

# DESIGN CRITERIA

PRESERVATION STANDARDS & GUIDELINES  
FOR CHANGES TO DESIGNATED PROPERTIES

CITY OF MADISON  
HISTORIC PRESERVATION COMMISSION



# MINOR ALTERATIONS

# LANDSCAPE & LANDSCAPE ELEMENTS

# MODERN SITE FEATURES

# PAVEMENT

# OUTBUILDINGS

# GARAGES

# FENCES & WALLS

# SIGNS

Signs are among the most common and frequently changed aspect of the built environment. Each sign has a significant impact - which can be either positive or negative - upon both the building and the streetscape. Cumulatively, signs define an area and have a tremendous affect upon its appearance. As non-residential uses spread beyond Madison's historic downtown, the regulation of signs becomes increasingly important in order to retain the visual character of historic residential areas. In addition to the minimum requirements set forth in the Zoning Ordinance, signs must comply with the following guidelines.

## THE BASICS

### ❖ VISUAL CHARACTERISTICS

1. PLACEMENT: Where will the sign be located - wall (elevation) or freestanding (site plan)?
2. SIZE: What are the sign's dimensions (elevation - include measurements for both the display surface and support system)?
3. DESIGN: How is the display surface shaped or embellished?
4. STRUCTURE: How will the sign be mounted or supported?
5. MATERIAL: What materials will be used?

## PRESERVATION POINTERS

Signs are important site features.

Historic signs should be preserved and maintained. In some instances, historic signs may be repainted in order to preserve the original composition, design, color, and other visual qualities.



## The Madison Historic District

The Madison Historic District is listed in the National Register of Historic Places and is Madison's foremost tourist attraction. Preservation of the district and of each property within its boundary provides for the protection of Madison's unique historic character and quality environment. Madison's preservation efforts reflect a nationwide movement to preserve a "sense of place" amid generic modern development.

The City of Madison formally designated the local Madison Historic District. Under the May 10, 1999 designation ordinance, the district encompasses both Downtown Madison and the surrounding residential neighborhoods. The district boundary appears on the local zoning map and all district properties are recorded in an owner/address list. Both documents are on file at City Hall and are available to the public.

The Historic Preservation Commission (HPC) is responsible for protecting the historic district and for guiding changes within its boundary. Property owners must submit an application for design review prior to planning a work project involving an exterior change to the appearance of any property within the district. The Commission reviews applications on a monthly basis and upon approval issues Certificate of Appropriateness (COA).

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## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. **PLACEMENT:** Where will the sign be located - wall (elevation) or freestanding (site plan)?
2. **SIZE:** What are the sign's dimensions (elevation - include measurements for both the display surface and support system)?
3. **DESIGN:** How is the display surface shaped or embellished?
4. **STRUCTURE:** How will the sign be mounted or supported?
5. **MATERIAL:** What materials will be used?
6. **ILLUMINATION:** Will the sign be lit (if so, internally or externally) and what type of fixture will be used?

### ❖ VISUAL IMPACT

- A. **COMPATIBILITY:** Is the sign similar in character to existing or known historic examples?
- B. **EFFECT:** What is the effect of the sign upon the building, on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

Signs are important site features.

Historic signs should be preserved and maintained. In some instances, historic signs may be repainted in order to preserve the original composition, design, color, and other visual qualities.

New sign designs may be inspired by known and existing historic examples. Inappropriate historic versions (e.g. Colonial broken pediment designs) are not compatible.

Mass-produced, standardized signs are not incompatible per se; only those that fail to meet the established design criteria are inappropriate.

Article X of the Zoning Ordinance regulates types of signs, number and size of signs, and standards and hours for illumination.

Illumination should be limited and unobtrusive, generally the minimum necessary for sign identification.

Temporary signs do not require design review.

Signs qualify as administrative review items.

## THE GUIDELINES

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### ❖ Wall Signs (Attached, Flat, Painted, Projecting, Awning, Canopy)

Placement	aligned with historic signboard areas and compatible existing signs; not obscuring architectural features <sup>1</sup>
Size	fit within historic signboard area or approximate size of compatible existing signs
Design	simple geometric shapes or shapes which relate directly to architectural details <sup>2</sup>
Support	minimal impact upon historic building materials <sup>3</sup>
Material	finished wood or metal <sup>4</sup>
Illumination	neither direct or indirect illumination <sup>5</sup>

### ❖ Freestanding Signs (Simple, Ground, Directional)

Placement	perpendicular to traffic flow; pedestrian-oriented
Size	approximate size of compatible existing signs; no larger than reasonably necessary
Design	simple geometric shapes or shapes which relate directly to architectural details <sup>2</sup>
Support	single-post, metal or wood <sup>6</sup> ; no ground or portable signs <sup>7</sup>
Material	finished wood or metal <sup>4</sup>
Illumination	indirect illumination - limited, unobtrusive, and fixtures not visible from public right-of-way

<sup>1</sup>painted signs - limited to side and rear brick surfaces, advertisement of business names and products only, and murals not permitted

<sup>2</sup>no shapes of historic examples uncommon to Madison; projecting signs may feature custom logo-related shapes

<sup>3</sup>projecting signs having simple wood or metal brackets; individual lettering

mounted on single signboard base

<sup>4</sup>no plastic or box sign cabinets <sup>5</sup>no lighted awnings or canopies

<sup>6</sup>directional signs may utilize double-posts

<sup>7</sup>exceptions include, sidewalk signs and open signs which are limited to entrance proximity during business hours

**The *Madison Historic Preservation Manual* features additional comments regarding new signs. Please reference the following: attached 116; commercial or industrial 116, 119; freestanding 112, 119; historic 117, 119; illumination 112; nonconforming 119; painted 117; projecting or hanging 116-117; residential 112; signs 48, 50, 112, 116-117, 119.**



This guideline is one of a set of guidelines included in the *Design Criteria* information packet. *Design Criteria* serves to update, clarify, and supplement the guidelines published within the *Madison Historic Preservation Manual*, which serves as a source for additional information and recommendations, and the *Secretary of Interior's Standards for the Rehabilitation*, which outlines basic preservation principals, policies, and practices. All information, recommendations, or guidelines or parts of information, recommendations, or guidelines in conflict with the information included within *Design Criteria* are hereby voided and repealed. The *Design Criteria* and future updates of its contents are effective following approval and adoption by the Madison Historic Preservation Commission and confirmation by the Mayor and City Council. If you require additional information regarding the design guidelines or the design review process, please contact: City Planner, City Hall, 132 N. Main Street, P.O. Box 32, Madison, Georgia, 30650, (706) 342-1251.



This publication has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, through the Historic Preservation Division of the Georgia Department of Natural Resources. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior of the Georgia Department of Natural Resources, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program received Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender or disability in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, Post Office Box 37127, Washington, D.C., 20013-7127.

# FENCES & WALLS

Fences and walls are common site features in Madison and contribute significantly to the character of historic properties. Traditionally, fences have been used as a means of defining property lines and containing and/or excluding animals. Fences in front yards are more ornamental and design conscious; whereas, side and rear yard fencing is more utilitarian in character. Low retaining walls serve as a base for some fences and often acknowledge the prior existence of a historic fence. Madison's open, welcoming charm is established by fences which are pedestrian in scale, connect to neighboring properties, and often encompass small gates and arbors. Such fences and walls are containment features that reflect a sense of community and greet the visitor.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. **PLACEMENT:** Where will the fence/wall be located (site plan)?
2. **SIZE:** What are the dimensions of the fence/wall (height, length)?
3. **DESIGN:** How are the elements - i.e. posts, rails, sections, gates, and foundation - shaped and arranged (elevation)?
4. **MATERIAL:** What materials will be used?

### ❖ VISUAL IMPACT

- A. **COMPATIBILITY:** Is the fence/wall similar in character to existing or known historic examples for similar properties?
- B. **EFFECT:** What effect does the fence/wall have on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

Fences and walls are important site features.

**H**istoric fences and walls should be preserved and maintained.

**H**istoric fences and walls should be repaired rather than replaced. If replacement is required, new materials should match the original material in composition, design, color, texture, and other visual qualities.

**N**ew fence and wall designs must be appropriate for the primary structure and reinforce Madison's pedestrian scale, instead of forming barriers, exclusionary walls, or gated estates that are typical of overdeveloped urban areas.

**H**istoric properties often included more than one type of fence, usually reserving the more elaborate fence for the front yard; new fences should follow this established pattern.

**P**edestrian gates, those leading to walkways and small in scale, are common to historic properties; gated driveways are not appropriate.

**R**ear and side yard fences qualify as administrative review items.

## THE GUIDELINES

### ❖ Open Fences - picket, sawn, metal

Placement	front, side, and rear yards
Size	height between 3 - 4 feet
Design	pickets or horizontal boards <sup>1</sup>
Material	wood (picket, sawn) metal (iron, steel, aluminum)

### ❖ Grid Fences - wire, chainlink

Placement	limited to side and rear yards
Size	height between 4 - 6 feet
Design	4 x 4 posts, poles, granite stiles
Material	wire (decorative, twisted, horse/hog wire), chainlink or vinyl mesh <sup>2</sup>

### ❖ Privacy Fences

Placement	limited to side and rear yards
Size	height between 5 - 7 feet
Design	no spacing between members, lacking decorative embellishments
Material	wood (plank and picket)

### ❖ Masonry Fences

Placement	front <sup>3</sup> , side, and rear yards
Size	height between 3 - 4 feet
Design	solid or pierced design
Material	brick

### ❖ Retaining and Foundation Walls

Placement	front, side, and rear yards
Size	height limited to 2' above grade
Design	solid or solid with cap
Material	brick, stone, concrete block <sup>4</sup> , railroad ties <sup>2</sup>

### ❖ Gates and Arbors

Placement	front <sup>5</sup> , side, and rear yards
Size	pickets, horizontal boards <sup>6</sup> , cattle gates <sup>6</sup> , plank gates
Design	compatible and integral to fence design
Material	wood, metal, wire

<sup>1</sup>no horizontal board designs in front yards

<sup>2</sup>must be screened, embedded in evergreen vegetation, and/or dark in color

<sup>3</sup>limited to two-story masonry dwellings with setbacks greater than sixty (60) feet

<sup>4</sup>must be faced with brick or stucco (smooth finish)

<sup>5</sup>in front yards, pedestrian gates only; gated driveways for rear yards only

<sup>6</sup>limited to side and rear yards; for corner properties, rear yard only

**The *Madison Historic Preservation Manual* features additional comments regarding fences and walls. Please reference the following: commercial and industrial areas 118; fences 23, 46-47, 83-86, 89, 102-110, 118; gates 45, 106-107; residential areas 102-110; retaining walls 25, 46-47, 85-86, 118.**



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# OUTBUILDINGS

Outbuildings - also known as dependencies, secondary structures, and accessory buildings - are traditional components of historic properties. Historically, many household functions were relegated to outbuildings in the yard. Kitchens, carriage houses and garages, smokehouses, privies, storage sheds and laundry sheds were common components of residential landscapes. Life-style changes and modern conveniences rendered many of these structures obsolete, and many have all but vanished from the modern landscape. In Madison, the few historic outbuildings that remain are important indicators of the town's development and should be preserved. New outbuildings should follow the established pattern and should not significantly decrease the open space of the site.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

#### *Site Arrangement - (site plan)*

1. PLACEMENT: Where will the outbuilding be located?
2. ORIENTATION: Which direction does the outbuilding face?
3. COVERAGE: What are the lot dimensions and the buildable area?
4. SITE FEATURES: What is the outbuilding's spatial relationship to the primary structure? Where will additional site features (fences, pavement, etc.) be located in relationship to the outbuilding?

#### *Architectural Design - (elevation and description of materials)*

5. SCALE: What size is the outbuilding - height, width, and depth?
6. FORM: How is the outbuilding shaped?
7. FACADE: What is the ratio of solid-to-void (wall-to-opening)?
8. MATERIALS: What materials will be used?
9. DETAILS: What architectural style is utilized on the primary building and how much ornamentation is proposed for the outbuilding?

### ❖ VISUAL IMPACT

- A. COMPATIBILITY: Are the outbuilding and the proposed site similar in character to existing or known historic examples?
- B. EFFECT: What is the effect the outbuilding and its siting on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

**O**utbuildings are important site features.

**H**istoric outbuildings should be preserved and maintained.

**H**istoric outbuildings materials should be repaired rather than replaced. If replacement is required, new materials should match the original material in composition, design, color, texture, and other visual qualities.

**H**istoric outbuildings should not be relocated.

**N**ew outbuildings may be inspired by known and existing historic examples. Exact replication of historic outbuildings should be avoided. New outbuildings should not be attached to the primary structure (either directly or by a breezeway structure).

**P**re-fabricated outbuildings are not incompatible per se; only those that fail to meet the established design criteria are inappropriate.

**R**econstruction of outbuildings that are clearly documented may be permitted on the original site, provided that all aspects of the site and outbuilding closely approximate that of the original.

**O**utbuildings smaller than 20'x20' that are not visible from the public right-of-way qualify as administrative review items.

## THE GUIDELINES

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### ❖ Site Arrangement

- Placement      Outbuildings should never be placed in front of any historic building. Generally, new outbuildings should be placed to the rear of the primary building in a manner consistent with traditional placement patterns.
- Orientation      Outbuildings should follow the established orientation pattern of similar historic outbuildings.
- Coverage      Including outbuildings, lot coverage should not exceed 60% of the total property area.

### ❖ Architectural Design

- Scale      Outbuildings should respect the scale of the primary building and historic precedent for similar dependencies. Outbuildings should be secondary to the primary building. The total square footage for all outbuildings should not exceed more than 50% of square footage of the primary building.
- Form      Outbuildings should respect the form of the similar historic outbuildings, roof pitch, foundation/floor-to-ceiling heights, and bay divisions.
- Facade      Outbuildings should follow the established solid-to-void ratio of the primary building and similar historic outbuildings, and the use of window and door openings on publicly visible elevations should not exceed the dimensions of the openings on the primary structure by more than 10% or openings commonly present on similar historic outbuildings.
- Materials      Outbuildings should follow the precedent established by the primary building, matching in both material and appearance.
- Details      Ornamentation of outbuildings should not exceed the degree of ornamentation on the historic structure. If ornamentation from the primary building is to be repeated on the outbuilding, the ornamentation may be an understated or abstract interpretation.

**The *Madison Historic Preservation Manual* features additional comments regarding outbuildings. Please reference the following: existing outbuildings 27, 47, 83; new construction - residential areas 98-100; new construction - commercial/industrial areas 115-116; types of outbuildings 43, 83.**



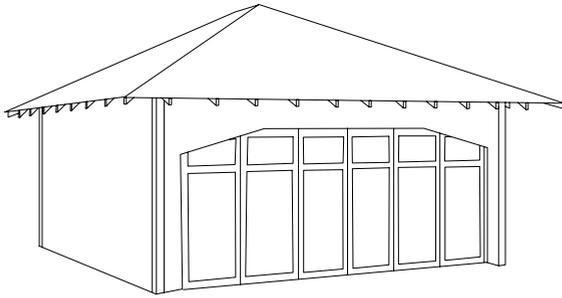
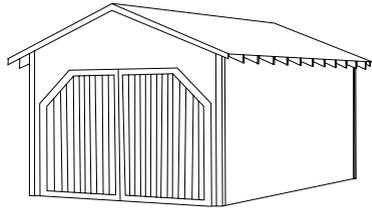
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# GARAGES

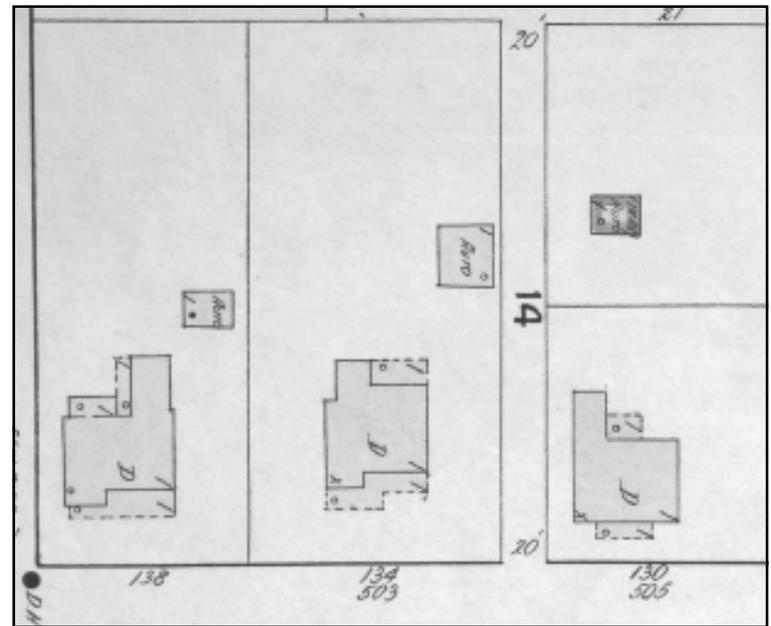
*Traditionally Madison garages have been small, utilitarian structures such as these examples in the historic district.*



*Despite the impression that they are “historical,” large, elaborate carriage house designs are not part of Madison’s heritage and would be inappropriate additions to the historic district.*

Garages like other outbuildings have a long history in Madison. Early car owners often opted to store their autos in commercial garages; at least three were constructed in downtown Madison. Later, as car ownership became more prevalent, garages began to appear on Madison’s residential properties. A few early garages were converted stables; however, this was not the norm as most were simple, agricultural structures and ill-suited for use as garages. Contrary to popular belief, the town had few if any carriage houses. Historically, Madison’s garages were small, simple buildings just large enough to house a single automobile.

Many of today’s automobiles are much larger than those of the past and families often own several cars. This plus the want for additional square footage has led to garage designs which are not compatible with the character of Madison’s Historic District. As with all new outbuildings, garages should be secondary to the house. Proposed designs should strive to limit scale as much as possible following the example of historic garage structures.



1921 Sanborn Fire Insurance map showing garages in Madison  
- note the placement and size relative to the house

Back to Folder



## THE GUIDELINES

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### ❖ Traditional Garage Form

Placement	behind the house, orientation to the street preferred for 1 car garages, orientation to side street preferred on corner lots
Size Limits	1 car: 14' x 24' footprint/14' height; 2 car: 22' x 24' footprint/18' height; 3 car: 30' x 24' footprint <sup>1</sup> /18' height
Main Form	1 car: front gable or hip; 2 car: front gable, side gable, or hip <sup>2</sup> ; 3 car: front gable, side gable, or hip <sup>2</sup>
Add-ons	1 car: one side shed <sup>3</sup> and /or rear shed, no dormers; 2 car: one shed OR <sup>4</sup> one dormer; 3 car: no sheds, no dormers
Materials	Roof: metal (preferred), composition shingles; exposed rafters preferred; Siding: lap board (wood or <u>smooth</u> fiber-cement) with a 3 1/2" – 5 1/2" reveal (exposed width), vertical board (wood or fiber-cement); doors: plank or paneled, may be painted metal
Details:	None (no shutters, window boxes, sawnwork, cupolas, etc.); garage door openings should be single car opening (or appear to be so) and dog-eared or squared – not arched; avoid Colonial type hinges; windows (placement and design) should be typical of historic garages; exterior lights: utilitarian lights (no carriage lamps)

### ❖ Outbuilding/Barn Form

Modeling existing historic structures encouraged; mass and scale appropriate to the house (i.e. two story vs. one story); appropriate to the age of the house; greater distance from the house than garages – especially for larger structures; metal or wood shingle roofing preferred; vertical wood cladding (stained or weathered preferred)

### ❖ Integrated Garages with New Primary Structures

Placed behind the main structure, doors should have low visibility – facing the side or rear property line

Constructed as an ell to the main house – not located under main roof form

Hyphen<sup>5</sup> attachment allowed for semi-detached structures, should substantially follow other garage guidelines

### ❖ Carports

Not approved in the historic district.

Please refer to the **OUTBUILDINGS** criteria sheet for further guidance.

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<sup>1</sup> Third bay must be offset from the main wall plane at least 1'

<sup>2</sup> Avoid steeply pitched roofs

<sup>3</sup> Sheds limited to 7' in depth; roof should tie into main roof in a traditional manner

<sup>4</sup> Both a dormer and a shed on an elevation with little to no visibility may be considered

<sup>5</sup> Refers to a solid, enclosed structure (does not include breezeways)

# PAVEMENT

## Walks & Drives

Walkways, such as sidewalks, central walks, and side/rear paths, contribute significantly to Madison's pedestrian character. Walkways provide a direct connection between buildings and the public sidewalk network, a recreational resource well used by the citizenry. Driveways, once devoted to horse-drawn conveyances, now serve the automobile. With increasing automobile use and street traffic, driveways have influenced the shift from formal front entrances to previously private convenience entrances on the sides and rear of buildings. Walks and drives are significant as site features that visually delineate the property, direct foot and automobile traffic, and often divide public and private space.

## Parking

Parking is an important site feature that can have a tremendous impact upon a historic property. Parking is of increasing concern as automobile ownership multiplies and building use evolves. Off-street parking designs include parking lots, parking areas, and parking pads. Parking lots, primarily located in commercial areas, are large expanses designed for convenience and for heavy traffic; however, with proper screening these lots can be less intrusive to Madison's historic character. Parking areas are accessed by driveways and provide for off-street parking of a few vehicles; whereas, parking pads are adjoin the street and require automobiles to back into the right-of-way. Additional features that contribute to parking design are parking shelters, which must comply that the guidelines set forth for outbuildings.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. **PLACEMENT:** Where will the pavement be located (site plan)?
2. **SIZE:** What are the dimensions of the pavement (width, length, area)?
3. **DESIGN:** What site features contribute to the pavement arrangement - entrances, outbuildings, landscape (site plan)?
4. **MATERIAL:** What materials will be used?
5. **SCREEN:** Is the parking screened from the public right-of-way?

### ❖ VISUAL IMPACT

- A. **COMPATIBILITY:** Is the pavement similar in character to existing or known historic examples for similar properties?
- B. **EFFECT:** What effect does the pavement have on the property, on adjacent and nearby properties, on properties in the historic district?

## PRESERVATION POINTERS

**P**avement - walkways, driveways, and parking - is an important site feature.

**H**istoric walkways and driveways should be preserved and maintained.

**H**istoric parking shelters (see outbuildings) should be preserved, maintained, and repaired rather than replaced.

**H**istoric walks and drives should be repaired rather than replaced. If replacement is required, new materials should match the original in placement, composition, design, color, texture, and other visual qualities.

**H**istoric walkways and driveways should not be relocated.

**N**ew walkway and driveway designs must reflect historic examples. In general, all residential architecture should have a central walk that leads directly to the public sidewalk or street; a T-path may provide access to a sideyard driveway.

**I**n most residential areas, driveways should be limited to a straight connection from the street to the rear yard and limited to the narrowest width possible.

**P**arking areas between the street and buildings of a residential appearance are inappropriate. At the minimum, parking areas should be recessed twenty (20) feet behind the building facade line.

**I**n commercial areas, parking lots should generally follow the established historic streetscape, and at a minimum, use a twenty (20) foot planted perimeter landscape area to buffer the parking lot.

**C**hange in materials for existing walkways, driveways, and parking areas qualifies as an administrative review item.

## THE GUIDELINES

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### ❖ Walkways

Placement	front, side, and rear yards
Size	4'-6' walks, 3'-4' paths
Design	centralized <sup>1</sup> , curvilinear <sup>2</sup>
Material	gravel, hexagonal cast pavers, poured concrete, brick, grass, mulch, stone

### ❖ Driveways

Placement	front, side, and rear yards
Size	between 10'-18' wide
Design	straight, semicircular <sup>3</sup> , full-width or parallel-track <sup>4</sup>
Material	gravel, concrete, concrete aggregate, crushed brick, and brick pavers

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<sup>1</sup>examples characteristic of residential architecture

<sup>2</sup>in rare instances, curvilinear walks are appropriate; usually limited to mid-20th century style residences

<sup>3</sup>curvilinear drives are discouraged and specifically limited to multiple story residences with front setbacks of at least seventy-five (75) feet and must be at least partially screened with evergreen vegetation

<sup>4</sup>parallel-track drives characteristic of early twentieth century residential development

## THE GUIDELINES

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### ❖ Parking - Residential Areas

Placement	rear and side yards
Size	approximately 3-4 automobiles
Design	parking areas <sup>5</sup> ; partial screening
Material	gravel, concrete, concrete aggregate, crushed brick, brick pavers, and modern water-pervious pavers

### ❖ Parking - Commercial Areas

Placement	rear and side yards
Size	capacity related to use
Design	substantial screening is required, islands and/or peninsulas may be required to mitigate impact of large areas of pavement
Materials	concrete, concrete aggregates, and asphalt

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<sup>5</sup>parking pads, similar in character to commercial on-street parking, are not permitted

**The *Madison Historic Preservation Manual* features additional comments regarding pavement. Please reference the following: commercial or industrial areas 118; driveways 43-44, 87, 110; existing paving 47; landscape features 44-45; parking 110, 118; residential areas 101-103, 107-110; walkways 86, 101-102, 118.**



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# MODERN SITE FEATURES

## Mechanical Systems

In historic districts, mechanical systems are modern accessories that add to the comfort and enjoyment of daily life. Such features include HVAC systems, utility conduit and meters, satellite dishes and antennas, exterior lighting (attached, security, and accent), solar panels, etc. Sensitive placement of mechanical systems minimizes their impact on Madison's historic and visual character. In general, placement of such systems in locations of low public visibility is the best option.

## Playscapes

The modern use of historic properties often includes the construction of recreational structures and areas. Playscapes encompass items such as swimming pools, recreational equipment, tennis courts, outside grills, playhouses, putting greens, jacuzzis, etc. Recreational structures and areas are less intrusive when placed in side and rear yards. Permanent playscapes - and their accompanying mechanical systems - should be integrated into the surrounding landscape and may require some buffering measures.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. **PLACEMENT:** Where will the modern site features be located - wall (elevation) or freestanding (site plan)?
2. **SIZE:** What are the dimensions (plan/brochure/specifications)?
3. **USE:** What is the purpose of the modern site feature?
4. **STRUCTURE:** How will the modern site features be mounted, supported, affixed, etc.?
5. **MATERIAL:** What materials will be used?
6. **ILLUMINATION:** Is illumination proposed and how will it be directed and shielded?

### ❖ VISUAL IMPACT

- A. **COMPATIBILITY:** Does the design and installation of the modern site feature reference traditional building materials and the surrounding environment?
- B. **EFFECT:** What is the effect of the modern site feature upon the building, on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

**M**odern site features have a tremendous impact upon historic properties.

**P**reservation, often mistakenly viewed as retreating to the past, does not preclude modern site features. The intent is to preserve the historic and visual character while integrating modern conveniences in the most sensitive manner possible.

**P**lacement in areas of low visibility, integration with the surrounding landscape, and screening and buffering measures generally permits most modern site features.

**N**ew developments within the historic district should utilize street lamps (as required by subdivision regulations) which match known historic examples within the City of Madison.

**C**arriage lamps convey a false history and are inappropriate for both historic and non-historic buildings. Appropriate choices include reproduction fixtures from the development period and architectural style of the building and contemporary fixtures compatible in scale and output.

**A**ccent lighting for landscape and building facades, an urban design component, is discouraged because it diminishes the night landscape for the whole community and reduces Madison's small town character.

**H**istoric playhouses should be preserved and repaired in kind when necessary.

**P**layscapes that are not permanently affixed (e.g. swingsets and portable pools) are generally excluded from design review, provided that they are located in rear yards.

**G**azebos and arbors are reviewed as landscape elements; whereas, decks and patios are reviewed as minor alterations.

**M**echanical systems qualify as administrative review items.

## THE GUIDELINES

### ❖ HVAC (Heat, Ventilation, Air Conditioning Units)

where visible, screen with wood fences, lattice panels and/or evergreen shrubs  
no placement of window units on primary facades  
window units shall not result in removal or replacement of original window components or features  
roof units (commercial buildings) recessed from front and side facades with minimal visibility from street

### ❖ Utility Conduit and Meters

place inconspicuously on side and rear elevations

### ❖ Satellite Dishes and Antennas

never placed in front yard or on front elevation  
in readily visible side yard locations, screen with wood fences, lattice panels and/or evergreen shrubs  
on roof (commercial buildings) recessed from front and side facades with minimal visibility from street

### ❖ Exterior Lighting

singular, suspended porch fixture most appropriate  
carriage lamps (electric or gas) always inappropriate  
security lights more appropriate to rear and side yards  
accent lighting (landscape and building) is urban in character and generally inappropriate

### ❖ Solar Panels

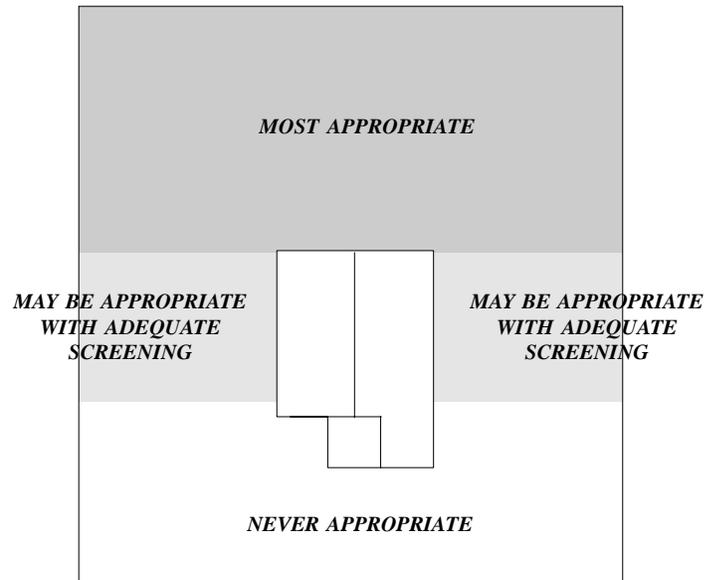
acceptable as freestanding structures in rear yards  
never place roof modules on visible facades  
roof modules should be flush and follow roof slope

### ❖ Recreational Structures

use residence as a screen whenever possible  
neutral colors that blend into landscape most appropriate  
secondary in scale to outbuildings

### ❖ Recreational Areas

containment options should comply with fence guidelines, exception - tennis court fences (generally higher and requiring additional evergreen buffer)  
noise and light pollution should be mitigated



Placement of modern site features (shown in the sample site plan) should follow the simple concept - low visibility equals low impact.

The *Madison Historic Preservation Manual* features additional comments regarding modern site features. Please reference the following: lighting 111, 118; mechanical systems 111, 119; playhouses 100; pools 112; satellite dishes 119.



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# LANDSCAPE & LANDSCAPE ELEMENTS

Landscapes by their very nature are relatively transient features of a historic district. However, some components of historic landscapes - general layout and design, mature trees and shrubs, elements and fences - may remain from earlier historic periods. Historic landscapes are often reflective of the ideals associated with the period of construction of historic buildings and communities and, thus, are significant to the both historic and visual character. Character-defining landscapes and landscape elements are aspects of design review. Important contributors to Madison's rural character, such as its unpaved roads, orchards and open spaces, and street tree canopy, are also weighing factors.

As new landscape designs and landscape elements, are introduced, efforts should be made to respect Madison's rural character and landscape heritage. New landscape elements are site features intended to serve and enhance passive recreational areas and have some visibility. Such items include gazebos, arbors, berms, sculpture, bridges, follies, fountains, irrigation, trellises, benches, garden ornament, reflecting pools, etc. Landscape should be secondary to the building itself and not overly conceal or obscure the primary facade. In addition to the requirements set forth below, any proposed landscape alterations or improvements must comply with Madison's landscape ordinances.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. **PLACEMENT:** Where is the landscape feature located on the site and what is its relationship to the property and the district?
2. **SIZE:** What are dimensions of the landscape area or structure (site plan and/or product brochure)?
3. **DESIGN:** Is the landscape feature typical of design ideals associated with the architectural period of the primary structure?
4. **MATERIAL:** What plant materials and equipment will be utilized?
5. **ILLUMINATION:** Is exterior illumination proposed (see mechanical systems)?

### ❖ VISUAL IMPACT

- A. **COMPATIBILITY:** How does the landscape feature respect existing natural features and/or reflect existing historic landscapes?
- B. **EFFECT:** What is the effect of the landscape upon the building, on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

**H**istoric landscapes - significant to both the individual property and the historic district - should be preserved and maintained. Historic plant materials, particularly trees, should be retained wherever possible.

**S**pecial consideration should be given to historic plant material and design during maintenance and construction activities on historic properties.

**D**esign review is generally limited to new landscape elements; however historic landscape designs, plant materials, and/or elements that are unique or defining characteristics of a specific historic property are protected (e.g. Thurleston's boxwood-lined grass walkway and Boxwood's formal trimmed-box gardens).

**N**ew landscape elements are limited to side and rear yards and should not be overly obtrusive in their scale, design, nor placement.

**R**estoration of historic landscapes that are clearly documented is encouraged. Otherwise, new plant materials and designs should be based on landscapes consistent with the age of the primary structure.

**B**erms, landscape features created by grade changes, may be utilized to buffer parking lots in residential character areas.

**I**nstallation of irrigation or berms qualifies as an administrative review items.

**The *Madison Historic Preservation Manual* features additional comments regarding landscape and landscape elements. Please reference the following: archeological potential 47-48, 50; fountains 13; garden 45, 129-130; landscape 129; landscape features 44-47; orchards 24-25; plantings 87, 131; pools 112; rural character 24; sculpture 49; street trees 23, 44, 46, 129.**



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# MINOR ALTERATIONS

Madison, historically and presently acknowledged for its quality environment and preservation commitment, does continue to use its historic structures. Inside the historic district, new buildings and additions complement the community's architectural heritage, and the presence of most historic resources is a direct result of major restoration, rehabilitation, and remodeling efforts of good stewardship. The most commonly proposed changes are usually site features and minor alterations. In order to expedite the design review process, preservation policies for the most basic alterations are itemized below. Proposals for such minor alterations are routinely approved provided that the preservation policy is met in both specifics and intent. Sensitive alterations integrate changes with the original form and design and do not infringe, reduce, nor destroy the historic and visual integrity of the building.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. **PLACEMENT:** Where will the alteration occur (elevation)?
2. **SIZE:** What are the dimensions of the area of change?
3. **DESIGN:** How does the proposed change alter the building stylistic elements and overall design?
4. **STRUCTURE:** How will the alteration impact the existing materials?
5. **MATERIAL:** What materials will be used?

### ❖ VISUAL IMPACT

- A. **INTEGRITY:** Will the alterations reduce the integrity of the historic resource or its site? If historic restoration is the intent, is adequate documentation provided?
- B. **COMPATIBILITY:** Is the alteration similar in character to existing or known historic examples?
- C. **INTEGRATION:** Does the proposed alteration make all reasonable attempts to respect and integrate with the existing design?
- D. **REVERSIBILITY:** Is the alteration designed so that it is reversible with a minimal impact to historic design and materials if the alteration were removed at a future time?
- E. **EFFECT:** What is the effect of the alteration on the property, on adjacent properties and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

**B**uilding scale, form, and architectural style (or lack of stylistic influence) are vital to the integrity of both the individual historic property and the historic district.

**A**lterations, as well as additions, should generally be limited to rear elevations to minimize the impact upon the historic resource.

**T**he facade - another term for the primary elevation - is the most important side of a building. Madison has a tradition of dual-facade buildings in some areas (includes corner properties and front-rear exposures).

**I**n general, design review is extremely thorough for facades and less restrictive for elevations not visible from the public right-of-way, thus affording property owners the maximum leeway possible in areas that minimize the loss of historic and visual integrity.

**L**oss of historic fabric - roofing, exterior siding, masonry, windows and doors, and decorative elements - threatens the integrity of each resource and the district. Alterations should be limited in order to preserve as much historic building material as possible.

**I**nstallation of new building features - shutters, awnings, skylights, dormers, decorative elements, patios and decks - should be sensitively designed for areas of low visibility and to integrate with the historic building.

**D**espite the common myth, paint color is not regulated nor can it be under Georgia's enabling legislation. However, design review does cover painting (i.e. coating of surfaces) for unpainted buildings.

**M**inor alterations, as itemized herein, qualify as administrative review items.

### ❖ **Changes in Roofing**

original roofing is rare and extremely significant  
removal of historic roofing must be necessitated by a documented history of attempted repairs  
approved modern materials include grey asphalt shingles, wood shake shingles, and silver-tone metal sheets

### ❖ **Changes in Exterior Siding**

synthetic siding is rarely original to a building  
removal of subsequent siding layers encouraged<sup>1</sup>  
synthetic siding limited to new buildings/outbuildings<sup>2</sup>

### ❖ **Repainting & Rebuilding Masonry**

masonry does experience unit and mortar joint failure  
professional masonry repair recommended<sup>3</sup>  
reworking of affected areas excluded from review<sup>4</sup>  
removal of deteriorated chimneys and foundation piers never appropriate

### ❖ **Increasing Energy Efficiency**

storm doors and windows must be fully glazed versions  
painted or clad aluminum exterior models and interior models permissible  
replacement of historic windows and doors is inappropriate  
double-insulated models approved for new buildings, additions, and outbuildings<sup>5</sup>

### ❖ **Installing & Removing Shutters**

removal of non-historic shutters, particularly inoperable and incorrectly sized versions, encouraged  
installation of operational and appropriately sized shutters approved on all residences  
fixed decorative shutters appropriate for few architectural styles<sup>6</sup> and synthetic shutters are not permissible

### ❖ **Installation of Awnings**

specifications to be cloth, correct in size and shape for opening, correct placement<sup>7</sup>  
metal awnings appropriate for few architectural styles<sup>6</sup>  
metal canopies limited to commercial structures

### ❖ **Installation of Skylights**

flush or flat versions appropriate  
not on elevation(s) visible from public right-of-way<sup>7</sup>

### ❖ **Addition of Dormers**

historic restoration requires photographic documentation  
not visible above the main roof form's ridgeline<sup>7</sup>  
stylistically appropriate to primary building

### ❖ **Changes in Decorative Elements**

historic facade(s) of paramount importance and absolutely protected; no additions nor removals without historic photographic documentation  
non-historic buildings may become more compatible

### ❖ **Construction of Patios & Decks**

limited to areas not visible from the public right-of-way<sup>7</sup>  
modern construction methods permitted

### ❖ **Alterations to Porches**

enclosure includes siding, screening, glazing, etc.  
removal of non-historic enclosures is permissible  
enclosure of facade(s) porches never appropriate<sup>7</sup>  
enclosure limited to side and rear porches and stylistic detailing should not be obscured

### ❖ **Painting Exteriors**

historic paint schemes encouraged but color not regulated  
painting of historic, unpainted brick buildings inappropriate

<sup>1</sup>provided that a small, obscured area is first tested for evidence of the original siding's presence and adequate condition

<sup>2</sup>limited to smooth-finish hardiboard matching historic reveal patterns

<sup>3</sup>incorrect methods and materials (e.g. Portland cement) can further damage

<sup>4</sup>if replacement brick and mortar duplicate the original's size, color, and design

<sup>5</sup>specifically, ADLs or SDLs with permanently affixed interior/exterior grids

<sup>6</sup>generally, mid-twentieth century architecture (e.g. Colonial Revival)

<sup>7</sup>limited to side and rear elevations on residential elevations

**The *Madison Historic Preservation Manual* features additional comments regarding minor alterations. Please reference the following: awnings 89-90, 117, 166; decorative elements 32; decks 96; doors 87; dormers 95; energy efficiency 88, 121, 162-166; masonry 82, 87-88, 137, 141-142, 144-146, 156-158, 161; painting 160-162; porches 82, 88, 97, 123-125, 148; roofing 81, 115, 132; shutters 89, 122, 155-156; siding 37, 79-81, 87, 128, 147-148; skylights 95; windows 87, 153-155.**



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# STANDARDS & GUIDELINES

Zoning and subdivision regulations are commonly used to direct and manage growth. Increasingly, communities are supplementing these regulations with development standards, architectural review principles, and design guidelines to promote and protect a quality environment. Such design criteria are an essential tool in the preservation of historic properties and areas. Through the design review process, historic neighborhoods gain advantages similar to those afforded to modern neighborhoods with design covenants. The design criteria used in the design review process are based upon the existing visual characteristics of historic properties and districts. Preservation design criteria do not prevent growth and development; rather they encourage thoughtful and sensitive treatment of historic properties and orderly, creative, and compatible development in historic areas.

In the City of Madison, the Historic Preservation Commission (HPC) is charged with the responsibility of initiating local designation and design review, promoting public education and awareness, and maintaining preservation planning and research. Because of the local preservation program, the municipality qualifies as a Certified Local Government (CLG) community and is eligible for various federal and state programs and grants. Annual training opportunities, free technical expertise, and professional administrative staff supplement the Commission's demonstrated experience in preservation-related fields, such as architecture, history, archeology, interior design, landscape architecture, etc. As part of the City's Planning and Community Development Department, the Commission also ensures that preservation policies remain an integral component of comprehensive planning.

The HPC reviews proposed changes to designated historic properties, landmarks, and districts. During design review, the Commission takes into consideration the unique characteristics of the specific property and utilizes an established set of design criteria. By reviewing basic preservation principals and evaluating each project with the same criteria, the Commission ensures that applicants are treated fairly and equally. Having the criteria in hand during the planning process enables applicants to prepare informed proposals. Ultimately, design criteria are published to assist decision-makers — owners, developers, contractors, and commissioners — in developing design solutions that satisfy Madison's historic preservation ordinances.

Although the Georgia Historic Preservation Act does not require the publication of specific design criteria, the Madison HPC has produced the *Madison Historic Preservation Manual* for the purpose of public awareness, heritage education, and design review assistance. This manual, an award-winning document recognized by the National Trust for Historic Preservation, offers a basic understanding of Madison's enduring qualities and establishes guidelines for maintaining the city's historic and visual character. The HPC also references the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*, used throughout the nation by federal, state, and local preservation programs. A abbreviated list of these standards is available (see reverse), as well as annotated and illustrated versions. The *Design Criteria* information in this packet serves to revise and augment the guidelines of the early manual. The design criteria packet presents information on the most commonly proposed changes in an easily accessible, topical format. For information on Madison's historic context and recommended preservation techniques, reference the early manual.

## THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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

- ❖ A property shall be used for its historic purpose or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- ❖ The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- ❖ 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 elements from other historic properties, shall not be undertaken.
- ❖ Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- ❖ Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- ❖ 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 where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- ❖ Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- ❖ Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
- ❖ New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- ❖ 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.



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# DEMOLITION & NEGLECT

The demolition of historic buildings diminishes the built environment and creates unnecessary waste. Demolition of an individual historic property is significant and abrupt; however, historic districts are vulnerable to the slow attrition of historic properties through both demolition and neglect. Demolition - the most common reason for COA denial - is only appropriate in very specific and narrowly defined circumstances, and no demolition occurs without approval of post-demolition plans. In addition, the historic preservation ordinance incorporates a proactive demolition-by-neglect strategy to aggressively pursue remedies for historic properties endangered by disregard to structural integrity.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. AGE: Will the demolition result in the removal of a non-historic building or historic building?
2. STATUS: Is the building contributing or non-contributing?
3. INTEGRITY: What level of integrity does the building possess?
4. SIGNIFICANCE: What is the significance of the building to the historic property and/or historic district?

### ❖ CIRCUMSTANCE CONSIDERATIONS

1. CONDITION: Does the building constitute a public safety hazard? If so, is the deteriorated condition the result of owner neglect?
2. ECONOMIC: Has the owner demonstrated that a historic property is incapable of earning an economic return on its value, as appraised?
3. ALTERNATIVES: Has the owner demonstrated that all reasonable means have been taken to avoid demolition, including alternative uses, sale, and/or relocation of the building?
4. DOCUMENTATION: Has the owner completed adequate documentation of both the building and property?

### ❖ VISUAL IMPACT

- A. EFFECT: What is the effect of the loss of the building on the property, on adjacent and nearby properties, and on properties in the historic district?
- B. COMPATIBILITY: Do post-construction plans comply with all design criteria for new construction?
- C. EFFECT: What is the effect of the post-construction plans on the property, on adjacent properties and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

Demolition is irreversible and contagious.

The demolition of secondary structures (garages, barns, wellhouses, guesthouses, etc.) is reviewed utilizing the same criteria and shall not be considered as a less significant loss to either the historic property or the historic district.

Demolition of non-historic properties is generally permissible, provided that post-construction plans are compatible with both the development pattern and visual character of the historic district.

Notice of proposed demolition shall be posted on the subject property with clear visibility from the public right-of-way for at least six (6) months for historic buildings and not less than two (2) months for non-historic buildings.

In rare instances of demolition approval, documentation of historic properties must meet HABS/HAER standards.

Failure to provide minimum maintenance and repair of historic properties is a violation of the historic preservation ordinance and has specific legal remedies.

Demolition of non-historic secondary structures qualifies as an administrative review item.

## MAINTENANCE OF HISTORIC PROPERTIES

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### ❖ Ordinary Maintenance and Repair

Ordinary maintenance or repair of any exterior architectural feature in or on an historic property includes actions to correct deterioration, decay, or damage, or to sustain the existing form that do not involve a change in the design, material, texture or the exterior appearance of either the building, site features, or property.

### ❖ Standards of Minimum Maintenance and Repair

Minimum maintenance and repair includes the minimal amount of maintenance permitted to avoid structural defects and conditions which threaten the deterioration or loss of any designated historic property and places, sites, buildings, structures, and works of art within designated historic districts. As more fully outlined in the historic preservation ordinance, such structural defects and conditions include the deterioration of the following:

- 1) foundations,
- 2) structural members (floor joists, wall/partition/vertical members, ceiling and roof members, interior staircases),
- 3) exterior surfaces and materials (siding, masonry joints, chimneys),
- 4) weather protection and ventilation (windows, doors, flashing, downspouts, gutters, vents),
- 5) stairways, porches, and appurtenances
- 6) protective measures against rodent and termite infestation,
- 7) security and utilities, and
- 8) dependencies and additional site features (limbs and roots, soil erosion and deposition).

**The *Madison Historic Preservation Manual* features additional comments regarding demolition and neglect. Please reference the following: demolition - 131; maintenance - 89, 132-168, 171; neglect - 131.**



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# RELOCATION

Relocation falls into one of three categories: 1) removing a structure from a historic district/historic property\*, 2) moving a structure into a historic district/historic property, or 3) moving a structure to a different location within a historic district/historic property. Different design criteria are applied to each. Proposed relocation out of a historic district/property constitutes a loss and therefore, demolition guidelines apply. New construction guidelines apply for proposed relocations into a historic district/property. For proposed relocations within a historic district/property, the following considerations and guidelines apply. \* *refers to an individually designated historic property*

## THE BASICS

### ❖ VISUAL CHARACTERISTICS

1. AGE: Is the structure non-historic or historic (pre-1945)?
2. ORIGIN: Is the building located *in situ* (on its original site)?
3. SETTING: What is the visual character of the current location?
4. SIGNIFICANCE: What is the relationship of the building to its site?
5. NEW SITE: Will the building be moved to a new location on the same property? If not, will relocation of the building to another property result in a vacant lot?

### ❖ CIRCUMSTANCE CONSIDERATIONS

1. NECESSITY: Has the owner demonstrated a need for relocation beyond mere convenience? Is the owner responsible for previous losses?
2. CONDITION: What is the possibility of loss during a relocation attempt?
3. ECONOMIC: Has the owner demonstrated that the historic structure is incapable of earning an economic return on its value, as appraised, in its current location?
4. ALTERNATIVES: Have alternative uses/locations been considered?
5. DOCUMENTATION: Has the owner completed adequate documentation of both the building and property?

### ❖ VISUAL IMPACT

- A. COMPATIBILITY: Is new placement (on-site or new site) similar in character to existing or known historic examples? For new sites, does the proposed property have a similar setting and will the building have a similar relationship to the new site?
- B. EFFECT: What is the effect of on-site relocation on the property, on adjacent and nearby properties, and on properties in the historic district? For new sites, what is the effect on the property, on adjacent and nearby properties, and on properties in the historic district? And for the original site, do post-construction plans comply with all design criteria for new construction?

## PRESERVATION POINTERS

Relocation, regardless of intent or outcome, destroys the integrity of a historic building and diminishes the integrity of the historic district.

Relocation tangibly endangers participation in federal and state tax incentive programs for the individual property owner and any future property owner, as well as for larger groups of property owners. For instance, relocated buildings are usually ineligible for listing in the National Register of Historic Places. Relocation of multiple buildings in a historic district may impact its eligibility as well.

Relocation of residential properties for commercial, institutional, or industrial expansion or for parking lots is inappropriate and rapidly destroys historic districts.

Where relocation would result in a vacant lot, post-construction plans must be submitted prior to approval. Such plans shall be compatible with both the development pattern and visual character of the historic district.

In rare instances of relocation approval, documentation of historic properties must meet HABS/HAER standards (exception: accessory buildings relocated on-site).

Relocation of non-historic secondary structures qualifies as an administrative review item.

**The *Madison Historic Preservation Manual* features additional comments regarding relocation. Please reference the following: demolition - 131; moving - 131; new construction - 91-129.**



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# ADDITIONS

In general, the term *addition* refers to an increase in the habitable floor space of a historic building. Additional floor space is often required as families grow, facilities expand, and new enterprises occupy existing buildings. When making subsequent additions to historic structures, it is imperative that the changes respect the integrity of both the original building and the district. Without careful planning and thought, additions can easily overwhelm and obscure the original structure's scale and design. Such additions reduce the integrity of historic resource and may render it as non-contributing. Well-planned additions increase floor space without infringing on visual character.

## THE BASICS

### ❖ VISUAL CHARACTERISTICS

1. **PLACEMENT:** Where will the proposed addition be attached?
2. **ORIENTATION:** Will the addition affect the orientation of the building?
3. **COVERAGE:** How much will the addition increase lot coverage?
4. **SCALE:** What are the proportions of the addition - height, width, and depth? What is the relationship of the addition to the existing building?
5. **FORM:** How is the addition shaped and how does it fit into the structural arrangement of the existing building?
6. **FACADE:** What is the ratio of solid-to-void (wall-to-opening) of the addition?
7. **MATERIALS:** What are the existing materials and what materials will be used on the addition?
8. **DETAILS:** What architectural style is the existing building and what kind and how much ornamentation will be applied to the addition?

### ❖ VISUAL IMPACT

- A. **COMPATIBILITY:** Is the addition similar in character to existing or known historic examples?
- B. **REVERSIBILITY:** Is the addition designed so that it is reversible with a minimal impact to historic design and materials if the addition were removed at a future time?
- C. **DIFFERENTIATION:** Is the addition designed so that it is discernible from the historic building without compromising compatibility?
- D. **EFFECT:** What is the effect of the addition on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

Additions have a tremendous impact upon historic properties.

Historic additions, which represent a major change to the historic or architectural character of a building, are significant and should be retained. Assessment of significance should be based upon the addition's contribution to the overall character and appearance of the building and the developmental history of the property.

Additions should be designed in a fashion that is reversible if the addition is ever removed. Loss of historic materials and impact upon the site should be kept to a minimum.

Additions should be constructed in a manner that does not create a false sense of history and should be easily discernible from the core historic structure. Exact replication of historic structures for additions should be avoided.

For corner properties and properties that have dual frontage, placement of any additions shall be carefully designed to minimize the impact of the addition upon said property and the surrounding historic district. All reasonable alternatives shall be considered prior to the approval of any addition. For instance, to achieve a guest bedroom or office space a freestanding outbuilding would be a better alternative to a bulky addition.

Removal of non-historic additions qualifies as an administrative review item.

## THE GUIDELINES

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### ❖ Site Planning

- Placement New additions should never be placed on the front of any historic building. Generally, new additions should be placed to the rear of the existing building and away from the public view.  
New additions should not dramatically alter the distance between primary buildings.
- Orientation New additions should not alter the orientation of the historic building.
- Coverage Even with new additions, lot coverage should not exceed 60% of the total property area.

### ❖ Architectural Design

- Scale New additions should respect the scale of the historic building. New additions should be secondary to the historic building. The total square footage for all additions shall not increase the habitable square footage of the original building by more than 50%.
- Form New additions should respect the form of the historic building, roof pitch, foundation/floor-to-ceiling heights, and bay divisions.
- Facade New additions should follow the established solid-to-void ratio of historic buildings, and the use of window and door openings on publicly visible elevations should not exceed the dimensions of the existing openings by more than 10%.
- Materials New additions should follow the precedent established by the original building, matching in material and appearance.
- Details Ornamentation of new additions should not exceed the degree of ornamentation on the original structure. If ornamentation from the main building is to be repeated on the addition, the ornamentation may be an abstract of the original ornamentation to distinguish the addition.

**The *Madison Historic Preservation Manual* features additional comments regarding additions. Please reference the following: non-historic properties - 97, 115; non-residential - 114-115; residential - 94-97; unsympathetic - 87.**



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# SPECIAL PROPERTIES

Madison's historic district is characterized by its central business district (commercial) surrounded by nineteenth and early twentieth century neighborhoods (residential). Within these specific areas, there are also special properties that have distinguishing architectural characteristics and follow neither the commercial or residential site planning factors. These special properties - such as the post office, churches, county courthouse, city hall, railroad depot, etc. - are often considered as landmarks because they are public gathering sites and directional reference points. Such properties distinguish a community and reveal its aspirations and stature. As such, these properties must be valued and protected for their unique characteristics with extra consideration given to their impact upon the visual character of the overall historic district. These are buildings constructed to serve the surrounding neighborhood or around which the neighborhood developed. As they expand and prosper through support from the surrounding neighborhood, these properties must be careful not to diminish nor destroy the visual character of the same historic areas they serve.

## THE BASICS

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### ❖ VISUAL CHARACTERISTICS

1. FOCUS: Will changes affect the symmetry/asymmetry of the facade or other primary elevations?
2. ORIENTATION: Will alterations affect the orientation of and/or public access for the building?
3. SOLID-TO-VOID: Will the amount of the building devoted to openings (entrances, windows) will change?
4. SCALE: Are the proportions of the alterations similar and sensitive to the proportions of the building?
5. DESIGN: Will alterations alter historic design elements?
6. MATERIAL: What alterations involve the replacement of historic building materials?
7. ACCESSORIES: Will alterations include new signs or awnings?
8. SITE FEATURES: Will alterations impact any unique aspects of the site?

### ❖ VISUAL IMPACT

- A. COMPATIBILITY: Will the alterations reduce the integrity of the historic resource or its site?
- B. INTEGRATION: Does the proposed alteration make all reasonable attempts to respect and integrate with the existing design? Are mitigation measures included (e.g. dark materials, evergreen screening)?
- C. REVERSIBILITY: Are the alterations designed so that it is reversible with a minimal impact to historic design and materials if the addition were removed at a future time?
- D. EFFECT: What is the effect of the alterations on the property, on adjacent properties and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

Alterations have a tremendous impact upon special properties.

Historic alterations, which represent a significant change to the historic or architectural character of a building, are significant and should be retained. Assessment of significance should be based upon the alteration's contribution to the overall character and appearance of the building and the developmental history of the property.

Alterations to special properties should be kept to a minimum because of the enduring nature of these properties. Future generations should be able to experience the original design and intent of these community landmarks.

Alterations to publicly visible elevations are generally inappropriate. Alterations should be designed in a fashion that is reversible and so that the loss of historic materials and impact upon the site should be kept to a minimum.

Alterations that create a false sense of history or architectural development are to be avoided.

Alterations to increase public access (such as ramps, elevators, etc.) should be sensitively designed and placed to minimize the impact upon the historic character of both the building and the property. Proposals for such alterations must consider and present all viable alternatives to an alteration reviewed and ascertained by the Commission to have a negative impact upon a special property.

**The *Madison Historic Preservation Manual* features additional comments regarding various special properties. Please reference the following: 5, 11-15, 21-22, 31, 34-36, 39, 49, 60, 64-65, 69-72.**



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# STOREFRONT RENOVATIONS

Storefronts are a distinctive feature of Madison's historic downtown. Historic storefront design includes the primary entrance, large display windows, panels known as bulkheads beneath the windows, a transom row above the windows, and ornamentation such as cast iron columns, a decorative cornice line, and other details. This arrangement of features provides an ideal opportunity to display goods for public viewing. Recessed entrances, tiled entryways, historic painted signs, and double doors also contribute to storefront design. Additionally, secondary entrances for upper floors or for service purposes are also common. Storefront design and historic materials are essential to the visual character of Downtown Madison and must not be lost to successive remodeling.

## THE BASICS

### *HISTORIC STOREFRONTS*

#### ❖ VISUAL CHARACTERISTICS

1. FOCUS: How will alterations change the symmetry/asymmetry of the storefront (elevation)?
2. SOLID-TO-VOID: What amount of the storefront devoted to openings (entrances, transoms, display windows) will change?
3. DESIGN: Will alterations alter a historic design element?
4. MATERIAL: What alterations involve the replacement of historic building materials (includes surrounding facade surface)?
5. ACCESSORIES: Will alterations include new signs or awnings?

#### ❖ VISUAL IMPACT

- A. COMPATIBILITY: Will the alterations reduce the integrity of an existing historic example?
- B. EFFECT: What is the effect of the alterations upon the building, on the property, on adjacent and nearby properties, and on properties in the historic district?

### *NEW STOREFRONTS*

#### ❖ VISUAL CHARACTERISTICS

1. FOCUS: How is the entrance emphasized (elevation, floor plan)?
2. SOLID-TO-VOID: Does the storefront follow the traditional pattern and ratio for openings?
3. DESIGN: What design will be utilized?
4. MATERIAL: What materials will be used?
5. ACCESSORIES: Will alterations include new signs or awnings?

#### ❖ VISUAL IMPACT

- A. COMPATIBILITY: Is the storefront similar in character to existing or known historic examples?
- B. EFFECT: What is the effect of the storefront upon the building, on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

Historic storefronts are a significant visual characteristic of commercial/warehouse areas.

Historic storefronts should be repaired rather than replaced. No removal of original elements is appropriate unless substantial deterioration can be demonstrated. If replacement is required, new materials should match the original in placement, composition, design, color, texture, and other visual qualities.

Storefronts having decorative tile or structural pigmented glass (e.g. Carrara and Vitrolite) installed prior to 1945 should be retained.

Where the original storefront no longer exists, the replacement should be based on historical research and physical evidence. Where no documentation exists, a new storefront should be a design which is compatible with original storefronts of adjacent and nearby historic buildings.

New storefronts may be inspired by known and existing historic examples. New buildings without storefronts are inappropriate within commercial areas.

Awnings and signs qualify as administrative review items.

## THE GUIDELINES

### *Historic Storefronts*

#### ❖ Entrances

opening	never relocate, infill, or reduce in size
materials	retain doors, hardware, and trim
elements	never alter location, configuration (recessed or canted), number and type of doors, nor tiled entryway floors
secondary	preserve even when no longer in use; do not add new entrances on facade

#### ❖ Solid-to-Void

transom row	never enclose, replace window type, cover with false front, nor install AC units
windows	do not reduce in size; replacement glass should be clear, not tinted; do not replace with multi-divided panes
bulkheads	never cover or obscure; never replace with brick; replicate historic pattern

#### ❖ Design, Material and Accessories

decorative	never remove or obscure columns, cornices, pilasters, etc.; do not add decorative doors or surrounds
surface	do not coat or paint unpainted brick; <sup>1</sup> never remove tile or glass
awnings	temporary and readily replaced; always match in opening in shape and size
signs	see sign design criteria

### *New Storefronts*

#### ❖ Entrances

opening	use building symmetry to suggest location, preferably recessed and canted
materials	do not use unfinished aluminum doors or residential wooden doors
elements	use traditional examples for new entrance arrangements
secondary	create exterior access for upstairs use

#### ❖ Solid-to-Void

transom row	use horizontal glass row; does not have to follow traditional divisions
windows	use proportions of historic examples; glass should be clear, not tinted; do not utilize unfinished aluminum framing
bulkheads	repeat height of historic examples; use wood with or without historic pattern

#### ❖ Design, Material and Accessories

decorative	restrained traditional detailing or abstract interpretations of such are preferred
surface	use of unpainted red brick <sup>1</sup>
awnings	temporary and readily replaced, always match in opening in shape and size
signs	see sign design criteria

<sup>1</sup>use of stucco or synthetic stucco is not permitted

**The *Madison Historic Preservation Manual* features additional comments regarding storefronts. Please reference the following: alterations - 88; changes - 115; historic - 41; windows and doors - 114.**



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# NEW CONSTRUCTION

Madison's unique visual character is based upon its rich architecture and a rhythmic pattern of development. Each individual property is significant and contributes to the visual character of the streetscape and that of the surrounding neighborhood and the town. Madison's historic development encompasses two distinctive visual character areas (residential and commercial/warehouse), which are distinct yet similar because of two factors: site planning and architectural design. New construction should be guided by the existing context and follow the established pattern. Through careful attention during site planning and architectural design, new buildings can be compatible with historic properties without becoming either an imitation or an intrusion.

## THE BASICS

### ❖ VISUAL CHARACTERISTICS

#### *Site Planning - (site plan)*

1. PLACEMENT: What is the proposed setback and spacing?
2. ORIENTATION: Which direction would the building face?
3. COVERAGE: What are the lot dimensions and the buildable area?
4. SITE FEATURES: Where would additional site features (fences, outbuildings, driveways, etc.) be located in relationship to the building?

#### *Architectural Design - (elevations and description of materials)*

5. SCALE: What size is the proposed building - height, width, and depth?
6. FORM: How are the building blocks shaped and arranged?
7. FACADE: What is the ratio of solid-to-void (wall-to-opening) and does the building have a porch (residential)/storefront (commercial)?
8. MATERIALS: What materials would be used?
9. DETAILS: What architectural style is utilized (if any) and how much ornamentation would be applied to the building?

### ❖ VISUAL IMPACT

- A. COMPATIBILITY: Are the site and the building similar in character to existing or known historic examples?
- B. EFFECT: What is the effect of the site and the building on the property, on adjacent and nearby properties, and on properties in the historic district?

## PRESERVATION POINTERS

Historic development patterns are significant and should be preserved.

Historic development established and followed a rhythmic street-oriented, grid-street pattern. New development, whether singular infill construction or a new subdivision, must follow this pattern within the historic district.

New construction may be inspired by known and existing historic examples. However, historic reproductions (particularly styles and forms predating Madison or not originally found in Madison; e.g. Williamburg or French Eclectic) are inappropriate and incompatible in historic areas.

Reconstruction of buildings that are clearly documented may be permitted on the original site, provided that all aspects of the site and building match or closely approximate that of the original.

New construction should reflect the visual character of the surrounding area, regardless of current use. For example, a new professional building constructed within a residential character area must have a residential appearance.

In instances of new construction of special properties, site and design will be evaluated referencing similar historic properties. For example, construction of a new church should follow the precedents established by historic church construction within the district.

## IMPORTANT NOTE

New construction requires conceptual review at least thirty days prior to the final design review. Conceptual review can not be waived.

Modifications of the site or building (often referred to as *change work orders*) must be reviewed and approved prior to beginning any work pertaining to that change.

## THE GUIDELINES

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### ❖ Site Planning

- Placement** New buildings should be set back from the frontage road approximately the same distance as similar<sup>1</sup> historic properties along the street.<sup>2</sup>  
The distance between buildings should approximate that between nearby historic examples.
- Orientation** New buildings should face the same direction as historic buildings.
- Coverage** New principal buildings should not cover more buildable area of a lot than similar historic properties.
- Site Features** New construction should allow for the use of site features in the traditional manner as outlined in the design criteria for said site features.

### ❖ Architectural Design

- Scale** New buildings should be similar in height, width, and depth to historic buildings on that street.
- Form** New buildings should be patterned after historic building forms to approximate historic building mass, roof pitch, foundation/floor-to-ceiling heights, and bay divisions.
- Facade** New buildings should follow the established solid-to-void ratio of historic buildings, use window and door openings that do not exceed the dimensions of similar historic examples by more than 10%, and should have a porch/storefront similar in size and configuration to those of similar historic properties.
- Materials** New buildings should use traditional building materials utilized historically in that area (i.e. primarily wood siding in residential character areas and brick in commercial/warehouse areas.)<sup>3</sup>
- Details** New buildings may reflect a modern or a traditional ornamentation pattern. Buildings may also be totally devoid of any architectural ornamentation, provided that all facade design criteria are strictly followed.

<sup>1</sup>Similar, in terms of new construction, is defined as a historic building which is a close comparison in terms of architectural style and period of development to a proposed new building. For example, a two-story, highly-detailed, Victorian-influenced home would be considered similar in visual character to one of Madison's Queen Anne style building forms; the setback for the Queen Anne example will be taken into consideration rather than that of a one-story Greek Revival style cottage.

<sup>2</sup>Within the Historic Preservation Overlay Zone (HP), the standard zoning setbacks are overridden by historic precedent, which is more specific and less arbitrary for a particular location. For side street locations, corner property side yards will be taken into consideration.

<sup>3</sup>In residential areas, new buildings may utilize hardiboard because of its close appearance to wood siding, provided that the reveal matches that on similar historic buildings and that a faux wood grain appearance is avoided. Brick may be considered on streets where historic brick construction exists. In commercial areas, red brick construction is essential; stucco, synthetic stucco, and exposed concrete masonry units are not appropriate.

**The Madison Historic Preservation Manual features additional comments regarding new construction. Please reference the following: commercial 112-114; residential - 91-93; see also secondary structures, outbuildings - 98-100, 115-116.**



This guideline is one of a set of guidelines included in the *Design Criteria* information packet. *Design Criteria* serves to update, clarify, and supplement the guidelines published within the *Madison Historic Preservation Manual*, which serves as a source for additional information and recommendations, and the *Secretary of Interior's Standards for the Rehabilitation*, which outlines basic preservation principals, policies, and practices. All information, recommendations, or guidelines or parts of information, recommendations, or guidelines in conflict with the information included within *Design Criteria* are hereby voided and repealed. The *Design Criteria* and future updates of its contents are effective following approval and adoption by the Madison Historic Preservation Commission and confirmation by the Mayor and City Council. If you have require additional information regarding the design guidelines or the design review process, please contact: City Planner, City Hall, 132 N. Main Street, P.O. Box 32, Madison, Georgia, 30650, (706) 342-1251.



This publication has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, through the Historic Preservation Division of the Georgia Department of Natural Resources. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior of the Georgia Department of Natural Resources, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program received Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender or disability in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, Post Office Box 37127, Washington, D.C., 20013-7127.



To streamline  
process for

the design review  
property owners,

the Commission has identified specific proposals that  
qualify as **administrative review items**.

- \* demolition of non-historic, secondary structures
- \* relocation of non-historic, secondary structures
- \* removal of non-historic additions or alterations
- \* installation of awnings
- \* installation of signs
- \* installation of fences and walls (side and rear yards)
- \* construction of outbuildings, less than 20'x20' and  
not visible from the public right-of-way
- \* change in materials for existing pavement
- \* installation of mechanical systems
- \* installation of irrigation and berms
- \* minor alterations (limited to the following)
  - changes in modern roofing
  - removal of subsequent siding
  - repointing and rebuilding masonry
  - installation of storm windows and doors
  - installation/removal of modern shutters
  - installation of skylights
  - addition of dormers (rear only)
  - restoration of historic decorative elements
  - construction of patios and decks
  - alterations to porches (screening, rear only)
  - painting (non-historic resources only)
- \* additional minor alterations to non-historic resources,  
as confirmed with the Chair of the Commission

Qualification as an identified administrative review item  
means that the proposed work clearly and distinctly  
complies with the rule and intent of the established  
design criteria. For any reason, staff may submit an  
administrative review item for full design review.