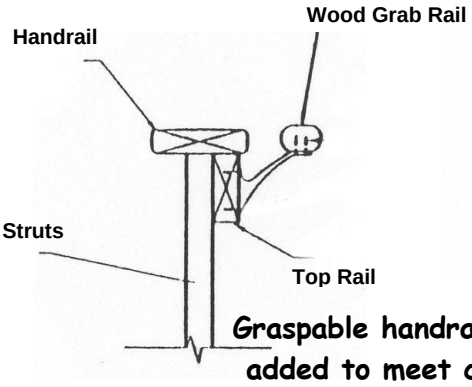
On most older dwellings in Georgetown wood steps were built leading to the front porch. On fewer dwellings brick was also used in step construction. Steps of poured concrete were used in the early 20th century for Bungalow, Tudor Revival and Colonial Revival style dwellings. Since steps are readily exposed to the sun and rain they require continual maintenance and repair. In many cases the original wood steps have been removed and replaced with steps of brick or concrete. Replacement of deteriorated wood steps with wood is preferable to replacement with brick, pre-cast concrete, or wrought iron.

A. original to a dwelling should be retained. Wood and concrete steps should be repaired with materials to match the original.

B. porches with wood floors should be replaced with wood rather than brick or concrete. The addition of brick, concrete, wrought iron steps for front porches of wood is discouraged but acceptable. If pre-cast concrete or wrought iron steps are used they should be painted to match the color of the porch. New stairs should be designed with "graspable" handrails which are no larger than 1-1/2" in diameter. These handrails can be attached to existing historic staircases when required to meet codes.

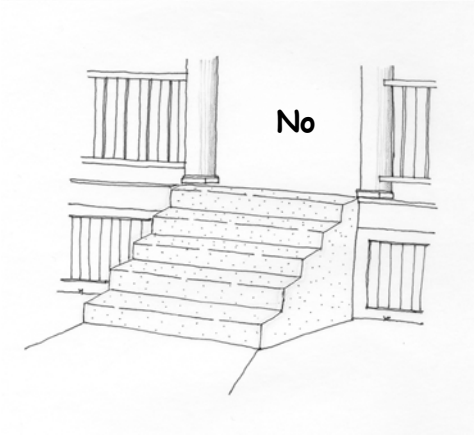


Wood porch handrail at 510 Front Street.

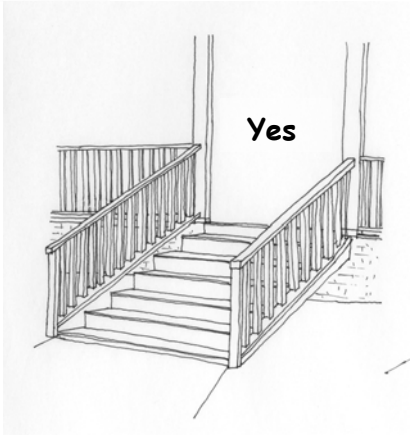


Graspable handrails should be added to meet codes where required.

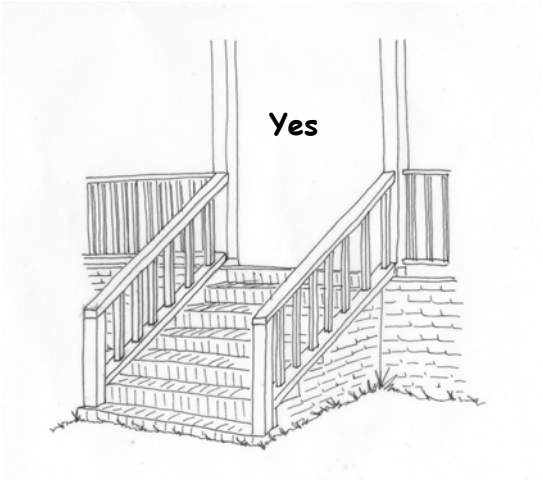
Appropriate Wood Handrail (125 Broad Street)



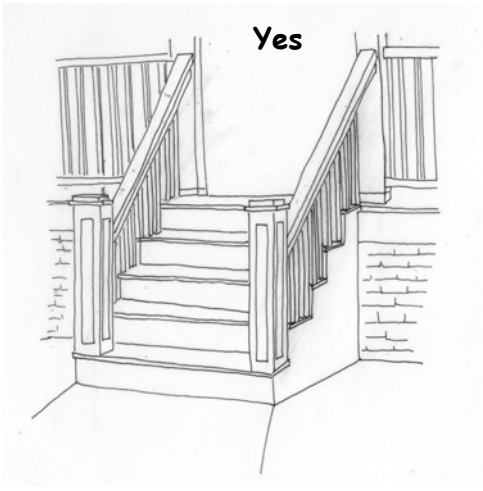
Concrete porch stairs



Wood porch stairs with open railing



Brick porch stairs with railings



Wood porch stairs with railing

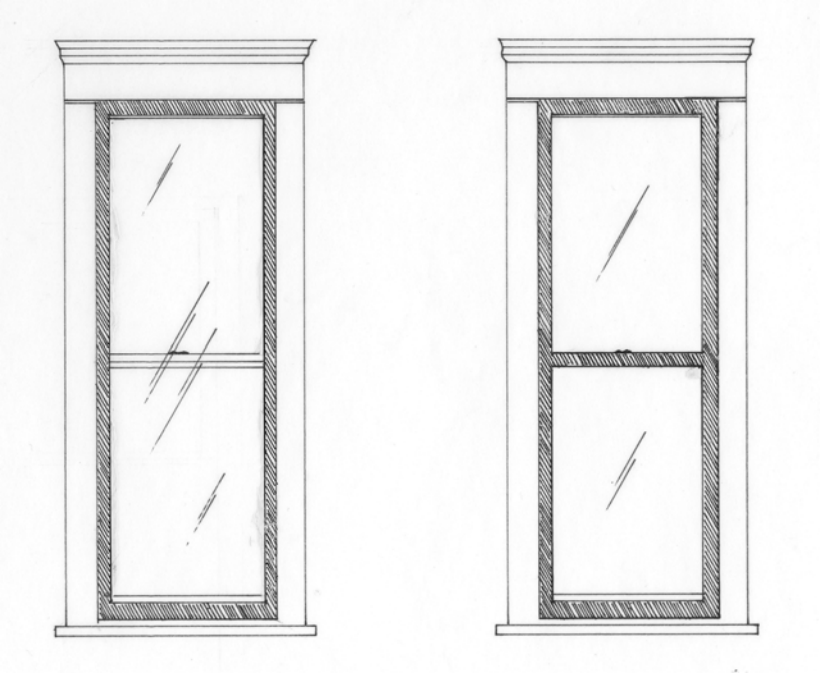
37. STORM WINDOWS AND DOORS

The installation of storm windows and doors can help in lowering energy costs and are appropriate for older dwellings. Storm windows should be full-view design or have the central meeting rail at the same location as the historic window behind it. Windows and doors of dark anodized aluminum or baked enamel are preferred to those of "raw" or shiny aluminum.

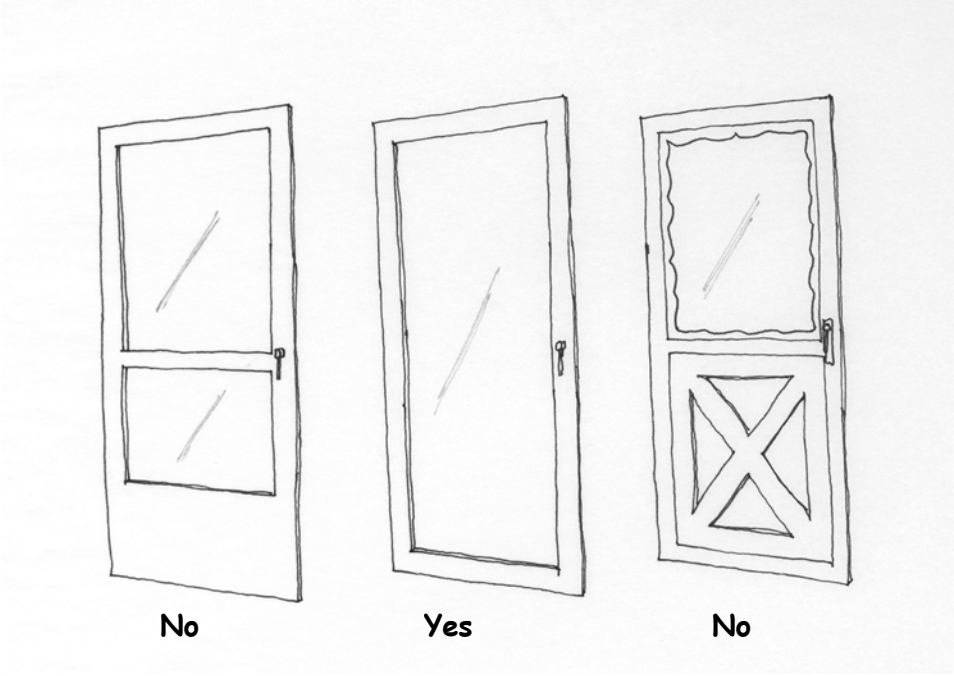
A. should be of full-view design and of baked-on enamel or anodized aluminum in dark colors. Storm windows may also have central meeting rails which match the location of the meeting rail on the window it covers.

B. should fit within the window and door frames, not overlap the frames. Mill finish aluminum can also be painted to match the window trim.

Appropriate storm door at 719 Prince Street.



Appropriate Storm Windows



Appropriate Storm Door

38. SWIMMING POOLS

The installation of swimming pools in rear yards is appropriate as long as they are fenced or screened in some manner.

A. should be located in rear yards and screened from street view by fencing or landscaping.

Swimming pools are appropriate as long as they are screened with privacy fences or landscaping.

39. WOOD

Wood is the predominant material used for house construction in Georgetown. Wood siding, decorative details, and trim should be preserved and maintained or repaired with materials and dimensions to match the original.

A. original to the building should be repaired rather than replaced only where necessary due to deterioration.

B. should be replaced only when necessary with wood features and details match the original in dimension, size, material, and profile.

C. should be maintained through regular painting but when paint removal becomes necessary, it should be done by scraping, heat (heat guns and plates), or chemical methods, never through sandblasting or other abrasive methods. The use of circular grinders or sanders should not be used to remove paint.

40. WINDOWS

Windows on historic dwellings should be maintained or repaired to match the original design. If windows are deteriorated beyond repair, the installation of new wood windows to match the original designs is best. Vinyl clad windows or windows of anodized aluminum are also acceptable but these are more appropriate at the rear or sides of dwellings which are not visible from the street. If only one or two windows on the front of the house are deteriorated, consider removing good condition windows from the rear or sides of the house to add in their place. Original window openings should not be covered or concealed. They should also not be enclosed for the addition of smaller windows. New windows should not be added on the fronts of dwellings but may be added at the rear or sides if not visible from the street. The addition of window screens to historic windows is appropriate as long as the screens are full-view design or have a central meeting rail to match the historic window.

A. should be preserved in their original location, size, and design and with their original materials and numbers of panes.

B. should not be added to primary facades or to secondary facades where visible.

C. should be repaired rather than replaced, but if replacement is necessary due to severe deterioration, the replacement should be in-kind to match the originals in material and design. Vinyl clad windows are discouraged but acceptable on non-readily visible facades.

D. of steel or other metal designs should be preserved and maintained, or replaced with new metal windows which are similar in appearance and materials.

E. should not have snap-on or flush muntins. These muntins are much thinner than the muntins on historic windows and do not look real.

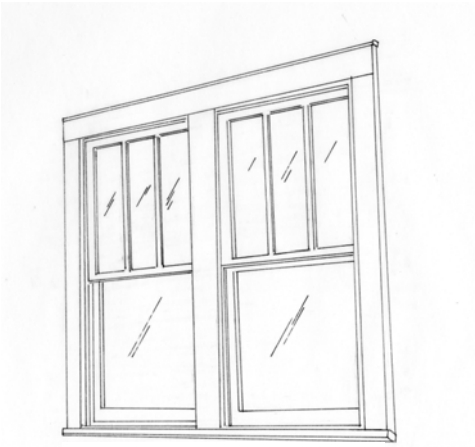
F. screens and/or storms should be wood or baked-on or anodized aluminum and fit within the window frames, not overlap the frames. Storm windows, if used, should blend with the window treatment. Color, shape and general appearance should reflect the inner window as closely as possible. Unpainted metal storm windows should not be used.

G. should not have shutters unless they are of louvered, paneled or other appropriate historic design. Shutters should be of wood construction and be designed to fit the window opening (so that if closed, they would cover the window opening).

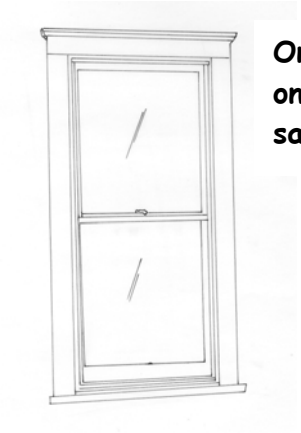
H. should not have security bars where visible from the street.

I. should not have dropped ceilings visible behind them. Where dropped ceilings are used within a dwelling, the ceiling structure should not be visible outside through the windows. If dropped ceilings are added, they should be recessed at least three feet from any wall with windows.

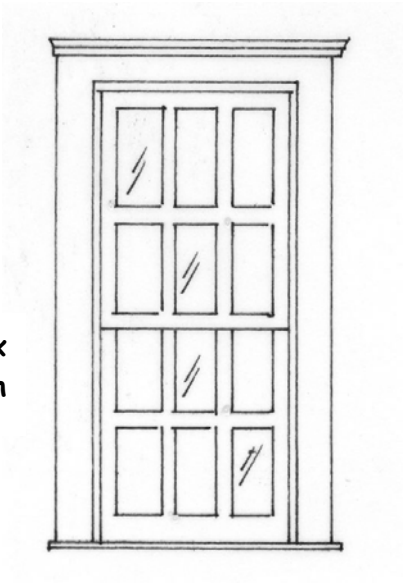
Preserve and maintain original historic windows such as nine over nine wood sash.
(909 Prince Street)



Three-over-one vertical wood sash



One-over-one wood sash



Six-over-six wood sash

APPENDICES

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APPENDIX B - SAMPLE COA APPLICATION

APPENDIX C - THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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APPENDIX A – WORK REVIEWED BY THE ARB

TYPE OF WORK	NO APPROVAL REQUIRED	COA APPROVAL REQUIRED	BUILDING PERMIT REQUIRED
ADDITIONS		X	
AWNINGS		X	
BRICKWORK		X	X
DECKS		X	X
DEMOLITION		X	X
DOORS		X	
FENCES		X	
FIRE ESCAPES		X	X
GLASS (Replacement to match original)	X	X	
GLASS (Replacement not matching original)		X	
GLASS (Removal of historic glass)		X	
GUTTERS/ DOWNSPOUTS		X	
HANDICAPPED RAMPS		X	X
LANDSCAPING	X* Except historic fences and retaining walls.		
LIGHT FIXTURES		X	
MASONRY (Cleaning/Repair)		X	

TYPE OF WORK	NO APPROVAL REQUIRED	COA REQUIRED	BUILDING PERMIT REQUIRED
MECHANICAL SYSTEMS		X	X
MOVING BUILDINGS		X	X
NEW BUILDINGS/ STRUCTURES		X	X
PAINT COLORS	X		
PARKING LOTS	X		
PORCHES		X	X
RETAINING WALLS		X	
ROOFS		X	X
SCREENS		X	X
SHUTTERS		X	
SIDEWALKS		X	X
SIDING		X	X
SIGNS		X	X
SKYLIGHTS		X	X
SOLAR COLLECTORS		X	X
STAIRCASES (Exterior)		X	X
STORM DOORS /WINDOWS		X	X
WINDOWS		X	X

APPENDIX B - SAMPLE CERTIFICATE OF APPROPRIATENESS APPLICATION (COA)

Application for Certification of Appropriateness
City of Georgetown Architectural Review Board

1. Applicant's Name_____

2. Tax Map Number_____

3. Mailing Address_____

4. Telephone: Business_____ Home_____

5. Site Address_____

6. Zoning: ___ R4 (High Density Residential)
___ R1 (Low Density Residential)
___ CC (Core Commercial)
___ GC (General Commercial)
___ WC (Waterfront Commercial)

7. Type of Request: _____ Demolition _____ New Construction
_____ Alteration _____ Sign
_____ Repair _____ Fence

8. Description of proposal:

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Over)

7. Owner_____
   Telephone_____
   Address_____

8. Architect_____
   Telephone_____
   Address_____

9. Contractor_____
   Telephone_____
   Address_____

   Signature of applicant or agent_____
   Date_____

To be completed by staff:

Fee-$15.00 _____
Meeting date_____
Complete_____ or Incomplete _____
Submission materials? _____
Survey form? _____

Adjacent Property Owners:

TMS #_____

TMS #_____

TMS #_____

TMS #_____

CITY OF GEORGETOWN
ARCHITECTURAL REVIEW BOARD
SUBMISSION MATERIALS CHECKLIST

- The Architectural Review Board must approve any change or alteration to the **exterior** of any structure in the Historic District, as well as the demolition or new construction of any building, sign or fence.
- Detailed drawings must be submitted along with your completed application form and the $15.00 application fee. *Late or incomplete submittals will not be placed on the agenda for that month's meeting.* Refer to the meeting notification form for the date that all application materials are due.
- It is not necessary for you to take photographs of your building or sign, because a staff member will come around prior to the meeting and do so. However, if you wish to bring extra materials such as pictures and/or samples of building materials, feel free to do so.

Remodeling & Additions:

_____ Elevation drawings (showing front, rear and side views) indicating proposed alterations. Architectural rendering is required for major commercial projects. Include window and door design if altered.

_____ Exterior material description for existing and proposed structures

_____ Site plan showing dimensions of lot and location of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure and additions.

New Construction:

_____ Elevation drawings, to scale, showing all sides and dimensions.

_____ Site plan including building footprints and setbacks, scale and North arrow

_____ Material list including door and window styles and texture samples.

_____ Streetscape drawings showing proposed infill and one to two block area surrounding building are required for major commercial projects.

Material Changes (siding, roof materials, etc.):

_____ Written description of work and area involved.

_____ Sample or photo of materials involved.

Fences, Walls, Accessory buildings:

_____ Site plan showing location of fence, wall or accessory building and lot lines.

_____ Description of materials and design.

Signage:

_____ Site plan illustrating location of proposed signs.

_____ Illustration of design showing dimensions and materials. Please provide a color illustration if possible.

Miscellaneous:

- If you submit color drawings or photographs, you must submit 10 copies of everything, as we do not have the ability to make color copies.
- If you submit drawings larger than 11'X17' in size, you need to provide 10 copies of everything as we do not have the ability to copy larger documents.
- If the ARB is not satisfied with your design, or needs more information to make a decision, they will usually vote to deny the application. This does not mean you cannot reapply, or provide more information at the next meeting.
- If your application is rejected and you wish to come back at the next meeting with an alternative proposal, you will need to inform the Building Department before the deadline for the next meeting. You will not be required to pay another fee or fill out another application, but you will be re-advertised as "Old Business" and must provide new drawings at least one week prior to the meeting.

Please be aware that staff and board members may be visiting the site prior to the meeting in order to take pictures and make a visual inspection of the exterior.

APPENDIX C - THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior's Standards for Rehabilitation are standards used throughout the country as a basis for local design review guidelines. These standards are the basic points from which the Georgetown guidelines have been developed.

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction. The Standards are to be applied to specific, rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

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

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

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

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken in the gentlest means possible.

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

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

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

APPENDIX D - BASIC MAINTENANCE ADVICE

MATERIALS

1. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.

2. All exposed wood should be kept painted or treated with preservatives.

3. Repairs for wood siding such as cracks can be made through the use of waterproof glue or plastic wood. Large cracks may be filled with caulk followed by putty or plastic wood. The surface should then be sanded, allowed to dry, and painted.

4. Where exterior siding has to be replaced the use of pressure treated wood is recommended to prevent deterioration.

5. Oil based paints are recommended for exterior siding.

6. Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, waterblasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.

7. Repointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is generally not appropriate due to the hardness of the mortar versus the softness of the brick.

8. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is discouraged.

ROOFS, CORNICES, CHIMNEYS

1. Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.

2. Know what metals are used in your cornice or roof's flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.

3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.

4. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture.

GUTTERS AND DOWNSPOUTS

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.

2. The use of splash blocks to keep water away from the foundation is recommended.

3. Gutters and downspouts which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

FOUNDATIONS

1. All water should drain away from a building and should not enter the foundation.

2. Trees, shrubs, and other plants should be kept well away from the foundation to prevent damage from moisture and root movement.

PORCHES AND EXTERIOR ORNAMENTATION

1. Use pressure treated wood for exterior repairs and replacement.

2. Keep all porch and trim elements painted.

ENTRANCES

1. Doors, transoms, and sidelights should be kept clean and the glass should be continually washed.

2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.

3. Doors with stained wood finish should be kept varnished and paint over the wood finish is not recommended.

WINDOWS

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.

2. Windows should be kept caulked and sealed to aid in energy conservation.

3. Shutters and blinds should be kept painted and in good repair.

4. Old or deteriorated curtains or shades behind windows should be removed or replaced.

AWNINGS

1. Canvas awnings should be washed periodically and kept in good repair.

2. Awning hardware should be regularly checked for rust or loose mechanisms.

3. Awnings which become torn or otherwise deteriorated should be replaced.

SIGNS

1. Abandoned signs and sign hardware should be removed from buildings, unless historic.

2. Signs should be kept painted and mounting bolts should be checked periodically to make sure they are secure.

3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

APPENDIX E - DEFINITIONS AND TERMS

A. Procedural Definitions

***Certificate of Appropriateness*:** A document awarded by the Architectural Review Board allowing an applicant to proceed with a proposed alteration, demolition, or new construction in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

Certified Local Government: Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Due process: The established procedure by which legal action is carried out.

***Normally Required**:* Mandatory actions, summarized in the guidelines, whose compliance is enforced by the Architectural Review Board.

Public notice: The classified advertisement of an event, such as a preservation commission meeting, that is published in the local newspaper and posted in the city government building in order to notify the general public of the upcoming event.

Recommended: Suggested, but not mandatory actions summarized in the guidelines.

B. Technical Definitions

Adaptive Use: Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

***Addition*:** New construction added to an existing building or structure.

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

Appropriate: Especially suitable or compatible.

Board of Architectural Review: The city's governmental board responsible for overseeing design review in locally designated districts.

Building: A structure used to house human activity such as a dwelling or garage.

Character: The qualities and attributes of any structure, site, street or district.

Configuration: The arrangement of elements and details on a building or structure which help to define its character.

Contemporary: Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

Compatible: In harmony with location and surroundings.

Context: The setting in which a historic element, site, structure, street, or district exists.

Demolition: Any act which destroys in whole or in part a building or structure.

***Demolition by Neglect*:** The destruction of a building or structure through abandonment or lack of maintenance.

Design Guidelines: Criteria developed to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts.

Element: A material part or detail of a site, structure, street, or district.

Elevation: Any one of the external faces or facades of a building.

***Fabric*:** The physical material of a building, structure, or community, connoting an interweaving of component parts.

Facade: Any one of the external faces or elevations of a building.

Harmony: Pleasing or congruent arrangement.

Height: The distance from the bottom to the top of a building or structure.

***Historic District*:** A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

Historic Imitation: New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Infill: New construction in historic districts on vacant lots or to replace existing buildings.

Landmark: A building, structure, object or site which is identified as a historic resource of particular significance.

Landscape: The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures and their patterns.

Maintain: To keep in an existing state of preservation or repair.

Material Change: A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site, or work of art within an historic district.

New construction: Construction which is characterized by the introduction of new elements, sites, buildings, or structures or additions to existing buildings and structures in historic areas and districts.

Obscured: Covered, concealed, or hidden from view.

Preservation: Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

Proportion: Harmonious relation of parts to one another or to the whole.

Recommendation: An action or activity advised but not required by the Board of Architectural Review

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

Rehabilitation: The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural, and cultural values.

Restoration: The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Retain: To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Re-use: To use again. An element, detail, or structure might be reused in historic districts.

Rhythm: Movement or fluctuation marked by the regular occurrence or natural flow of related elements.

Scale: Proportional elements that demonstrate the size, materials, and style of buildings.

Setting: The sum of attributes of a locality, neighborhood, or property that defines its character.

Significant: Having particularly important associations within the contexts of architecture, history, and culture.

Stabilization: The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Streetscape: The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.

Style: A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

APPENDIX F - 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.

American bond A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposes, to structurally tie the wall together.

Apron A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch)

Attic The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

Balustrade An entire rail system with top rail and balusters.

Bargeboard A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

Bay window A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt course A horizontal band usually marking the floor levels on the exterior facade of a building.

Board and batten Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

Bond A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond' or "Flemish bond."

Bracket A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

Bulkhead The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. 19th century bulkheads are often of wood construction with rectangular raised panels. 20th century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

Bungalow Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

Capital The head of a column or pilaster.

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

Certified Local Government Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Clapboards Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.

Classical order Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped gable A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

Colonial Revival House style of the early twentieth century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column A circular or square vertical structural member.

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

Corinthian order Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Cresting A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable A secondary gable roof which meets the primary roof at right angles.

Dentils A row of small tooth-like blocks in a classical cornice.

Doric order A classical order with simple, unadorned capitals, and with no base.

Dormer window A window that projects from a roof.

Double-hung window A window with two sashes, one sliding vertically over the other.

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

Elevation Any of the external faces of a building.

Ell The rear wing of a house, generally one room wide and running perpendicular to the principal building.

Engaged column A round column attached to a wall.

Entablature A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Facade The face or front elevation of a building.

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

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 windows on a building.

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

Fishscale shingles A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

Flat arch An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish bond A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

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

Frieze The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

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

Gable roof A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof A ridged roof with two slopes on either side.

Ghosts Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's facade.

Hipped roof A roof with uniform slopes on all sides.

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.

Ionic order One of the five classical orders used to describe decorative scroll capitals.

Infill New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Jack arch (see Flat arch)

Keystone The wedge-shaped top or center member of an arch.

Knee brace An oversize bracket supporting a cantilevered or projecting element.

Lattice An openwork grill of interlacing wood strips used as screening.

Lintel The horizontal top member of a window, door, or other opening.

Mansard roof A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry Exterior wall construction of brick, stone or adobe laid up in small units.

Massing The three-dimensional form of a building.

Metal standing seam roof A roof composes of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof are named.

Modillion A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion A heavy vertical divider between windows or doors.

Multi-light window A window sash composed of more than one pane of glass.

Muntin A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

Neo-classical Revival style Early twentieth century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Oriel window A bay window which emerges above the ground floor level.

Paired columns Two columns supported by one pier, as on a porch.

Palladian window A window with three openings, the central one arched and wider than the flanking ones.

Panelled door A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet A low horizontal wall at the edge of a roof.

Pediment A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier A vertical structural element, square or rectangular in cross-section.

Pilaster A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch The degree of the slope of a roof.

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

Portland cement A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Preservation The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.

Pressed tin Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Pyramidal roof A roof with four identical sides rising to a central peak.

Queen Anne style Popular late nineteenth century revival style of early eighteenth-century English architecture, characterized by irregularity of plan and massing and a variety of texture.

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

Reconstruction The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and detail as they appeared at some point in history.

Rehabilitation The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.

Restoration The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Ridge The top horizontal member of a roof where the sloping surfaces meet.

Rusticated Roughening of stonework of concrete blocks to give greater articulation to each block.

Sash The moveable framework containing the glass in a window.

Segmental arch An arch whose profile or radius is less than a semicircle.

Semi-circular arch An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Sheathing An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

Shed roof A gently-pitched, almost flat roof with only one slope.

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

Siding the exterior wall covering or sheathing of a structure.

Sill The bottom crosspiece of a window frame.

Spindles Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Stabilization The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Streetscape The general appearance and configuration of the many buildings which define the street.

Stretcher bond A brickwork pattern where courses are laid flat with the long "stretcher" edge exposed.

Surround An encircling border or decorative frame, usually at windows or doors.

Swag Carved ornament on the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

Transom A horizontal opening (or bar) over a door or window. (see Overlight)

Trim The decorative framing of openings and other features on a facade.

Turret A small slender tower.

Veranda A covered porch or balcony on a building's exterior.

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

Vernacular A regional form or adaptation of an architectural style.

Wall dormer Dormer created by the upward extension of a wall and a breaking of the roofline.

Water table A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard Wood siding consisting of overlapping boards usually thicker at one edge than the other.

APPENDIX G - SUGGESTED BIBLIOGRAPHY

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Appendix H- Recommendations for Disaster Preparedness

Georgetown has been struck by over a dozen hurricanes since the 18th century and it is inevitable that hurricanes will continue to affect the city in the future. When significant damage occurs there are immense pressures placed on property owners, city officials, and the Architectural Review Board to assess needed repairs, issue Certificates or Appropriateness and begin rebuilding. Based on the experiences of historic districts across the country, the following recommendations should be considered by the Georgetown Architectural Review Board.

1. HAVE A COMPREHENSIVE AND CURRENT INVENTORY OF THE CITY'S HISTORIC RESOURCES

- Maintain on an annual basis a comprehensive inventory of historic districts including photographs. A photographic record is essential for review and rehabilitation efforts after a disaster.

2. PREPARE A DISASTER RECOVERY PLAN

- Prepare a plan so you know who you would contact at the local, state and federal level.
- Prepare a list of non-profit agencies which could help such as the American Institute of Architects and the National Trust.
- Get a list of restoration companies and contractors who specialize in historic building repair.
- Have provisions in place for the hiring of temporary emergency personnel who can help review and issue Certificates of Appropriateness and do follow up inspections. Get a list of Architectural Review Board or Preservation Commission members from other South Carolina communities who could help for a few days.
- Have a plan for recovering and storing important building elements so they don't end up at a landfill.

3. STRESS COMPREHENSIVE INSURANCE COVERAGE

- Educate property owners about the importance of keeping their insurance up to date. Construction costs have risen steadily over the past ten years and unless updated, insurance may be inadequate to accurately repair an historic building.

4. DON'T BE IN A HURRY

- Take the time necessary to decide as a community how historic areas should be rebuilt, and what environment you want future generations to experience.

APPENDIX I - FEDERAL TAX CREDIT INFORMATION

Federal Historic Preservation Tax Incentives

Historic buildings reflect a community's past and define its unique character. Two federal tax incentives administered by the National Park Service, the historic rehabilitation tax credit and the charitable contribution deduction, encourage the rehabilitation and preservation of these irreplaceable resources. The State Historic Preservation Office (SHPO) at the South Carolina Department of Archives and History assists owners who apply for these incentives and recommends properties and projects to the National Park Service.

Historic rehabilitation tax credit

The Tax Reform Act of 1986 permits owners and some lessees of historic buildings to take a 20 percent federal income tax credit on the cost of rehabilitating those buildings, allows a period of 27.5 years for the depreciation of improvements to rental residential property, and a period of 31.5 years for nonresidential property.

Eligibility:

Your building must be a certified historic structure. That means it is individually listed in the National Register of Historic Places, or certified by the National Park Service as contributing to a National Register historic district. Your building must be substantially rehabilitated; your cost of rehabilitation must be greater than the adjusted value of the building and greater than $5,000. Generally, you must spend this money within two years. After rehabilitation, you must use the building to produce income (commercial or rental residential) for at least five years. You must obtain certification from the National Park Service saying that the rehabilitation meets the Secretary of the Interior's 'Standards for Rehabilitation.' The standards ensure that rehabilitation respects the historic character of the building.

The certification process:

You can obtain certification by completing a Historic Preservation Certification Application form. If your building is located within a historic district, you should complete Part 1 of the application -- **Evaluation of Significance.** If your building is listed individually in the National Register, it is already certified, and you do not need to fill out Part 1. You must describe the rehabilitation by completing Part 2 --**Description of Rehabilitation** -- and must photograph your building to document its condition before rehabilitation.

Submit your completed forms to the SHPO in duplicate for review and comment. The SHPO will forward its comments and one copy of the application to the National Park Service. The Park Service will then review the application and the comments of the SHPO and make the final decision.

To avoid the expense of rehabilitation that does not qualify for a tax incentive, submit your application and consult with the SHPO and the National Park Service before you begin work.

When your building is rehabilitated, you should supply photographs of the rehabilitation and a completed Part 3 of the application --**Request for Certification of Completed Work**. Before the National Park Service can issue a final certification, the SHPO and the National Park Service must have this information to verify that the work corresponds to your proposal.
The instructions and forms for the historic preservation tax incentives are available on-line from the National Park Service at http://www2.cr.nps.gov/tps/tax or contact the State Historic Preservation Office for paper forms and instructions.

Charitable Contribution Deduction

The Tax Reform Act of 1986 also permits you to take income and estate tax deductions for charitable contributions of partial interests in historic property (conservation easement donations). Conservation

easement donations are often used to preserve a building's exterior by restricting the right to alter its appearance. They are also used to protect archaeological sites or landscapes associated with historic properties. By donating a conservation easement, you benefit twice. You obtain a tax deduction, and you preserve a historic property for future generations.

The SHPO and the National Park Service can help you document your contribution but cannot accept easements or other donations. Preservation or historical societies in South Carolina communities accept these donations.

Generally, the donation of a qualified real property interest to preserve a *historically important land area or a certified historic structure* meets the Internal Revenue Service's (IRS) test of a charitable contribution. The property does not have to be income-producing, it may be a structure other than a building (an archaeological site, for example), and it may include the land area on which a historic structure is located.

The certification process:

Historically significant buildings - If your building is listed individually in the National Register, it is certified and requires no additional paperwork. If your building is within a National Register historic district, you must complete Part 1 of a Historic Preservation Certification Application form and submit it to the SHPO for review and comment. The SHPO will forward its comments and your application to the National Park Service for review and certification.

Historically significant land - Your land is considered historically significant if it contains historic resources that meet the National Register Criteria for Evaluation, is located within a National Register historic district, or is adjacent to a property listed in the National Register and contributes to its historic integrity. To document your land as a historically significant area, you must work with the organization accepting your donation.

For more information, see Preservation Hotline #5, Protecting Historic Properties with Conservation Easements.

A last word

This has been a brief introduction to federal historic preservation tax incentives. The IRS coordinates the tax aspect of these programs. To get information about your tax situation and the effects of federal tax incentives on your tax liability, we encourage you to consult legal counsel, a professional tax advisor, or your local IRS office.
For more information contact:

Dan Elswick
S.C. Department of Archives & History
State Historic Preservation Office
8301 Parklane Rd
Columbia, SC 29223
(803) 896-6174
Elswick@scdah.state.sc.us

APPENDIX J - STATE TAX CREDIT INFORMATION

South Carolina Historic Rehabilitation Incentives Act

Section 12-6-3535, SC Code of Laws, 1976 as amended

Section 12-6-3535 creates state income tax credits for rehabilitation expenses on historic properties located in South Carolina. While the law does not take effect until January 1, 2003, and a credit may only be taken on projects placed in service after June 30, 2003, this information sheet has been prepared by the S.C. Department of Archives & History to provide you with basic information about the new law. The Historic Rehabilitation Incentives Act creates two credits to assist/encourage owners of historic buildings to undertake work that protects the historic qualities of their buildings .

- **A** 10% state credit **for qualified rehabilitation expenditures of** income-producing historic structures **that also qualify for the 20% federal investment tax credit.**

- **A 25% state credit** for rehabilitation expenses for **non-income producing historic structures (personal residences).** (Note: There is no federal credit for owner-occupied personal residences.)

INCOME-PRODUCING PROPERTIES

- Taxpayers who are allowed a federal tax credit for making qualified rehabilitation expenditures for certified historic structures are allowed to claim a 10% state credit on those expenditures for projects placed in service after June 30, 2003.
- A separate review is not required for the state credit. The law allows taxpayers to claim the state credit by attaching to their state return a copy of the section of the federal return showing the federal credit claimed, along with other information required by the Department of Revenue.
- The credit must be taken in equal installments over a five-year period, beginning with the year in which the property in placed in service. Any unused credit can be carried forward for the following five years.
- For more information about the federal credit contact Mark Doty at (803) 896-6199, or Dan Elswick at (803) 896-6174.

NON-INCOME PRODUCING STRUCTURES

Which buildings are eligible? A building must be a **"certified historic residential structure"**. This is an owner-occupied personal residence that is one of the following:

- Listed individually in the National Register of Historic Places;
- Contributes to the historic significance of a National Register Historic District;
- Individually eligible for listing in the National Register
- An outbuilding that contributes to the historic significance of the property.

What projects qualify? The work must be a **"certified rehabilitation"**.

- All project work must be consistent with Secretary of the Interior's Standards for Rehabilitation.
- **The entire project must be reviewed and approved by the State Historic Preservation Officer before it starts**. Only projects pre-approved by the State Historic Preservation Officer in writing will be eligible for the credit.
- The taxpayer must **spend at least $15,000** on eligible **"rehabilitation expenses"** within a 36-month period.
- **Eligible rehabilitation expenses** are defined in the law as:

> ***(3) 'Rehabilitation expenses' means expenses incurred in the certified rehabilitation of a certified historic residential structure, including preservation and rehabilitation work done to the exterior of a historic structure, repair and stabilization of historic structural systems, restoration of historic plaster, energy efficiency measures except insulation in frame walls, repairs or rehabilitation of heating, air-conditioning, or ventilating systems, repairs or rehabilitation of electrical or plumbing systems exclusive of new electrical appliances and electrical or plumbing fixtures, and architectural and engineering fees.***
>
> ***'Rehabilitation expenses' do not include the cost of acquiring or marketing the property, the cost of new construction beyond the volume of the existing building, the value of an owner's personal labor, or the cost of personal property.***

How do I get started?

- Applications will be available from the State Historic Preservation Office after January 1, 2003.
- Taxpayers must receive approval of the project from the State Historic Preservation Office before beginning the work. Any work undertaken without the prior approval of Archives and History does not qualify for the credit.
- The completed work must be certified by the State Historic Preservation Officer to meet the Standards for Rehabilitation.
- There may be fees associated with applying for the credit.

My project was approved by the board of architectural review. Do I still need to send in an application? Yes.

- Properties in historic zoning overlays undergo a review process established by local law that is separate from the review required for the state tax credit. The law requires the State Historic Preservation Officer to certify that the work is consistent with the Standards for Rehabilitation. Local design review decisions are not binding on the state program.
- Building permits also cannot be substituted for the SHPO review.

How can I find out if my property is listed in the National Register, contributes to a National Register district or is eligible for listing?

- Call your Regional Representative at the State Historic Preservation Office, see list below.

How do I apply to credit to my taxes? A tax credit is a dollar for dollar reduction in the amount of taxes you owe.

- The credit can be taken only on rehabilitation expenses for properties placed in service after June 30, 2003. The law defines "placed in service" as the taxable year the project is completed.
- The credit must be taken in equal installments over a five-year period, beginning with the year in which the property in placed in service. If the amount of credit exceeds your tax liability, then the excess amount of credit can be carried forward for the following five years.
- A taxpayer may only claim one credit on the same certified historic residential structure within 10 years.

Where can I get more information?

- The text of the bill is available at the General Assembly website http://www.lpitr.state.sc.us/
- Our website will contain updates as they become available. www.state.sc.us/scdah/histrcpl.htm
- Contact the Regional Representative at the State Historic Preservation Office.

Appalachian Region: Anderson, Cherokee, Greenville, Oconee, Pickens, Spartanburg
Brad Sauls (803) 896-6172, SAULS@scdah.state.sc.us

B-C-D Region: Berkeley, Charleston, Dorchester, Marlboro
Elizabeth Johnson (803) 896-6170, EMJOHSON@scdah.state.sc.us

Catawba Region: ***Chester, Lancaster, Union, York***
Nancy Brock (803) 896-6169, BROCK@scdah.state.sc.us

Central Midlands Region: Fairfield, Lexington, Newberry, Richland Laurens,
Elizabeth Johnson (803) 896-6170, EMJOHSON@scdah.state.sc.us

Lowcountry Region: Beaufort, Colleton, Hampton, Jasper
Valerie Marcil (803) 896-6173, MARCIL@scdah.state.sc.usT

Lower Savannah Region: Aiken, Allendale, Bamberg, Barnwell, Calhoun, Orangeburg
Ben Hornsby (803) 896-6171, HORNSBY@scdah.state.sc.us

Pee Dee Region: Chesterfield, Darlington, Dillon, Florence, Marion,
Tracy Power (803) 896-6182, POWER@scdah.state.sc.us

*Santee-Lynches Region****: Clarendon, Kershaw, Lee, Sumter***
Mark Doty (803) 896-6199, DOTY@scdah.state.sc.us

Upper Savannah Region: Abbeville, Edgefield, Greenwood, McCormick, Saluda
Dan Elswick (803) 896-6174, ELSWICK@scdah.state.sc.us

Waccamaw region: Georgetown, Horry, Willaimsburg
Andy Chandler (803) 896-6179, CHANDLER@scdah.state.sc.us

APPENDIX K: DEMOLITION BY NEGLECT ORDINANCE

APPENDIX K: DEMOLITION BY NEGLECT ORDINANCE

ARTICLE VII. PRESERVATION OF HISTORIC STRUCTURES

Sec. 5-111. Definitions

Demolition by neglect. Obvious and/or continuing neglect by a property owner or owners in the maintenance of a building resulting in a lack of protection against weather, vagrants and vermin, which threatens the safety, stability, and integrity of the structure.

Significant structure. A residential structure that is listed as contributing to the Georgetown National Register Historic District or a commercial structure within the district that is listed as contributing or meets one or more of the following criteria

(Structures are listed as contributing or noncontributing in the current edition of the city's cultural resources survey. A copy may be found in the office of the city clerk.):

(1) Has significant inherent character, interest, or value as a part of the development or heritage of the community, state, or nation;
(2) Is the site of an event significant in history;
(3) Is associated with a person or persons who contributed significantly to the culture and development of the community, state, or nation;
(4) Exemplifies the cultural, political, economic, social, ethnic, or historic heritage of the community, state, or nation;
(5) Individually embodies distinguishing characteristics of a type, style, period, or specimen in architecture or engineering;
(6) Is the work of a designer whose work has influenced significantly the development of the community, state, or nation;
(7) Contains elements of design, detail, materials, or craftsmanship which represents a significant innovation;
(8) Represents an established and familiar visual feature of the neighborhood or community;
(9) Has yielded or may be likely to yield, information important in history or prehistory.
Board. The building board of appeals as established in Appendix B of the International Building Code.

Emergency measures. Repairs requiring immediate attention, as determined by the building official.

Stabilization repairs. Any required repairs beyond emergency measures.
(Ord. of 11-15-01)

Sec. 5-112. Procedure

(a) In the event that the city's building official finds that a significant structure (as defined in this article) appears to be threatened with destruction or loss due to failure on the part of the property owner to properly maintain or repair the structure (in accordance

with the definition of demolition by neglect herein), the building official shall issue a letter instructing that repairs be made.

(b) The owner of record of the subject property shall be notified according to the requirements of Section 5-116 that necessary stabilization repairs shall be commenced within forty-five (45) days and be completed within ninety (90) days. The building official must approve any repairs taking more than ninety (90) days to complete. The letter shall include the defects in the structure which must be remedied. If the owner objects to the decision of the building official he shall have the right to a hearing before the city's building board of appeals. The owner must make a request to the city for a hearing on the question of whether demolition by neglect in fact exists within ten (10) calendar days of receipt of the letter.

(c) In the event that the building official determines emergency measures must be taken, the owner, upon notice, will have two (2) weeks to complete these repairs. An owner cannot appeal this determination.

(d) The building official shall inspect the property and present his findings at the hearing. The property owner and any other interested parties may present their concerns at the hearing. If the board determines that demolition by neglect has occurred, then the appellant will be notified in writing within seven (7) days. Approval of the architectural review board is required for any changes that alter the exterior architectural appearance of the structure.

(Ord. of 11-15-01)

Sec. 5-113. Penalties and remedies

(a) Violations to this article can be handled as a misdemeanor or through the lien process. If the property owner fails to commence or complete the work as specified, the building official shall have the authority to issue a citation for a misdemeanor to the building owner. The issuance of a citation will not relieve an owner from making the mandated repairs. If repairs are still not commenced, the city may stabilize the structure. Repairs in excess of twenty-five thousand dollars ($25,000.00) must be approved by city council in accordance with the city's purchasing procedures. The city shall then place a lien against the property for the value of the resources so expended by the city, such lien will be filed with the register of deeds of Georgetown County and enforced in a manner as provided by law.

(Ord. of 11-15-01)

Sec. 5-114. Safeguards from economic hardship

(a) If a claim of economic hardship is made owing to the effects of this article, the building official's order shall be stayed until after the board's determination on the claim. The board shall schedule a hearing on the claim within thirty (30) days of the owner's claim.

(b) The owner shall present information provided for under subsection (d) to the board.

(c) In the event that such information is not reasonably available to the owner and/or parties in interest and cannot be obtained, the owner shall describe the reasons why such information cannot be obtained.

(d) When a claim of economic hardship is made, owing to the effects of this article, the owner and/or parties in interest must provide evidence describing the circumstances of hardship. Evidence may include:

(1) Nature of ownership (individual, business, or nonprofit) or legal possession, custody and control;
(2) Financial resources of the owner and/or parties in interest;
(3) Cost of repairs;
(4) Assessed value of the land and improvements;
(5) Real estate taxes for the previous two (2) years;
(6) Amount paid for the property, date of purchase and party from whom purchased, including a description of the relationship between the owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or inheritance;
(7) Annual debt service, if any, for previous two (2) years; and
(8) Any listing of the property for sale or rent, price asked, and offers received, if any.

For income producing properties;

(9) Annual gross income from the property for the previous two (2) years;
(10) Itemized operating and maintenance expenses for the previous two (2) years, including proof that adequate and competent management procedures were followed; and;
(11) Annual cash flow, if any, for the previous two (2) years.

(e) Within thirty (30) days of the board's hearing on the claim, the board shall cause to be made a finding of undue or no undue economic hardship. In the event of a finding of no undue hardship the board shall report such finding to the building official. The building official, after consulting with the city administrator may then cause to be issued an order for such property to be repaired within the time specified.

(f) In the event of a finding of an undue hardship, the finding shall be accompanied by a recommended plan to relieve the hardship. This plan may include, loans or grants from public, private, or nonprofit sources, acquisition by purchase or eminent domain or relaxation of the provisions of this article sufficient to mitigate the undue economic hardship.

(Ord. of 11-15-01)

Sec. 5-115. Stabilization specifications

Stabilization of the property should be designed to completely forestall any further deterioration of the property. Materials and finishes should be such that no replacement/reworking or only minimal replacement/reworking will be required at any such time in the future to when full rehabilitation may occur. However, the purpose of work specified under this section is to stabilize the structure rather than to render it habitable. Emergency measures may be implemented in certain situations or where implementation of permanent measures is not feasible for emergency situations or where implementation of permanent measures is not feasible for any reason.

(Ord. of 11-15-01)

Sec. 5-116. Public hearings and notification

(a) Letters and orders to be delivered to the property owner as called for herein shall be made in person or by certified mail and/or registered/restricted delivery.
(b) Notice of public hearing as called for herein shall be published in a newspaper of general circulation in the city and county at least seven (7) days in advance of the scheduled hearing date. At the hearing any party may appear in person or by agent or attorney.

(Ord. of 11-15-01)

Sec. 5-117. Miscellaneous.

(a) It shall be unlawful for any person to remove or deface public notices placed upon the structure.
(b) The building official, members of the board and city council, and any other person designated by the building official who may need to inspect the property pursuant to this article may enter upon the premises for the purpose of making necessary examinations, provided such entry is made in such manner as to cause the least practical inconvenience to the persons in possession and follows legal procedures.
(c) No part of this article shall be construed in any way to impair or limit any and all powers of the city to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

(Ord. of 11-15-01)