

# BIBLIOGRAPHY, SOURCES OF INFORMATION, AND SUGGESTED READINGS

## I. Sources on Madison and Morgan County History

### Printed Sources:

There are few printed sources on Madison or Morgan County history. The following three, together with other information described below, have been the most useful.

"Morgan County Sketches." In *Memoirs of Georgia*, Vol. II, Atlanta: The Southern Historical Association, 1895.

Hickey, Louise McHenry. *Rambles Through Morgan County*. Madison: Morgan County Historical Society, 1971.

*Morgan County, Georgia, Sesqui-Centennial, Panorama of Progress, 1807-1957*, pamphlet [1957].

### State Gazetteers, Directories and other "Collections" of Information:

State gazetteers and directories have been especially helpful in tracing the business history of the town. They are listed here by year:

Sherwood, Adiel. *Gazetteer to the State of Georgia*. Charleston: W. Riley, 1827.

Sherwood, Adiel. *Gazetteer of the State of Georgia*, 2nd ed. Charleston: W. Riley, 1829.

Sherwood, Adiel. *Gazetteer to the State of Georgia*, 3rd ed. Washington, D.C.: P. Force, 1837.

White, George. *Statistics of the State of Georgia*. Savannah: W. Thorne Williams, 1849.

White, George. *White's Collections: Historical Collections of Georgia*. New York: Pudney and Russell, 1854.

Sherwood, Adiel. *Gazetteer of the State of Georgia*. Atlanta: J. Richards, 1860.

*Georgia State Directory*. Nashville, Tenn.: Wheeler, Marshall and Bruce, 1876.

*Sholes' Georgia State Gazetteer*. Atlanta: A.E. Sholes, 1879. *Sholes' Georgia State Gazetteer*. Augusta: Sholes and Co. 1881.

*Georgia State Gazetteer and Business Directory*. Nashville, Tenn. Standard Directory Co., 1881, 1882.

*Georgia State Gazetteer*, (title page missing), 1886.

*Young and Company Business and Professional Directory of Georgia*. Atlanta: Young and Co., 1904.

*Young and Company Business and Professional Directory of Georgia*. Augusta: Young and Co., 1909.

### Journals/Newspapers:

*The Madisonian*, 1870 -Issues of *The Madisonian* provide indispensable background on Madison History. The commemorative issue of May 15, 1986, is an especially helpful guide to the history and buildings of the town.

*The Atlanta Journal and Atlanta Constitution*. Occasional articles have been useful, including several articles spotlighting Morgan County and Madison.

### Sanborn Fire Insurance Maps.

The Sanborn insurance maps for Madison are extremely useful in reconstructing the history of the town's development. Unfortunately, the earliest maps concentrate on the town center alone. Maps for the following years were consulted: 1885, 1890, 1895, 1901, 1909, 1921.

### Reports & Nominations:

Dale Jaeger's excellent nomination report, produced for the City of Madison in 1986 is an extremely useful reference. This follows the

earlier (1974) National Register nomination by Elizabeth Z. Macgregor of the Department of Natural Resources, Atlanta. Elements from both have been incorporated into this manual.

### Additional Sources:

Numerous additional sources have been consulted, mainly located in the Georgia Room at the University of Georgia Library. These include a number of pamphlets relating to early schools in Madison as well as invaluable miscellaneous materials located in the vertical file collection, under "Morgan County." The map collection of the Georgia Room has also been used in this report.

Research has also included consultation of Census Records - especially useful beginning with the 7th census of 1850.

Finally, the Georgia State Archives in Atlanta contain much useful information on county history. The Archives were also a source of early photographs, from the "Vanishing Georgia" collection, and copies of early maps, some of which have been reprinted here.

Additional background material has been taken from general references on Georgia history, some of which are listed here.

## II. Georgia History and Geography

Bonner, James C. *The Georgia Story*, Chattanooga: Harlow, 1958.

Brooks, Robert Preston. *History of Georgia*. [1913] Atlanta: Atkinson, Mentzer, 1972.

Coleman, Kenneth, ed. *A History of Georgia*. Athens: Univ. of Georgia Press, 1977.

Coulter, Ellis Merton. *Georgia, A Short History*. Rev. ed. Chapel Hill: Univ. of North Carolina Press, 1960.

Evans, Lawton B. *A History of Georgia*. [1898] New York: American Book, 1972.

Hepburn, Lawrence R. *The Georgia History Book*. Athens: Carl Vinson Institute of Government, n.d.

Hodler, Thomas W. and Howard A. Schretter. *The Atlas of Georgia*. Athens: Institute of Community and Area Development, University of Georgia, 1986.

Lane, Mills. *The People of Georgia: An Illustrated Social History*. Savannah: Beehive Press, 1975.

Smith, George C. *The Story of Georgia and Georgia People 1732-1860*. 2nd ed. Baltimore: Genealogical Pub. Co., 1968.

*Vanishing Georgia*, Athens: Univ. of Georgia Press, Georgia State Archives, 1982.

## III. Architectural, Landscape, and Cultural History, General

Clark, Clifford Edward, Jr. *The American Family Home, 1800-1960*. Chapel Hill: Univ. of North Carolina Press, 1986.

Fitch, James Marston. *American Building: The Historical Forces That Shaped It*. New York: Schocken Books, 1973.

Foley, Mary Mix. *The American House*. New York: Harper and Row, 1980.

Glassie, Henry. *Pattern in the Material Folk Culture of the Eastern United States*. Philadelphia: Univ. of Pennsylvania Press, 1983.

Hamlin, Talbot. *Greek Revival Architecture in America*. [1944] New York: Dover, 1964.

Handlin, David P. *American Architecture*. London: Thames and Hudson, 1985.

Jandl, H. Ward, ed. *The Technology of Historic American Buildings*. Washington, D.C.: Foundation for Preservation Technology, 1984.

Jordy, William. *American Buildings and Their Architects: Progressive and Academic Ideals at the Turn of the Twentieth Century*. New York: Anchor Books, 1972.

Jordy, William. *American Buildings and Their Architects: The Impact of European Modernism in the Mid- Twentieth Century*. New York: Anchor Books, 1972.

Kimball, Fishe. *Domestic Architecture of the American Colonies and of the Early Republic*. [1922] New York: Dover, 1966.

Maddox, Diane, ed. *Built in the U.S.A.* Washington, D.C.: Preservation Press, 1984.

McKee, Harley J. *Introduction to Early American Masonry: Stone, Brick, Mortar and Plaster*. Washington, D.C.: National Trust and Columbia Univ., 1973.

Mumford, Lewis. *The Brown Decades: A Study of the Arts in America, 1865-1895*. [1931] New York: Dover, 1955.

Peterson, Charles E. , ed. *Building Early America: Contributions Toward the History of a Great Industry*. Radnor, Pennsylvania: Chilton Books, 1976.

Pierson, William, H. *American Buildings and Their Architects: The Colonial and Neo-Classical Styles*. New York: Anchor Books, 1976.

Pierson, William H. *American Buildings and Their Architects: Technology and the Picturesque, The Corporate and Early Gothic Styles*. New York: Anchor Books, 1980.

Scully, Vincent J. *The Shingle Style and the Stick Style*. Rev. ed. New Haven: Yale Univ. Press, 1971.

Stevenson, K. Cole and H. Ward Jandl. *Houses by Mail*. Washington, D.C.: Presentation Press, 1986.

Stilgoe, John R. *Common Landscape of America, 1580 to 1845*. New Haven: Yale Univ. Press, 1982.

Upton, Dell and John Michael Vlach. *Common Places: Readings in American Vernacular Architecture*. Athens: Univ. of Georgia Press, 1986.

Whiffen, Marcus and Frederick Koeper. *American Architecture*. 2 vols. Cambridge, Mass.: MIT Press, 1981.

#### IV. Georgia Architecture Planning, and Landscape History

Cooney, Loraine Mecks, ed. by Hattie C. Rainwater. *Garden History of Georgia, 1733-1933* [1933] Atlanta Garden Club of Georgia, 1976.

Gleason, David K. *Antebellum Homes of Georgia*. Baton Rouge: Louisiana State Univ. Press, 1987.

Jean, D. Gregory and Douglas Purcell. *The Architectural Legacy of the Lower Chattahoochee Valley in Alabama and Georgia*. University, Alabama: Univ. of Alabama Press, 1975.

Linley, John. *Architecture of Middle Georgia: The Oconee Area*. Athens: Univ. of Georgia Press, 1972.

Linley, John. *The Georgia Catalog, Historic American Buildings Survey*. Athens: Univ. of Georgia Press, 1982.

Martin, Van Jones and William Robert Mitchell, Jr. *Landmark Homes of Georgia, 1733-1983*. Savannah: Golden Coast Pub. Co., [1982].

Mitchell, William R. *Gardens of Georgia*. Atlanta: Garden Club of Georgia, 1989.

Nichols, Frederick, *The Architecture of Georgia*. Rev. ed. Savannah: Beehive Press, 1976.

Perkerson, Medora. *White Columns in Georgia*. New York: Rinchart, 1952.

Sears, Joan Niles. *The First Hundred Years of Town Planning in Georgia*. Atlanta: Cherokee Publishing Company, 1979.

Smith, J. Frazer. *White Pillars*. New York: William Helburn, 1941.

Zelinsky, Wilbur. *The Greek Revival House in Georgia*. Rpt. from the *Journal of the Society of Architectural Historians*, Vol 13, 1952.

#### V. Architectural Identification Manuals

Blumenson, John J. G. *Identifying American Architecture*. Rev. ed. New York: Norton, 1981.

Howard, Hugh, *How Old Is This House?* New York: Farrar Straus Giroux, 1989.

McAlester, Virginia and Lee McAlester. *A Field Guide to American Houses*. New York: Alfred Knopf, 1985.

Poppeliers, John, S. Allen Chambers, Nancy B. Schwartz. *What Style Is It?* Washington, D.C.: The Preservation Press, n.d.

Rifkind, Carole. *A Field Guide to American Architecture*. New York: Bonanza Books, 1980.

Whiffen, Marcus. *American Architecture Since 1780: A Guide to the Styles*. Cambridge, Mass.: MIT Press, 1981.

#### VI. Historic Preservation and General Planning

*Conserve Neighborhoods Notebook*. Rev. ed. Washington, D.C.: Preservation Press, National Trust for Historic Preservation, 1981.

Daniels, Thomas L. , John W. Keller, and Mark B. Lapping. *The Small Town Planning Handbook*. Chicago: Planners Press, American Planning Association, 1988.

Fish, Paul R. *Preserving Georgia's Archeological Past for the Future*. Athens: Institute of Community and Area Development, 1977.

Fitch, James Marston. *Historic Preservation: Curatorial Management of the Built World*. New York: McGraw Hill, 1982.

*A Guidebook to Successful Communities*. Washington, D.C.: The Conservation Foundation, 1989.

Maddex, Diane. *All About Old Buildings: The Whole Preservation Catalog*. Washington, D.C.: Preservation Press, National Trust for Historic Preservation, 1985.

Merritt, Carole. *Historic Black Resources: A Handbook for the Identification, Documentation, and Evaluation of Historic African-American Properties in Georgia*. Atlanta: Historic Preservation Section, Georgia Dept. of Natural Resources, 1984.

Murtagh, William J. *Keeping Time: The History and Theory of Preservation in America*. Pittstown, N.J.: The Main Street Press, 1988.

*Old and New Architecture: Design Relationship*. Washington, D.C.: Preservation Press, National Trust for Historic Preservation, 1980.

Oldham, Sally G., ed. *Historic Preservation in American Communities*. Washington, D.C. : National Trust for Historic Preservation, 1987.

Smith, Herbert H. *The Citizen's Guide to Planning*. Chicago: Planners Press, American Planning Assoc., 1979.

Stipe, Robert E. and Antoinette J. Lee, eds. *The American Mosaic: Preserving a Nation's Heritage*. Washington, D.C.: U.S./ICOMOS, 1987.

Stokes, Samuel N., A. Elizabeth Watson, Genevieve P. Keller, and J. Timothy Keller. *Saving America's Countryside: A Guide to Rural Conservation*. Baltimore: Johns Hopkins Press, 1989.

Waters, John C. *Maintaining a Sense of Place: A Citizen's Guide to Community Preservation*. Athens: Institute of Community and Area Development, 1983.

#### VII. Technical Information on Restoration, Rehabilitation, and Maintenance.

Association for Preservation Technology (APT). *Hardware Compendium*. Ottawa: Association for Preservation Technology, 1986.

Blades, Keith, Gail Sussman, and Martin Weaver, eds. *Masonry Conservation and Cleaning Handbook*. Ottawa: Association for Preservation Technology, 1984.

Bullock, Orin M. Jr. *The Restoration Manual*. New York: Van Nostrand, 1983.

Chambers, J. Henry. *Cyclical Maintenance for Historic Buildings*. Washington, D.C.: National Park Service, U.S. Dept. of Interior, 1976.

Curtis, John Obed. *Moving Historic Buildings*. Washington, D.C.: U.S. Dept. of Interior, 1979.

Ferro, Maximilian L. and Melissa Cook. *Electric Wiring and Lighting in Historic American Buildings*. New Bedford, Mass. : AFC, 1984.

Fisher, Charles E. III, ed. *The Window Handbook: Successful Strategies for Rehabilitation Windows in Historic Buildings*. Washington, D.C.: National Park Service, U.S. Dept. of Interior, 1986.

Frangiamore, Catherine Lynn. *Wallpapers in Historic Preservation*. Washington, D.C.: National Park Service, U.S. Dept. of Interior, 1977.

Gayle, Margot, David W. Look, and John G. Waite. *Metals in America's Historic Buildings: Uses and Preservation Treatments*. Washington, D.C.: U.S. Dept. of Interior, 1980.

Grimmer, Anne E. *A Glossary of Historic Masonry Deterioration Problems and Preservation Treatments*. Washington, D.C.: U.S. Dept. of Interior, 1984.

Grimmer, Anne E. *Keeping It Clean: Removing Dirt, Paint, Stains, and Graffiti from Historic Exterior Masonry*. Washington, D.C.: National Park Service, U.S. Dept. of Interior, 1988.

Knight, Paul and John Porterfield. *Mechanical Systems Retrofit Manual*. New York: Van Nostrand Reinhold, 1986.

Moss, Roger. *Century of Color: Exterior Decoration for American Buildings, 1820/1920*. Watkins Glen, N.Y.: American Life Foundation, 1981.

Myers, Denys Peter. *Gaslighting in America*. Washington, D.C.: U.S. Dept. of Interior, 1978.

National Park Service. *Respectful Rehabilitation: Answers to Your Questions about Old Buildings*. Washington, D.C.: Preservation Press, 1982.

Nielsen, Sally E. *Insulating the Old House*. Portland, Maine: Greater Portland Landmarks, 1977.

Nylander, Richard C. *Wallpapers for Historic Buildings*. Washington, D.C.: The Preservation Press, 1983.

Parrott, Charles. *Access to Historic Buildings for the Disabled: Suggestions for Planning and Implementation*. Washington, D.C.: U.S. Dept. of Interior, 1980.

Phillips, Morgan W. and Judith E. Selwyn. *Epoxies for Wood Repairs in Historic Buildings*. Washington, D.C. : National Park Service, U.S. Dept. of Interior, 1978.

Preservation Briefs. National Park Service. Washington, D.C.: U.S. Dept. of Interior.

- 1) *The Cleaning and Waterproofing of Masonry Buildings.*
- 2) *Repointing Mortar Joints in Historic Brick Buildings.*
- 3) *Conserving Energy in Historic Buildings.*
- 4) *Roofing in Historic Buildings.*
- 5) *The Preservation of Adobe Buildings.*
- 6) *Dangers of Abrasive Cleaning to Historic Buildings.*
- 7) *The Preservation of Historic Glazed Architectural Terra. Cotta.*
- 8) *Aluminum and Vinyl Siding on Historic Buildings.*
- 9) *The Repair of Historic Wooden Windows.*
- 10) *Exterior Paint Problems on Historic Woodwork.*
- 11) *Rehabilitating Historic Storefronts.*
- 12) *The Preservation of Historic Pigmented Structural Glass.*
- 13) *The Repair and Thermal Upgrading of Historic Steel Windows.*
- 14) *New Exterior Additions to Historic Buildings.*
- 15) *Preservation of Historic Concrete.*
- 16) *The Use of Substitute Materials on Historic Building Exteriors.*
- 17) *Architectural Character: Identifying the Visual Aspects of Historic Buildings, as an Aid to Preserving their Character.*
- 18) *Rehabilitating Interiors in Historic Buildings.*

Smith, Baird M. *Moisture Problems in Historic Masonry Walls: Diagnosis and Treatment*. Washington, D.C. : National Park Service, U.S. Dept. of Interior, 1984.

In addition to *Preservation Briefs* and other publications listed here, the National Park Service publishes a variety of useful materials in the form of case studies, tech notes, etc. Orders can be made through the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9325.

#### VIII. Other Helpful Manuals on Building Repair and Maintenance.\*

Becker, Norman. *The Complete Book of Home Inspection*. New York: McGraw Hill, 1980.

Bix, Cynthia Overbeck, ed. *Sunset Home Repair Handbook*. Menlo Park, Calif.: Lane Publishing Co., 1987.

Lester, Kent and Una Lamie. *The Complete Guide to Remodeling Your Home*. Whitehall, Virginia: Betterway, 1987.

McClintock, Mike. *Home Sense: A Year-Round Practical Guide for the Homeowner*. New York: Scribner, 1987.

Orme, Alan Dan. *Reviving Old Houses: Over 500 Low-Cost Tips and Techniques*. n. p.: Storey Communications, 1989.

*Reader's Digest Complete Do-it-yourself Manual*. Pleasantville, N.Y.: Reader's Digest, 1977.

Richardson, Barry A. *Remedial Treatment of Buildings*. New York: Construction Press, 1980.

Vila, Bob and Norm Abram. *This Old House Guide to Building and Remodeling Materials*. New York: Warner Books, 1987.

\*Unlike the Technical publications listed above, none of these can be completely recommended as a guide for conscientious old building restoration or repair. However, most include much useful information.

#### IX. Journals

*Bulletin of the Association for Preservation Technology*. APT , Box 8178, Fredericksburg, V A 22404. Highly Technical. Not for the average "old house restorer."

*Historic Preservation*. The National Trust for Historic Preservation, 1785 Massachusetts Avenue, NW, Washington, D.C. 20036. Covers a wide range of historic preservation problems and issues.

*The Old-House Journal*. 69A Seventh Avenue, Brooklyn, NY 11217. The subscription "bible" for anyone interested in old buildings. Contains much useful technical information, geared toward home owners and do-it-yourselfers.

# CONTACTS AND ORGANIZATIONS

## I. National Organizations

National Park Service  
Technical Preservation Services  
and National Register Program 1100 L Street, NW  
Washington, DC 20240

National Trust for Historic Preservation  
1785 Massachusetts Avenue, NW  
Washington, DC 20036  
(202) 673-4000

National Park Service  
Southeast Regional Office  
Richard Russell Federal Building  
75 Spring Street  
Atlanta, GA 30303

National Trust for Historic Preservation  
Southern Regional Office  
456 King Street  
Charleston, SC 29403  
(803) 724-4711

## II. Regional and Local Organizations

Georgia Alliance of Preservation Commissions  
School of Environmental Design  
609 Caldwell Hall  
Athens, GA 30602  
(404) 542-4732

Georgia Main Street Program  
Georgia Department of Community Affairs  
1200 Equitable Building  
100 Peachtree Street, NW  
Atlanta, GA 30303  
(404) 656-9790

Georgia Trust for Historic Preservation  
1516 Peachtree Street  
Atlanta, GA 30309  
(404) 881-9980

Historic Preservation Section  
Georgia Department of Natural Resources  
205 Butler Street, Suite 1462  
Atlanta, GA 30334  
(404) 656-2840

Institute of Community and Area Development,  
University of Georgia  
309 Old College Building  
Athens, GA 30602  
(404) 542-6173

Madison Main Street Program  
c/o Chamber of Commerce  
P.O. Box 826  
Madison, GA 30650

Northeast Georgia Regional Development Commission  
305 Research Drive  
Athens, GA 30610  
(404) 548-3141

Preservation Library and Resource Center  
498 South Main Street  
Madison, GA 30650

For further information, refer to the:  
**Directory of Georgia's Historical Organizations and Resources:**  
Atlanta; Division of Archives and History, 1987.

## III. Educational Programs

Historic Preservation Program  
School of Environmental Design  
University of Georgia  
Athens, GA 30602  
(404) 542-1816

Heritage Preservation Program  
Department of History  
Georgia State University  
Atlanta, GA 30303  
(404) 658-3255

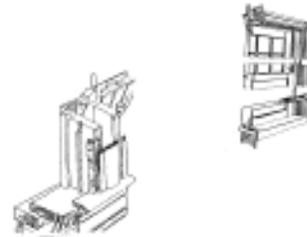
The University of Georgia also offers short courses through the  
School of Continuing Education.

# GLOSSARY

**Anthemion** ..... Stylized honeysuckle flower used as an ornament in Greek and Greek Revival architecture.



**Aperture** ..... Any opening such as a door or window.



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

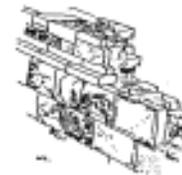


**Arcade** ..... A range of arches supported on piers or columns, generally standing away from a wall and often supporting a roof or upper story. A covered walkway.

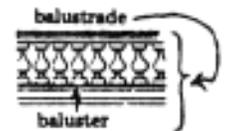
**Architrave** ..... The lowest member of an entablature. It is sometimes used alone as the surround or enframing for a window.



**Ashlar** ..... Finished building stone. Usually ashlar has a smooth finish, though other textures are possible as well.



**Baluster** ..... An upright member supporting a railing or banister.



**Balustrade** ..... A railing consisting of a handrail or balusters.

**Batten** ..... A board attached to the back or front of two other parallel boards, usually to hold them together.



**Bargeboard** ..... A stylized fascia projecting from the bottom of a gable or along the front of a porch, typically pierced with a jig-saw design. Generally found on Gothic Revival buildings or more ornate, late 19th-century Italianate designs.



**Bay** ..... The horizontal divisions of a building, defined by windows, columns, pilasters, etc.



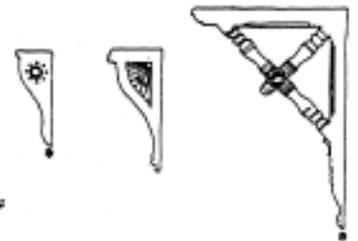
**Bay window** ..... A window projecting from the body of a building. A “squared bay” has sides at right angles to the building; a slanted bay” has slanted sides, also called an "octagonal" bay. If segmental or semi-circular in plan, it is a "bow" window.



**Belt course** ..... A continuous horizontal band on an exterior wall. Also called a “string course” and in some instances marks the watertable.



**Brackets** ..... Supporting members of wood, stone or metal often used for both decorative and structural purposes and generally found under projecting features such as eaves or cornices. Also, the supports for a balcony.



**Buttress** ..... A pier of masonry or brickwork placed against a wall for additional support.



**Cantilevered** ..... A projecting element, “anchored” in the body of the building, as in the case of a “cantilevered balcony .”



**Capital** ..... The head or top of a column or pilaster .



**Casement** ..... A window in one or two vertical parts mounted on hinges and opening in the center or from one side (“double”-leafed or “single”-leafed).



**Chamfered** ..... When the exterior angle of two surface planes has been cut away or “beveled.”



**Clerestory** ..... A section of wall pierced with windows projecting above the aisles of a church.



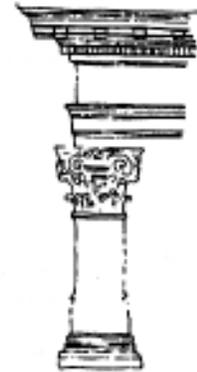
**Colonnade** ..... A range of columns.



**Colonnette** ..... A small slender column, usually found flanking an entrance.



**Composite** ..... A classical order with a capital combining features of the Ionic and Corinthian orders.



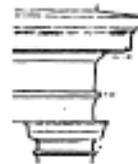
**Corbeling** ..... A series of stepped or overlapped pieces of brick or stone usually forming a projecting support.



**Corinthian** ..... The most ornate of the classical orders with a capital composed of ornamental acanthus leaves and curled fern shoots.



**Cornice** ..... The uppermost projecting member of an entablature. Often inaccurately used to designate the whole entablature.



**Course** ..... A horizontal layer or row of stones or bricks in a wall.



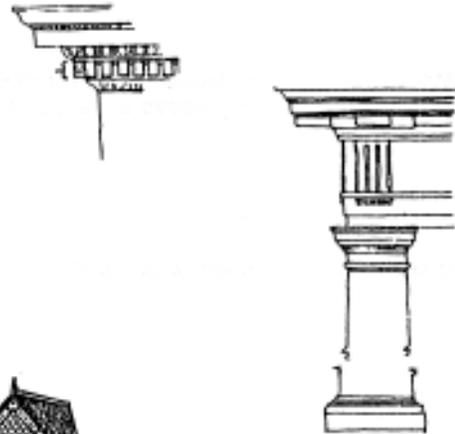
**Crenellation** ..... A low parapet or retaining wall composed of alternating squared blocks and spaces. Originally designed for defensive purposes, this feature was used strictly for decorative purposes during the late 18th and 19th centuries.



**Cupola** ..... A dome placed on a circular or polygonal base crowning a roof or turret.



**Denticulation** ..... A series of small blocks and spaces under a cornice. The elements are smaller than the similarly used modillions. Another reference is “dentil course.” Individually, each element is referred to as a “dentil.”



**Doric** ..... A classical order characterized by simple unadorned capitals.

**Dormer** ..... A window projecting from a roof.



**Double-hung window** ..... A window with two horizontally balanced frames or sashes which slide up and down, one in front of the other. There are also “triple-hung windows.”



**Eaves** ..... The underside of a roof's edge; the projecting element.



**Entablature** ..... The horizontal element above columns and pilasters or sometimes simply at the top of a building facade. Following classical precedent, it is divided into three major sections: the architrave, the frieze, and the cornice.



**Entasis** ..... The very slight convex curve on the shaft of a column.



**Facade** ..... The front or face of a building.



**Fascia** ..... A flat, horizontal molding; a smaller element in the entablature.



**Fenestration** ..... The arrangement of windows in a facade.

**Fanlight**.....A window over a door, often semicircular or semi-elliptical in form, with radiating muntins suggesting a fan.



**Finial**.....A carved or molded ornament crowning a gable, gatepost, pinnacle, spire, or other roof point.



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



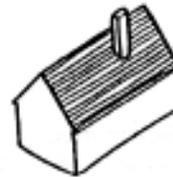
**Fret** .....A maze-like running ornamental pattern associated with Greek and Greek Revival architecture.



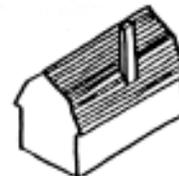
**Frieze** .....The middle division of an entablature, often decorated with sculptural relief. Applies as well to interior decoration.



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



**Gambrel roof**.....A roof with two sloping planes of different pitch on either side of the ridge; the lower portion is the steeper one.



**Header**.....A brick laid with the short side exposed, as opposed to a “stretcher .”



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



**Hood-mold** .....A projecting molding placed to throw off water running down the face of wall above an arch, doorway or window. Also called a dripstone. Associated with Gothic or Gothic Revival architecture. Similar to a “label” or “label lintel.”



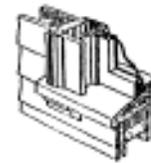
**Impost** ..... The point of a wall or pier at which an arch begins or “springs.” The topmost block is called an impost block.



**In antis** ..... Paired columns within a portal (opening).



**Ionic** ..... A classical order characterized by a capital with large spiral scrolls, or volutes, at the corners.



**Jamb** ..... The vertical side of a doorway or window.

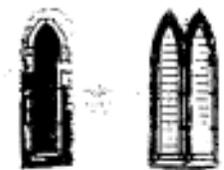
**Joists**..... Horizontal timbers supporting a floor .



**Label**..... A projecting molding placed above an arch, doorway or window to throw off water running down the face of a wall. Differs from hood-mold in its rectilinear shape. Also known as a "label molding" or “label lintel.”



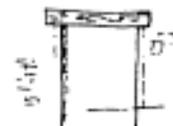
**Lancet window** ..... A pointed window, typical of churches.



**Light** ..... A section of a window, the pane or glass.



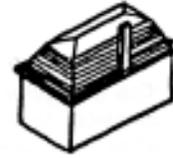
**Lintel** ..... A horizontal beam resting on two separate posts, usually bridging an opening such as a door or window.



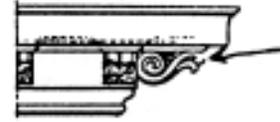
**Loggia** ..... A roofed passage, gallery or portico colonnaded on one or both sides.



**Mansard**..... A roof form with a steeply pitched and, in some cases, concave face and a flattened roof top.



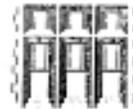
**Modillion** ..... An ornamental block or bracket under a projecting cornice. See also “denticulation.”



**Monitor (roof)** ..... A roof with a continuous section raised above the main part of the roof in order to admit light. Usually used in factories or similar industrial buildings.



**Mullion** ..... The vertical dividing piece between panes of a window.



**Muntin** ..... The horizontal strips separating window panes.



**Novelty Siding**..... A ship-lapped siding with a decorative bevel cut into the surface. A popular material for siding beginning around 1880. Also known as German siding.



**Oeil de Boeuf**..... “Bull's eye” -a circular or oval window.



**Oriel** ..... A projecting bay window. Usually on an upper story, it is sometimes supported on brackets.



**Palladian window** ..... A window arrangement of three parts; the central and larger window is topped by a round arch. Sometimes referred to as a “Serlian window.”



**Parapet** ..... A low retaining wall at the edge of a roof or terrace.



**Pediment** ..... The triangular space forming the gable of a classical, two-pitched roof or any similar form above porticoes, doors, windows, and so on.



**Pier** ..... Supporting element for building. Usually of brick or stone. Also the supporting element for columns.



**Pilaster** ..... A flat-faced representation of a column projecting from a wall surface.



**Plate** ..... The uppermost horizontal piece of a frame wall directly supporting the roof.



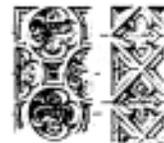
**Plinth** ..... The block-like base of a wall or column.



**Portico** ..... A porch projecting from a building, typically with a pediment supported by columns.



**Quatrefoil** ..... An ornament with four “foils” or lobes, often defining a window opening. Associated with Gothic and Gothic Revival buildings.



**Quoins** ..... Slightly projecting stone blocks, sometimes simulated in brick or wood, used to emphasize corners or angles of buildings.



**Rafters** ..... The framing members of roof, sloping down from the ridge to the plate.



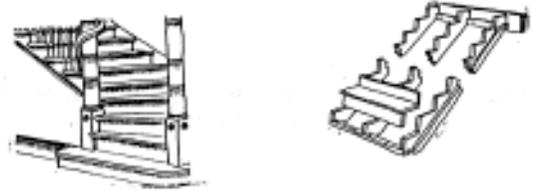
**Return** ..... Molding carried around the corner, typically found on the gable end of a building.



**Ridge** ..... The peak of the roof. Also, the horizontal member at the peak into which the rafter join.



**Riser** ..... The vertical part of a step.



**Rubble** ..... Unfinished field or quarried stone.



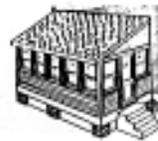
**Sash** ..... The movable component of a glazed window. Invented in the 17th century, sashes allowed for movement of the leaves up and down for ventilation. See also “double-hung window.”



**Sawtooth Pattern** .... A decorative pattern in brickwork created by laying bricks on edge.



**Shed**..... A roof-form with a single plane.



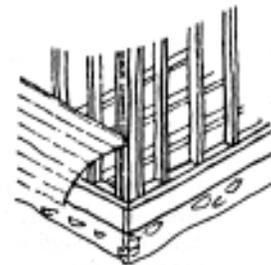
**Ship-Lapped** ..... A type of siding with a special “rabbit” that allows the tops and bottoms to fit into one another, creating a continuous overlap.



**Side Lights** ..... Windows on either side of a door.



**Sill** ..... The heavy timber member resting on the foundation of a building and providing support for the walls. Also, the bottom piece of a window frame.



**Spandrel** ..... The triangular space between the outer curve of an arch and the rectangle which surrounds it. In a frame building it refers to the surface area below an upper story window.



**Spire** ..... The tall tapering element of a church tower.

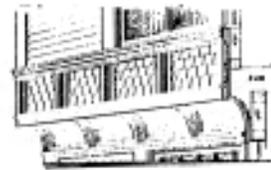


**Steeple** ..... The whole structure of both the tower and spire of a church.

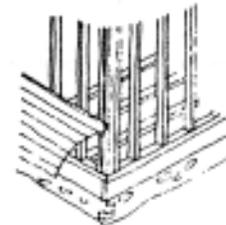
**Stretcher** ..... A brick laid with the long side exposed, as opposed to a "header."



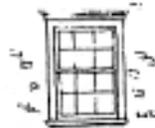
**String Course** ..... A projecting band of masonry running horizontally around the exterior of a building.



**Studs** ..... Upright framing members of a wood building.



**Surround** ..... An enframingent.



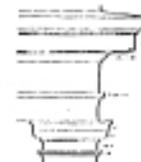
**Transom** ..... A window opening over a door or window often with a hinged window. The opening serves for ventilation.



**Tread** ..... The horizontal part of a step. See also "riser."



**Tuscan** ..... A classical order resembling the Doric but of greater simplicity. Characterized by unfluted columns, unadorned capitals, and plain entablatures.



**Tympanum** ..... An ornamental space, usually defined by the sides of a pediment.



**Valance** ..... Similar to a bargeboard, used usually to describe a horizontal element on a porch.



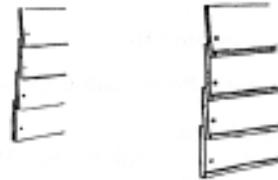
**Voissoir** ..... Wedge-shaped stone or brick component of an arch. The top-most voissoir is a "keystone."



**Watertable** ..... A string course along the base or top of the basement of a masonry building.



**Weatherboard** ..... Wood siding, usually overlapped, placed horizontally on wood-frame buildings. Often "beaded," that is, finished with a projecting, rounded edge.



# HISTORIC PRESERVATION COMMISSION ORDINANCE

An ordinance to establish a Historic Preservation Commission in the City of Madison; to provide for designation of historic properties or historic districts; to provide for issuance of Certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MADISON.

## Appendix I

### Section I

#### Purpose

The Mayor and Council of the City of Madison hereby declare it to be the purpose and intent of this Ordinance to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation, and use of places, districts, sites, buildings, structures, and works of art, having a special historical, cultural, or aesthetic interest or value, in accordance with the provisions of the Ordinance.

### Section II

#### Creation of an Historic Preservation Commission

##### A. Creation of the Commission.

The title of the Commission shall be the "Madison Historic Preservation Commission." Commission members shall be appointed by the Mayor and Council, and will have authority in recommending landmark and historic district designation.

##### B. Commission Position within the City of Madison Government.

"The Madison Historic Preservation Commission shall be considered a part of the planning functions of the City of Madison."

##### C. Commission Members: Number, Appointment, Terms, & Compensation.

The Historic Preservation Commission shall consist of 7 members who have demonstrated special interest, experience, or education in history, architecture, or the preservation of historic resources. Members shall serve two-year terms. In order to achieve staggered terms, initial appointments shall be: Five (5) members for one (1) year; two (2) members for two (2) years. Members do not receive a salary.

##### D. Statement of the Commission's Powers.

The Madison Historic Preservation Commission shall be authorized to:

- (1) Prepare an inventory of all property within its respective historic preservation jurisdiction having the potential for designation as historic property;
- (2) Recommend to the local governing body specific places, districts, sites, buildings, structures, or works of art to be designated by ordinance as historic properties or historic districts;
- (3) Review applications for Certificates of Appropriateness, and recommend same in accordance with the provisions of the Georgia Law;
- (4) Recommend to the local governing body that the designation of any place, district, site, building, structure, or work of art as an historic property or as an historic district be revoked or removed;
- (5) Conduct an educational program on historic properties located within its historic preservation jurisdiction;

- (6) Make such investigations and studies of matters relating to historic preservation as the local governing body may, from time to time, deem necessary or appropriate for the purpose of preserving historic resources;
- (7) Seek out state and federal funds for historic preservation, and make recommendations to the City concerning the most appropriate uses of any funds acquired;
- (8) Submit to the Historic Preservation Section of the Department of Natural Resources a list of historic properties or historic districts designated;
- (9) Perform historic preservation activities as an official agency of the City Historic Preservation Program;
- (10) On behalf of and for the City, the commission may receive donations, grants, funds, or gifts of historic property. The Commission shall not obligate the City without prior consent;
- (11) Review and make comments to the State Historic Preservation Office concerning the nomination of properties within its jurisdiction to the National Register of Historic Places.

##### E. Commission's Power to adopt Rules of Procedure.

The Commission shall adopt rules for the transaction of its business and consideration of applications; shall provide for the time and place of regular meetings, and for the calling of special meetings. The Commission shall have the flexibility to adopt rules of procedure without amendment to this Ordinance. A quorum shall consist of a majority of the members. The latest edition of *Robert's Rules of Order* shall determine the order of business at all meetings.

##### F. Records of Commission Meetings.

A public record shall be kept of the Commission's resolutions, proceedings, and actions.

##### G. Commission's Authority to Receive Funding from Various Sources.

The Commission shall have the authority to accept donations on behalf of the City of Madison and shall insure that their funds do not displace appropriated governmental funds.

### Section III

#### Designation of Historic Districts and Landmarks

##### A. Preliminary Research by the Commission.

- (1) Commission's Mandate to Conduct a Survey of Local Historic Resources: The Commission shall have the authority to compile and collect information and conduct surveys of historic resources within the City of Madison .
- (2) Commission's Power to Recommend Districts and Buildings to

City Council for Designation: The Commission shall pre- sent to the local governing body nominations for historic districts and local landmarks.

- (3) Preparation of a Report on Proposed Designations: The Commission shall prepare formal reports when nominating historic districts or local landmarks. These reports shall be used to educate the community and to provide a permanent record of the designation. The report will follow guide- lines for nominating structures to the National Register of Historic Places (National Preservation Act of 1966), and shall consist of two (2) parts: (a) a physical description, and (b) a description of historic significance. This report will be submitted to the Historic Preservation Section of the Department of Natural Resources.

#### B. Designation of a Historic District.

- (1) Criteria for Selection of Historic Districts: A Historic District is a geographically definable area, which contains structures, sites, works of art, or a combination thereof, which:
  - (a) have special character of special historic/ aesthetic value or interest;
  - (b) represent one or more periods or styles of architecture typical of one or more eras in this history of the municipality, county, state or region;
  - (c) cause such area, by reason of such factors, to constitute a *visibly perceptible* section of the municipality.
- (2) Boundaries of a Historic District: Boundaries of a Historic District shall be specified on *tax maps*; these boundaries will be included in the separate ordinance designating local districts. Boundaries specified in legal notices shall coincide with the boundaries finally designated. Districts shall be shown on the *Official Zoning Map* or, in the absence of zoning, on an official map designated as a public record.
- (3) Evaluation of Properties within Historic Districts: Individual properties within historic districts shall be classified as:
  - (a) Historic (more than 50 years old);
  - (b) Non-Historic (less than 50 years old, yet possessing architectural character);
  - (c) Intrusions (structures less than 50 years old which do not contribute to the historical character of the district).
- (4) Affirmation of Existing Zoning: This Historical Preservation Ordinance is not a Use Ordinance, and local zoning laws remain in effect unless or until modified.

#### C. Designation of a Landmark.

- (1) Criteria for Selection of Landmarks: A historic landmark is a structure, site, work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to, State of Georgia, or local region, for one or more of the following reasons:
  - (a) it is an outstanding example of a structure representative of its era;
  - (b) it is one of the few remaining examples of past architectural style;
  - (c) it is a place or structure associated with an event or person of historic or cultural significance to the State of Georgia, or the region.
- (2) Boundary Description: Boundaries shall be clearly defined for individual properties on tax maps and located on Official Zoning Map, or in the absence of a zoning map, on an official map designated as public record.

#### D. General Matters Affecting Designation of Both Historic Districts and Landmarks.

- (1) Application for Designation of Historic district or Landmark.
  - (a) Historic District -A historical society, neighborhood association, or group of property owners may apply for designation.
  - (b) Landmark Structure -A historical society or property owner may apply for designation.
- (2) Notification of Historic Preservation Section: Prior to designating any property or district as Historic, the Commission must submit a report on the historic, cultural, architectural, or aesthetic significance of each place, district, site, building/structure, or work of art, to the Historic Preservation Section of the Department of Natural Resources or its successors who shall have thirty (30) days to prepare writ- ten comments concerning the report.
- (3) Required Public Hearings: The Commission and the local governing body shall hold a Public Hearing on the proposed ordinance. Notice of the hearing shall be published in at least three (3) consecutive issues of the official organ of Morgan County, Georgia, and written notice of the hearing shall be mailed by the Commission to all owners and occupants of the subject properties. All the notices shall be published or mailed not less than five (5) nor more than twenty (20) days prior to date set for the public hearing. A letter sent via the United States Mail to the last known ad- dress of the occupants and owners of the property shall constitute legal notification under this Ordinance.
- (4) Notification of Property Owners of Proposed Designation: Any ordinance designating any property or district as Historic shall describe each property to be designated, set forth the names of the owner(s) of the designated property or properties, and require that a Certificate of Appropriateness be obtained from the Historic Preservation Commission prior to any *material change* in appearance of the designated property.
- (5) Requirements Regarding District Boundaries: Any ordinance designating a historic property or district shall be shown on the Official Zoning Map of Madison or an official map designated as a *public record* and kept as public record to provide notice of such designation.
- (6) Ordinance for Designation Announcement: Following the public hearing, the local governing board shall adopt the ordinance as prepared, adopt the ordinance with any amendments it deems necessary or reject the proposal.
- (7) Notification of Adoption of Ordinance for Designation: Within thirty (30) days immediately following the adoption of the ordinance for designation, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site, or work of art located within a designated historic district shall be given written notification of such designation by the local governing body; which notice shall appraise said owners and occupants of the necessity of obtaining a Certificate of Appropriateness prior to undertaking any *material change* in appearance of the historic property designated or within the historic district designated.
- (8) Notification of Other Agencies Regarding Designation: The Commission shall notify all necessary agencies within the City of Madison of the ordinance for designation, including the local historical organizations.

- (9) Moratorium on Applications for Alteration or Demolition while Ordinance for Designation is Pending: If a ordinance for designation is being considered, the Commission shall have the power to freeze the status of the involved property.

#### Section IV

##### Application to Preservation Commission for Certificate of Appropriateness

###### A. Approval of Alterations or New Construction in Historic Districts or Involving Landmarks.

After the designation by ordinance of a historic property or of a historic district, no material change in the appearance of such historic property, or of a structure, site, or work of art within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until application for a Certificate of Appropriateness has been submitted to and approved by the Commission .

###### B. Approval of New Construction within Designated Districts.

The Commission shall issue a Certificate of Appropriateness to new structures constructed within designated historic districts. These structures shall conform in design, scale, setback, to the character of the district specified in the Commission's Design Guidelines.

###### C. Guidelines and Criteria for Certificates of Appropriateness.

When considering applications for Certificates of Appropriateness to existing buildings, the *Secretary of the Interior's "Standards of Rehabilitation"* shall be used as a guideline along with any other criteria adopted by the Commission.

###### D. Preapplication Review Process.

- (1) Thirty (30) days prior to submitting a final plan, a preliminary plan should be presented to the Commission for review and recommendations.
- (2) An application for Certificate of Appropriateness shall be accompanied by such drawings, photographs, or plans, as may be required by the Commission .

###### E. Acceptable Commission Reaction to Applications for Certificate of Appropriateness.

- (1) The Commission shall recommend approval of the application and recommend the issuance of a Certificate of Appropriateness if it finds that the proposed change(s) in the appearance would not have a substantial adverse effect on the historic property or the historic district. In making this determination, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture, and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and appurtenant features of the other structures in the immediate neighborhood.
- (2) The Commission shall recommend denial of a Certificate of Appropriateness, if it finds that the proposed change(s) in appearance would have substantial adverse effects on the aesthetic, historic, or architectural significance and value of the historic property or the historic district.

###### F. Public Hearings on Applications for Certificates of Appropriateness, Notices, and Right to be Heard.

At least seven (7) days prior to review of a Certificate of Appropriateness, the Commission shall take such action as may

reasonably be required to inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. In cases where the Commission deems it necessary, it may hold a public hearing concerning the application .

###### G. Interior Alterations.

In its review of application for Certificate of Appropriateness, the Commission shall not consider interior arrangement or use having no effect on exterior architectural features.

###### H. Deadline for Approval or Rejection of Application for Certificate of Appropriateness.

- (1) The Commission shall recommend the approval or rejection of an application for a Certificate of Appropriateness within not more than forty-five (45) days after the filing thereof by the owner or occupant of a historic property, or of a structure, site, or work of art located within a historic district. Evidence of approval shall be by a Certificate of Appropriateness issued by the Commission.
- (2) Failure of the Commission to recommend within said forty- five (45) days shall constitute approval, and no other evidence of approval shall be needed.

###### I. Necessary Actions to be Taken by Commission upon Rejection of Application for Certificate of Appropriateness.

- (1) In the event the Commission recommends to reject an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant and the local governing body. The Commission may suggest alternative courses of action *it* thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.
- (2) In cases where the application covers a change in the appearance of a structure which would require the issuance of a building permit, the recommendation of rejection of the application for a Certificate of Appropriateness by the Commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such case, no building permit shall be issued.

###### J. Undue Hardship.

Where, by reason of unusual circumstances, the strict application of any provision of this Ordinance would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the Commission in passing upon applications, shall have the power to vary or modify strict adherence to said provision, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship; provided such variances, modifications, or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the Commission may impose such reasonable and additional stipulations and conditions that will, in its judgment, best fulfill the purpose of this Ordinance. An undue hardship shall be a situation not of the person's own making, which is: (a) a problem unique to a specific property, or (b) in order to comply with this Ordinance, the person will conflict with another Ordinance of the City.

###### K. Requirement of Conformance with Certificate of Appropriateness.

Work not in accordance with an issued Certificate of Appropriateness shall be halted before it is completed.

**L. Certificate of Appropriateness Void if Construction not Commenced.**

A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are *renewable*.

**M. Recording of Applications for Certificate of Appropriateness.**

The Commission shall keep a public record of all applications for Certificate of Appropriateness, and of all the Commission's proceedings in connection with said application.

**N. Acquisition of Property.**

The Commission may, where such action is authorized by the local governing body, and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, of the property or any interest therein to the City of Madison.

**Section V**

**Demolition or Relocation Applications**

**A. Authority to Comment on Demolition Permit Applications.**

The Commission shall have the authority over any request for a permit to demolish or relocate a structure within a historic district, or classified as a historic landmark.

**B. Actions Acceptable in Reaction to Application for Demolition or Relocation Permit.**

The Commission shall have the authority to deny demolition or relocation permits within its jurisdiction. A public hearing may be scheduled for each application for demolition. This hearing shall be scheduled prior to the delay period specified.

**C. Consideration of Post-Demolition Plans.**

The Commission shall not approve a demolition request without reviewing at the same time the plans for the building that would replace the structure

**D. Demolition or Relocation Criteria.**

- (1) Whenever a property owner shows that a building classified as Historic is incapable of earning an economic return on its value, as appraised, and the Commission fails to issue a Certificate of Appropriateness, such building may be demolished; provided, however, that before a demolition permit is issued, notice of proposed demolition shall be given as follows:
  - (a) for buildings rated Historic -Six (6) months;
  - (b) for buildings rated Non-Historic -Two (2) months;
  - (c) for buildings rated Intrusion -No delay.
- (2) Notice shall be posted on the premises of the building or structure proposed for demolition in a location clearly visible from the street. The purpose of this section is to further the purposes of this Ordinance by preserving historic buildings which are important to the education, culture, traditions, and the economic values of the City and to give the City's interested persons, historical societies, or organizations the opportunity to acquire or to arrange for the preservation of such buildings. The Commission may at any time during such stay approve a Certificate of Appropriateness, in which event a permit shall be issued without further delay.

**Section VI**

**Maintenance of Historic Property**

**A. Ordinary Repair.**

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property, that does not involve change in design, is excluded from review.

**B. Conformity to Existing Building Codes.**

Nothing in this Ordinance shall be construed as to exempt property owners from complying with existing City codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances, or regulations.

**Section VII**

**Appeals**

Any person adversely affected by any action of the Commission relative to the issuance or denial of Certificate of Appropriateness may appeal such recommendations to the Mayor and City Council; the appeal must be applied for within thirty (30) days after the decision is rendered. The City may approve, modify, or reject the decision made by the Commission, if the governing body finds that the Commission abused its discretion in reaching its decision. Appeals from decisions of the City made pursuant to the Georgia Historic Preservation Act may be taken to the Superior Court of Morgan County, Georgia, in the manner provided by law from convictions for municipal ordinance violations.

**Section VIII**

**Penalty Provisions**

Violations of any provisions of this Ordinance shall be punished in the same manner as provided by charter or local law for punishment of violations of other validly enacted ordinances of the City of Madison.

**Section IX**

**Severability**

In the event that any section, subsection, sentence, clause, or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the other sections, sentences, clauses, or phrases of this Ordinances, which shall remain in full force and effect, as if the section, subsection, sentence, clause, or phrase so declared or adjudged invalid or unconstitutional were not originally a part thereof.

**Section X**

**Repealer**

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

**Section XI**

**Effective Date**

This Ordinance shall become effective upon its approval by the governing body of the City of Madison.

**Section XII .**

**Definitions**

As used in this ordinance, the term:

- (a) "Certificate of Appropriateness" means a document approving a proposal to make a material change in the appearance of a designated historic property or of a structure, site, or work of art located within a designated historic district, which document must be obtained from a historic preservation commission before such material change may be undertaken.
- (b) "Commission" means Madison Historic Preservation Commission.
- (c) "Designation" means a decision by the local governing body of Madison, Georgia to designate such property or district as a "historic property" or as a "historic district" and thereafter to prohibit all material changes in appearance of such property or within such district prior to the issuance of a certificate of appropriateness by the historic preservation commission.
- (d) "Exterior architectural features" means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including, but not limited to, the kind of texture of the building material; the type and style of all windows, doors, and signs; and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing.
- (e) "Historic district" means a geographically definable area, urban or rural, which contains structures, sites, works of arts, or a combination thereof which:
  - (1) Have special character or special historical or aesthetic interest or value;
  - (2) Represent one or more periods or styles of architecture typical of one or more eras in the history of the municipality, county, state, or region; and
  - (3) Cause such area, by reason of such factors, to constitute a visibly perceptible section of the municipality or county.
- (f) "Historic preservation jurisdiction" means the area within the corporate limits of the municipality.
- (g) "Historic property" means a structure, site, or work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of its value to the municipality,

county, state or region for one or more of the following reasons:

- (1) It is an outstanding example of a structure representative of its era;
  - (2) It is one of the few remaining examples of a past architectural style;
  - (3) It is a place or structure associated with an event or person of historic or cultural significance to the municipality, county, state, or region; or
  - (4) It is a place of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the municipality, county, state or region.
- (h) "Local governing body" means the elected governing body of Madison, Georgia.
  - (i) "Material change in appearance" means a change that will affect only the exterior architectural features of a historic property or of any structure, site, or work of art within a historic district and may include anyone or more of the following:
    - (1) A reconstruction or alteration of the size, shape, or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements;
    - (2) Demolition of a historic property;
    - (3) Commencement of excavation;
    - (4) A change in the location of advertising visible from the public way on any historic property; or
    - (5) The erection, alteration, restoration, or removal of any building or other structures within a designated historic district, including walls, fences, steps, and pavements, or other appurtenant features, except *exterior paint alterations*.
  - (j) "Person" includes any natural person, corporation, or unincorporated association.

THEREFORE BE IT RESOLVED, that the City of Madison does hereby ordain, resolve, and enact the foregoing Historic Preservation Commission Ordinance for the City of Madison.

Adopted this 13th day of April, 19 87

Date of Implementation: 13th day of April, 19 87 .

# RULES OF PROCEDURE FOR THE ORGANIZATION, GOVERNANCE AND CONDUCT OF THE CITY OF MADISON HISTORIC PRESERVATION COMMISSION.

## Appendix II

### I. AUTHORITY AND PURPOSE

- A. The City of Madison Historic Preservation Commission (hereafter referred to as the "Commission") was established in accordance with the City of Madison Historic Preservation Commission Ordinance, adopted by the Mayor and the Council of the City of Madison on April 13, 1987, effective the same date, and under the general authority of the Georgia Historic Preservation Act, Official Code of Georgia Annotated, Sections 44-10-20 through 44-10-31 as amended or revised.
- B. The purpose of the Commission, as set out in the city of Madison Historic Preservation Commission Ordinance, is to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation, and use of places, districts, sites, buildings, structures, and works of art, having special historical, cultural, or aesthetic interest or value.
- C. Specifically, the Commission is charged with identifying and recommending to the Mayor and City Council certain historic places, districts, sites, buildings, structures, and works of art for designation as Historic Districts or Historic Landmarks and with processing applications for Certificates of Appropriateness for (1) any changes in the external appearance of existing, both designated historic and non-historic, structures within its jurisdiction; (2) the design of new structures within specified historic sites and districts; and (3) the demolition of designated historic landmarks or sites and the demolition of historic properties within designated historic districts.

### II. POWERS

The Powers of the Commission are set out as follows:

- (1) Prepare an inventory of all property within its respective historic preservation jurisdiction having potential for designation as historic property;
- (2) Recommend to the Mayor and City Council specific places, districts, sites, buildings, structures, or works of art to be designated by ordinance as historic properties or historic districts;
- (3) Review applications for Certificates of Appropriateness, and grant or deny such applications in accordance with the provisions of the City of Madison Historic Preservation Commission Ordinance and Georgia Law;
- (4) Recommend to the Mayor and City Council that the designation of any place, district, site, building, structure, or work of art as a historic property or as a historic district be revoked or removed;
- (5) Conduct an educational program on historic properties located within its historic preservation jurisdiction;
- (6) Make such investigations and studies of matters relating to historic preservation as the Mayor and City Council may, from time to time, deem necessary or appropriate for the purpose of preserving historic resources;
- (7) Seek out state and federal funds for historic preservation, and make recommendations to the City concerning the most appropriate uses of any funds acquired;
- (8) Submit to the Historic Preservation Section of the Georgia Department of Natural Resources a list of historic properties, or districts or objects designated;
- (9) Perform historic preservation activities as an official agency of the City of Madison historic preservation program;
- (10) On behalf of and for the City of Madison, receive donations, grants, funds, or gifts of historic property, with the provision

that the Commission shall not obligate the City without prior consent;

- (11) Review and make comments to the Georgia State Historic Preservation Officer concerning the nomination of properties within its jurisdiction to the National Register of Historic Places.

### III. JURISDICTION

- A. The jurisdiction of the Commission shall be all places, districts, sites, buildings, structures, and works of art nominated by the Commission and designated by the Mayor and City Council of the City of Madison as having special historical, cultural, or aesthetic interest or value, in accordance with the City of Madison Historic Preservation Commission Ordinance.
- B. The jurisdiction for purposes of reviewing applications for Certificates of Appropriateness, as required by the provisions of the City of Madison Historic Preservation Commission Ordinance, shall be delineated on the Official Zoning Map of the City of Madison or other map as appropriate, kept on file retained by the City of Madison in the City of Madison offices at City Hall.

### IV. MEMBERS, OFFICERS, DUTIES

- A. **MEMBERSHIP:** The Commission shall consist of seven (7) members, who have demonstrated a special interest, experience, or education in history, architecture, or the preservation of historic resources.
- B. **TERMS:** Members shall serve two year terms from the date of appointment, ending December 31, except during the initial organization of the Commission when five (5) members shall serve for one (1) year and two (2) members for two (2) years.
- C. **APPOINTMENT:** Members shall be appointed by the Mayor of the City of Madison with the majority approval of the City Council in accordance with the laws of the City of Madison.
- D. **COMPENSATION:** Members of the Commission shall not receive a salary for their services.
- E. **CHAIRMAN:** The Chairman shall be elected by the Members of the Commission. The Chairman shall serve no more than two (2) consecutive, one (1) year terms. The Chairman shall decide all points of order and procedure, subject to these Rules of Procedure and the latest edition of *Roberts Rules of Order*, unless otherwise directed by a majority of the Commission in session at the time. The Chairman shall appoint any committees found necessary to facilitate any business before the Commission. The Chairman may vote on any matters before the Commission, unless prohibited by special or personal interest as set out in these Rules.
- F. **VICE CHAIRMAN:** The Vice-Chairman shall be elected by the Members of the Commission in the same manner as the Chairman and shall be eligible for re-election. The Vice Chairman shall serve as the Acting Chairman in the absence of the Chairman or when that officer shall refrain from participating because of a perceived conflict of interest. As Acting Chairman, the Vice-Chairman shall have the same powers and duties as the Chairman. Upon the resignation or disqualification of the

Chairman, the Vice-Chairman shall assume the chairmanship for the remainder of the unexpired term. In such an event, the Commission shall elect a new Vice-Chairman at its next regular meeting.

**G. SECRETARY:** The Commission shall appoint a Secretary from among its members to ensure that a record is kept of all meetings. The record shall include, at a minimum, recordings of all resolutions, procedures, and actions of the Commission and shall be kept on file at the City Offices. In addition, the Secretary shall conduct all correspondence of the Commission and shall generally supervise all clerical work related to the Commission's conduct of business. In the event of an increased amount of Commission business, the Commission may rely upon an employee of the City, designated by the Mayor, to serve as the official staff of the Commission and who would in turn aid the Commission Secretary in his or her duties. In the event of such an appointment, the staff member shall not have a vote on matters before the Commission .

**H. ELECTIONS:** Officers shall be elected at the regular January meeting of the Commission and shall begin their term of office immediately upon election.

**I. ATTENDANCE AT MEETINGS:** Should a member of the Commission fail to attend three consecutive regular meetings of the Commission, and should there be no adequate excuse for such absences, the Chairman, with the concurrence of a majority of the entire Commission, shall recommend to the Mayor and City Council that a vacancy be declared and that the vacated position be filled.

**J. VACANCIES:** If any vacancy occurs, whether for reasons of failure to attend or for other reasons, the Chairman shall immediately notify the Mayor and Council and request that a new member be appointed for the remainder of the term of the vacant member .

## V. MEETINGS

**A. REGULAR MEETINGS:** Regular meeting shall be held the second Tuesday of each month at 5:00 in the afternoon at Madison City Hall. Regular meetings also may be held at any other convenient place if directed by the Chairman in advance of the meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chairman may also set an alternate day for the meeting.

**B. SPECIAL MEETINGS:** Special meetings of the commission may be called at any time by the Chairman. At least forty-eight (48) hours' notice of the time and place of special meetings shall be given to each member of the Commission, unless provision of notice is waived by all members of the Commission.

**C. CANCELLATION OF MEETINGS:** Whenever there is no business for the Commission, the Chairman may dispense with a regular meeting by giving notice to all the members not less than twenty-four (24) hours prior to the time set for the meeting.

**D. ADJOURNED MEETINGS:** Should the business before the Commission not be completed within the scheduled meeting period, the Chairman may adjourn the meeting and reconvene from day to day until matters before the Commission are acted upon and completed.

**E. QUORUM:** A quorum shall consist of four (4) members of the Commission.

**F. AGENDA:** The agenda for each meeting shall be prepared by the Secretary or City employee assigned to the Commission at

the direction of the Chairman. The normal order at each meeting shall be (1) determination of a quorum; (2) approval of the minutes of the last meeting; (3) approval of the agenda; (4) reports of committees and staff; (5) unfinished business; (6) new business; and (7) adjournment.

**G. OPEN MEETINGS:** All meetings of the Commission shall be open to the public in accordance with Georgia Law. However, members of the public shall not address the Commission unless invited to do so by the Chairman.

**H. CONDUCT OF MEETINGS:** Meetings shall be directed by the Chairman in accordance with these Rules, subject to the latest edition of *Robert's Rules of Order* and majority recommendations by the Commission in session at the time.

**I. DECISIONS OF THE COMMISSION:** Decisions of the Commission shall be determined by majority vote of the members present and voting, provided a quorum is present. Decisions may be made by voice vote unless any member requests a roll call vote.

## VI. STAFF

The Commission shall be assisted by the staff of the City of Madison as directed by the Mayor of the City. Clerical needs, including: the preparation of agenda, as directed by the Secretary and Chairman; correspondence; filing of decisions; the keeping of a docket of applications for Certificates of Appropriateness to be placed before the Commission; and all other necessary clerical work also will be the responsibility of assigned City Staff.

## VII. CONFLICTS OF INTEREST

No member of the Commission shall vote on any issue before the Commission involving the interests of the member or of an organization in which the member has an ownership interest or position of control or directly represents. Nor may any member vote on any matter that could provide direct financial benefit to that member. When the suggestion of a perceived conflict of interest arises during the conduct of business the following actions shall be taken :

(1) The member shall divulge the existence of any reasons for a perceived potential conflict;

(2) The Commission as a body shall then decide if a conflict exists.

(a) If it is decided that there is a conflict or potential for perception of a conflict, the affected member shall refrain from voting on the issue creating the real or perceived conflict. The affected member, however, may participate in any presentation or discussion and also may respond to questions regarding the matter under consideration with the understanding that persons with competing views are afforded the same opportunity.

(b) Should the Commission determine that there is no conflict of interest, the Commission shall enter into the minutes the nature of the alleged conflict and the reason or reasons for determining that a conflict of interest did not exist.

## VIII. CODE OF CONDUCT

Each member of the Commission shall adhere to the following code of conduct as contained in Section 45-10-3 of the Official Code of Georgia Annotated:

(1) Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be a party to evasion;

(2) Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;

- (3) Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;
- (4) Never use any information coming to him confidentially in the performance of governmental duties as a means of making private profit;
- (5) Expose corruption wherever discovered;
- (6) Never solicit, accept or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;
- (7) Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his official duties;
- (8) Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and

- (9) Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action .

If any member of the Commission should violate any provision of this article, that individual shall no longer be eligible to serve in any capacity with the Commission.

## IX. AMENDMENTS

These and other Rules of Procedure adopted by the Commission may be amended by the affirmative vote of four members of the Commission, provided that notice of the intent to amend and the contents of the amendment are distributed in writing to each member at least fourteen (14) days prior to the meeting at which the vote to amend is taken or are presented to the members, all members being present, at the regular meeting immediately preceding the meeting during which the vote to amend is taken.

# CITY OF MADISON HISTORIC PRESERVATION COMMISSION

## Rules of Procedure For The Nomination of Historic Landmarks and Historic Districts

### I. DEFINITIONS

**A. HISTORIC DISTRICT.** A Historic District is a geographically definable area that contains buildings, structures, sites, works of art, objects, or a combination thereof, which in turn:

- (1) have a special character or special historic, archaeological' or aesthetic value or interest;
- (2) represent one or more periods or styles of architecture, possess a range of historic building types, or represent architecture typical of one or more eras in the history of the municipality, county, state, or region;
- (3) cause such an area, by reason of such factors, to constitute a visibly identifiable section of the municipality.

**B. HISTORIC LANDMARK.** A Historic Landmark is a building, structure, site, work of art, or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the City of Madison, to the State of Georgia, or to the local region, for one or more of the following reasons:

- (1) It is an outstanding example of a building, structure, site, or object representative of its era;
- (2) It is one of the few remaining examples of an artistic or architectural style or building type;
- (3) It is a place, site, or building associated with an event, activity, or person of historic or cultural significance to the City of Madison, the State of Georgia, or the region;
- (4) It is a site of natural, historical, archaeological, or aesthetic interest that continues to contribute to the cultural heritage of the municipality, county, state, or region, and to the general knowledge of the past.

**C. SURVEYOR INVENTORY OF HISTORIC PROPERTIES.** An inventory is a comprehensive survey of historic properties, including buildings, structures, sites, and works of art or objects, to be used as a basis for recommendations made by the Commission to the Mayor and City Council for designations as Historic Landmarks and Historic Districts. The inventory shall include, but not be limited to, an identification of properties and owners, the identification of distinguishing exterior architectural features, an assessment of condition, and an assessment of significance to the heritage of the municipality, county, region, or state.

**D. EXTERIOR ARCHITECTURAL FEATURES.** Exterior Architectural Features are the distinguishing elements of a building that together constitute the architectural style, type, or design of a building or structure. Exterior Architectural Features include, but are not limited to, the arrangement of windows, roofs, doors, porches, and other features; the type and texture or visual qualities of construction materials; appurtenant features, such as fences, outbuildings, walkways, signs; exterior lighting relating to a historic property or any property within a designated historic district.

**E. HISTORIC OR CONTRIBUTING PROPERTY.** A Historic or Contributing Property is a property within a designated historic district that makes a positive contribution to and is a component part of that historic district. Contributing properties are identified as such in the Inventory of Historic Properties.

**F. NON-HISTORIC OR NON-CONTRIBUTING PROPERTY.** A Non-Historic or Non-contributing property is a property within a designated historic district that falls outside of the period of historic significance recognized for the district, is less than fifty (50) years old, and while potentially possessing architectural character in its own right, makes no major significant perceptual contribution to the district of to an understanding of its historic development during the period recognized as having significance. Non-contributing properties may be identified as simply "non-contributing" or as "intrusive", depending upon their visual effect upon the historic district. Owners of non-contributing properties within historic districts are subject to the regulation of the Commission and must make an application for a Certificate of Appropriateness prior to commencing any material change in appearance to their property.

**G. INTRUSION.** An intrusion is a building, structure, or other feature within a designated historic district that is less than fifty (50) years and that makes no positive contribution to the district. Intrusions are generally understood as having negative value within historic districts. As with Non-historic buildings, any proposed material change to an intrusion or to the area surrounding the intrusion, including both contributing or non-contributing features, is subject to review by the Commission and requires an application for a Certificate of Appropriateness prior to undertaking material changes in appearance.

## II. PRELIMINARY RESEARCH

**A. SURVEY OR INVENTORY OF HISTORIC RESOURCES.** The Commission is charged with conducting a Survey or Inventory of Historic Resources, to include the collection of information on historic properties within the City of Madison, on the historical development of the city; and with identifying and evaluating buildings, structures, sites, districts, works of art, and other objects deemed to have historic, archaeological, cultural, or aesthetic value to the City of Madison.

**B. RECOMMENDATIONS ON THE BASIS OF THE INVENTORY.** It is within the power of the Commission to make decisions on recommendations of historic districts and individual historic landmarks to the Mayor and City Council for designation as historic districts or local historic landmarks.

**C. NOMINATIONS/ APPLICATIONS.** In addition to recommendations by the Commission to the Mayor and City Council which are based on an evaluation of properties identified in the Surveyor Inventory, the Commission shall also consider nominations or applications from historical societies, neighborhood associations, property owner(s), or the Mayor and Council for designation as historic landmarks or historic districts. It is within the Commission's power, however, to decide whether or not to recommend nominated properties for designations to the Mayor and City Council.

- (1) Applications or nominations for recommendation as historic landmarks or historic districts may be originated as follows:
  - (a) **Historic District.** A historical society, neighborhood association, or group of property owners may apply for designation.
  - (b) **Historic Landmark.** A historical society or property owner may apply for designation.
- (2) Notice of applications or nominations received in such a manner shall be forwarded by the Commission to the Mayor and City Council should the Commission agree with the application or nomination and recommend it to the Mayor and City Council for designation.

**D. EVALUATIONS OF PROPERTIES WITHIN HISTORIC DISTRICTS.** The Commission shall prior to a recommendation to the Mayor and City Council evaluate the relative contribution of properties within the proposed historic districts. Such properties within historic districts shall be classified as follows:

- (1) **Historic,** more than fifty (50) years old;
- (2) **Non-Historic,** or Non-Contributing, less than fifty (50) years old, yet possessing architectural character in keeping with the historic district;
- (3) **Intrusive,** a structure less than fifty (50) years old, which does not contribute to the historic character of the district.

**E. CRITERIA FOR SELECTION OF HISTORIC DISTRICTS.** As described in definitions (Section I above), a historic district is a geographically definable area, which contains building, structures, sites, works of art, or objects, or a combination thereof, which:

- (1) have a special character or special historic, archaeological, or aesthetic value or interest;
- (2) represent one or more periods or styles of architecture, possess a range of historic building types, or represent architecture typical of one or more eras in the history of the municipality, county, state, or region;
- (3) cause such an area, by reason of such factors, to constitute a visibly identifiable section of the municipality.

**F. BOUNDARIES OF HISTORIC DISTRICTS.** Boundaries of historic districts shall be based upon nationally recognized criteria for the selection of boundaries.

- (1) **Criteria for selection of boundaries.** Generally, the

boundaries of a historic district shall be determined on the basis of:

- (a) the cohesion of and density of historic properties within the historic district;
  - (b) traditional or historic boundaries within the municipality;
  - (c) man-made or natural barriers that form an effective border for historic districts.
- (2) **Delineation on the official map of the city.** The boundaries of Historic Districts and Historic Landmarks shall be delineated on the Official Zoning Map for the City of Madison, as an overlay of existing zones or on another map produced especially for the purpose of delineating the boundary and Historic Districts and landmarks. The map shall be kept as a matter of public record in the City Offices.

**G. AFFIRMATION OF EXISTING ZONING.** The Madison Historic Preservation Commission Ordinance is not a Use Ordinance, and local zoning laws remain in effect unless or until modified. Commission recommendations or reports either for Historic Landmarks or Historic Districts shall not be based on considerations of property use.

**H. CRITERIA FOR SELECTION OF HISTORIC LANDMARKS.** A Historic Landmark is a building, structure, site, work of art, or object, including the adjacent area necessary for the proper appreciation or use thereof, which,

- (1) is an outstanding example of a building, structure, site, or object representative of its era.
- (2) is one of the few remaining examples of an artistic or architectural style or building type;
- (3) is a place, site, or building associated with an event, activity, or person of historic or cultural significance to the City of Madison, the State of Georgia, or the region;
- (4) is a site of natural, historical, archaeological, or aesthetic interest that continues to contribute to the cultural heritage of the municipality, county, state, or region and to the general knowledge of the past.

**I. BOUNDARIES OF HISTORIC LANDMARKS** Boundaries of Historic Landmarks shall be delineated on the Official Zoning Map of the City of Madison, maintained in the City offices as public record. Boundaries shall be defined in such a way as to contain all area adjacent to the landmark necessary for the proper appreciation or use thereof.

### J. REPORTS

1. **Preparation of Reports.** If the Commission determines, following the application of the above listed Criteria for Selection, that an area or property meets the definition of a Historic District or Historic Landmark, the Commission shall prepare, or cause to be prepared, a report to educate the public and provide a permanent record of the proposed designation. This report shall become a part of the public record of the Commission, shall be made available to the public, and shall be sent to the Historic Preservation Section of Georgia Department of Natural Resources or its successors at least thirty (30) days prior to issuing the final, formal recommendation for designation to the Mayor and City Council.
2. **Content of Reports.** Reports shall be completed on a form entitled "Report on Proposed Nomination(s)" that shall follow the guidelines established for nominating properties to the National Register of Historic Places. The report shall identify the Historic District or the Historic Landmark being nominated and owner(s) of all properties included in the proposed nomination and shall contain a narrative statement consisting of at least two parts: (a) a physical description of the property or district; (b) a description of the historical significance of the property or district. The report shall be accompanied by maps, photographs, and

diagrams, all of sufficient clarity to allow for proper identification of the property or properties being nominated. In the case of Historic Districts, the Report also shall contain a map identifying each property within the proposed district that evaluates or classifies each individual property as either Historic (Contributing) , Non-Historic (Non-Contributing) or Intrusive.

### III COMMISSION RECOMMENDATION

**A. EVALUATION.** The Commission shall evaluate the merits of each proposed designation as set out in the reports or the basis of the appropriate Criteria for Evaluation of Historic Districts and Historic Landmarks. The Commission shall then vote on whether the proposed District(s) or Landmark(s) meet the criteria and then make its formal recommendation to the Mayor and City Council.

**B. APPLICATIONS/NOMINATIONS.** The Commission shall further take into account applications or nominations from historical societies, neighborhood associations or property owners, as set out in Section II, and note such recommendations in the official record of the meeting at which the vote to recommend or not recommend specific districts or landmarks is taken. Notice of applications shall be transmitted to the Mayor and City Council at the time of recommendation.

**C. NOTIFICATION OF HISTORIC PRESERVATION SECTION:** The Commission, prior to recommending a district or landmark to the Mayor and City Council for designation, shall submit the necessary "Report on Proposed Nomination(s) ," the contents of which are itemized in Section II above, to the Historic Preservation Section of the State of Georgia Department of Natural Resources, or its successors, which shall have thirty (30) days to prepare written comments concerning the report.

**D. TRANSMITTAL OF RECOMMENDATION.** The commission shall transmit its recommendation, together with the Report specified in Section 11, above, and any and all applications from historical societies, neighborhood associations, or property owners as set out above, to the Mayor and City Council for review at least thirty (30) days prior to the required Public Hearing on the proposed Designation Ordinance.

**E. PROPOSED DESIGNATION ORDINANCE.** In addition to the recommendation and "Report on Proposed Nomination(s)" the Commission shall submit to the Mayor and City Council a "Proposed Designation Ordinance" that shall contain the following information:

- (1) A description of the boundaries of each Historic Landmark or Historic District to be considered for designation .
- (2) The name(s) of the owner(s) of the proposed designated property or properties;
- (3) A requirement that a Certificate of Appropriateness be obtained by any owner from the Historic Preservation Commission prior to any material change in appearance to a designated property or any property within a designated historic district;
- (4) The requirement that the designated Historic District or Historic Landmark be shown on the Official Zoning Map of the City of Madison or other map adopted by the Mayor and City Council and kept as a public record to provide notice of designation;
- (5) A statement that the consideration by the Commission of applications for Certificates of Appropriateness shall be governed by the *Secretary of Interior's "Standards for Rehabilitation"* together with any other criteria in keeping with those standards to be adopted at future dates by the Commission.

**F. NOTIFICATION OF CITY BUILDING INSPECTOR.** Upon transmittal to the Mayor and City Council recommendations for the designation of a Historic District or Historic Landmark, the Commission shall Inform the Building Inspector of such a recommendation, supply him with a listing and map of all such properties, and request that the Building Inspector refrain from issuing any building permit for the alteration or demolition of a property under consideration for designation without obtaining the written consent of the Commission. In the instance of a property owner claiming and demonstrating that a building proposed for demolition is incapable of earning an economic return on its value, as appraised, then the rules established for sufficient notification as set out in Section V, D of the Madison Historic Preservation Commission Ordinance and the Rules of Procedure for the Consideration of Applications for Certificates of Appropriateness of the Madison Historic Preservation Commission shall apply.

### IV. PUBLIC HEARING

**A. DATE, TIME, AND PLACE OF PUBLIC HEARING.** The Chairman of the Commission with the majority concurrence of the full Commission and concurrence of the Mayor and City Council shall establish the time, date, and place for a public hearing on proposed ordinances and designations.

#### **B. NOTICE OF PUBLIC HEARING**

- (1) Publication of Notice. Notice of the public hearing shall be published in at least three (3) consecutive issues of the official organ of Morgan County, Georgia. The final notice shall be published not less than five (5) nor more than twenty (20) days prior to the date set for the public hearing.
- (2) Notification of Owners and Occupants. A written notice shall be mailed by the Commission to all owners and occupants of properties included In the designation recommendation. All notices shall be mailed not less than ten (10) nor more than twenty (20) days prior to the date set for the public hearing. A letter sent via the regular United States Mail to the last known address of the occupants and owners of subject properties shall constitute legal notification.
- (3) Contents of Notice. The notice of the public hearing shall include at a minimum: the purpose of the proposed designation ordinance, the date, time, and place of the Public Hearing, and a questionnaire soliciting owner and occupant response to the proposed designation ordinance.

**C. CONDUCT OF HEARING.** The Public Hearing shall be conducted before a joint meeting of the Commission and the Mayor and Madison City Council. The Hearing may be held during a regular session of the City Councilor at a special meeting, so long as notification requirements set out in these Rules are adhered to. The Hearing shall conform to the following procedure:

- ( 1) Presiding Officer. The Mayor of the City of Madison or his designee shall preside over the joint hearing before the Commission and the City Council.
- (2) Presentations. After convening the meeting, the Presiding Officer shall request that the Commission, staff or other(s) designated by the Commission, make a presentation of the Historic Landmarks and/ or Historic Districts under consideration.
- (3) Procedure for Making Comments. Following the presentation (s) by the Commission or persons designated by the Commission, owners and occupants of properties under consideration for designation as historic landmarks or districts and other members of the public shall be afforded

an opportunity to make oral comments on the proposed designations. There also shall be forms available for those wishing to make written comments. Presiding officers can establish limits.

- (4) Adjournment of Hearing. After the public has had an opportunity to make its comments known to the Commission and the City Council, the presiding officer shall adjourn the Public Hearing, allowing the Commission time to consider its final recommendation prior to the Council's formal consideration for designation.

**D. FINAL RECOMMENDATION.** The Commission shall at its next regular meeting or at a special meeting convened following the procedures set out in these Rules, reconsider their recommendation on the basis of public comments. The Commission shall review public comments and shall determine whether their initial recommendations to the Mayor and City Council shall stand as originally submitted, shall be amended or shall be withdrawn. The final recommendation shall then be transmitted to the Mayor and City Council for consideration at their next regular meeting or otherwise in accordance with the rules of that body.

## V. DESIGNATION OF HISTORIC LANDMARKS OR HISTORIC DISTRICTS

**A. CONSIDERATION BY THE MAYOR AND CITY COUNCIL.** In accordance with the Madison Historic Preservation Commission Ordinance, the Mayor and City Council, following review of public comments and review of the recommendation(s) of the Commission, shall either approve or reject the proposed designation ordinance.

**B. COMMISSION AMENDMENTS.** If the Mayor and Council disapprove of the recommendation of the Commission as it stands, the recommendation(s) shall be returned to the

Commission for reconsideration. At this point the Commission may: (a) resubmit its original recommendation(s) to the Council; (b) Revise or amend the original recommendation(s) in accordance with suggestions by the Mayor and City Council; or (c) withdraw its recommendation(s).

**C. NOTIFICATION OF ADOPTION OF THE DESIGNATION ORDINANCE.** Within thirty (30) days of the adoption of the ordinance for designation by the Mayor and City Council, the owners and occupants of each historic property and each property within a designated Historic District shall be given written notification of such designation by the local governing body. The notice shall in addition inform owners and occupants of the necessity for obtaining a Certificate of Appropriateness prior to making any material change in appearance to a historic property or any property within a designated historic district.

**D. NOTIFICATION OF OTHER AGENCIES.** The Commission shall notify all necessary agencies within the City of Madison of the ordinance for designation including any and all local historical organizations.

## VI. REMOVAL OF DESIGNATED HISTORIC LANDMARKS AND AMENDMENTS TO HISTORIC DISTRICTS:

The Commission in accordance with its powers set out in the Madison Historic Preservation Commission Ordinance, has the right to recommend to the Mayor and City Council that designations of any place, site, building, structure, or work of art be revoked. In addition, the Commission has the right to recommend amendments to existing designated Historic Districts to bring them into conformance with the Criteria for Designation set out in these Rules. Procedures for Removal or Amendments to existing designated Historic Landmarks or Historic Districts shall be identical to those required for initial designation as set out in these Rules.

# CITY OF MADISON HISTORIC PRESERVATION COMMISSION

## Rules of Procedure for the Review Applications for Certificates of Appropriateness

### I. DEFINITIONS

**A. HISTORIC DISTRICT.** A Historic District is a geographically definable area that contains buildings, structures, sites, works of art, objects, or a combination thereof, which in turn:

- (1) have a special character or special historic, archaeological, or aesthetic value or interest;
- (2) represent one or more periods or styles of architecture, possess a range of historic building types, or represent architecture typical of one or more eras in the history of the municipality, county, state, or region;
- (3) cause such an area, by reason of such factors, to constitute a visibly identifiable section of the municipality.

**B. HISTORIC LANDMARK.** A Historic Landmark is a building, structure, site, work of art, or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the City of Madison, to the State of Georgia, or to the local region, for one or more of the following reasons:

- (1) It is an outstanding example of a building, structure, site, or object representative of its era;
- (2) It is one of the few remaining examples of an artistic or architectural style or building type;
- (3) It is a place, site, or building associated with an event, activity, or person of historic or cultural significance to the City of Madison, the State of Georgia, or the region;

- (4) It is a site of natural, historical, archaeological, or aesthetic interest that continues to contribute to the cultural heritage of the municipality, county, state, or region, and to the general knowledge of the past.

**C. EXTERIOR ARCHITECTURAL FEATURES.** Exterior Architectural Features are the distinguishing elements of a building that together constitute the architectural style, type, or design of a building or structure. Exterior Architectural Features include, but are not limited to, the arrangement of windows, roofs, doors, porches, and other features; the type and texture or visual qualities of construction materials; appurtenant features, such as fences, outbuildings, walkways, signs, exterior lighting, relating to a historic property or any property within a designated historic district.

**D. CERTIFICATE OF APPROPRIATENESS.** A Certificate of Appropriateness is a document evidencing approval by the Historic Preservation Commission of an application to make a material change in appearance of a designated historic property or of a property located within a designated historic district.

**E. MATERIAL CHANGE IN APPEARANCE.** A Material Change in Appearance is any change that will affect either the exterior architectural features or the surrounding area of an individually designated historic property or any structure, site,

work of art, or landscape feature within a historic district. A Material Change in Appearance may include one or more of the following changes:

- (1) The alteration of the size, shape, or other physical attributes of a historic building or any other building within a designated historic district;
- (2) The demolition of a historic structure ;
- (3) The commencement of excavation for construction purposes;
- (4) A change in the design of or location of advertising or other signs visible from a public right-of-way;
- (5) The erection, alteration, restoration, or removal of any other structure or feature, adjacent to a designated historic property or within a historic district, including walls, fences, steps and pavements, or other appurtenant features.

**F. ORDINARY REPAIR/ROUTINE MAINTENANCE.**

Routine Maintenance refers to any on-going or periodic repair to a historic structure that in itself does not constitute a Material Change in Appearance. Repainting, including the choice or colors; re-roofing in a visually similar material; lesser changes to plantings and yards as well as on-going lawn care, would all be considered examples of routine maintenance.

**II. REVIEW CRITERIA/GUIDELINES**

**A. SECRETARY OF INTERIOR'S "STANDARDS FOR REHABILITATION."** When considering applications for certificates of Appropriateness, the Commission shall refer to the *Secretary of Interior's "Standards for Rehabilitation"* as a general set of guidelines for review.

**B. MADISON GUIDELINES.** In addition to the *Secretary of Interior's "Standards,"* the Commission shall, together with professional or consulting staff, develop its own set of guidelines governing appropriate treatments of historic properties or new construction within its jurisdiction. These guidelines shall be published and made available to owners, residents and the interested members of the public.

**C. GENERAL CRITERIA FOR REVIEW.** In reviewing applications for Certificates of Appropriateness, the Commission shall take into account the general historic and architectural character of particular historic properties affected by the proposed undertaking, including adjacent areas, and in the case of properties or proposed projects within designated Historic Districts, the more general affect upon the surrounding area, adjacent properties and the district as a whole. In its review of designated historic properties the Commission shall make decisions consistent with the existing or known historic appearance and character of the subject property. In its review of proposed new structures, both free-standing buildings or additions to existing structures, the Commission also shall take into account the following elements to insure that the exterior forms and appearance of any proposed new construction is consistent with the historic and/ or visual character of the district:

- (1) The height of the proposed structure in relation to the average height of the nearest adjacent and opposite structures;
- (2) The setback and placement on the lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings;
- (3) Exterior construction materials, including textures and patterns, but not to include color;
- (4) Architectural detailing, such as lintels, cornices, brick patterns, and foundation materials;
- (5) Roof shapes, forms, and materials, including textures and patterns but not to include color;

- (6) Proportions, shapes, positionings, and locations, patterns and sizes of any elements of fenestration;
- (7) General form and proportions;
- (8) Appurtenant fixtures and other features such as lighting.

**D. POLICY STATEMENTS.** In addition to the *Secretary of Interior's "Standards"* and its own guidelines, the Commission may from time to time as deemed necessary, issue policy statements on specific treatments and approaches to building rehabilitation and/or new construction, as well as more general issues necessitating, in the Commission view, a clear statement of policy.

**E. PRECEDENCE OF DECISIONS:** While the Commission will consider past actions when making decisions on Applications for Certificates of Appropriateness, it is not held by those decisions when considering new applications which may appear similar in character. Each application will be considered on its own merits, with reference to the *Secretary of Interior's "Standards"* and the Commission's published guidelines.

**F. INTERIOR ALTERATIONS.** In its review of Applications for Certificates of Appropriateness, the Commission shall not consider proposed changes to the interior of a subject property that will have no appreciable affect upon the building's exterior architectural features.

**G. CONFORMITY TO EXISTING BUILDING CODES.** Nothing in the Madison Historic Preservation Commission Ordinance or in these Rules shall be construed as to exempt property owners from complying with existing City codes, nor to prevent any property owner from making any use of his or her property not prohibited by other statutes, ordinances, or regulations.

**H. UNDUE HARDSHIP.** Where, by reason of unusual circumstances, the strict application of any provision of the Madison Historic Preservation Commission Ordinance, published guidelines, Statements of Policy or these Rules, would result in an exceptional practical difficulty or undue hardship for any owner of property within its jurisdiction, the Commission in passing upon Applications, shall have the power to vary or modify strict adherence to such a provision, or to interpret the provision so as to relieve such difficulty or hardship; provided such variances, modifications, or interpretations shall remain in harmony with the general purpose and intent of such provisions, so that the architectural or historical integrity or character of the property shall be preserved and substantial justice be done. In granting variances, the Commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of the Madison Historic Preservation Commission Ordinance. An undue hardship shall be a situation not the person's own making, which is:

- (1) (1) a problem unique to a specific property; or
- (2) in order to comply to the Commissions Review Criteria, the proposed undertaking will conflict with another ordinance of the City of Madison.

**III. PRE-APPLICATION REVIEW PROCESS**

**A. SUBMITTAL OF PRELIMINARY PLANS.** Preliminary Plans for any project requiring a Certificate of Appropriateness should be submitted to the Commission for Preliminary Review at least thirty (30) days prior to the deadline for submittals of regular or Final Applications for Certificates of Appropriateness. Generally, Preliminary Plans shall be required of larger projects, requiring either major alterations of historic properties or new construction. Routine matters and smaller projects generally

dispense with the submittal of Preliminary Plans, pending advice from assigned Commission staff or Commission members.

**B. DEADLINES FOR SUBMITTAL:** All applications, either for Certificate of Appropriateness or for Preliminary Review, must submit their application and/or request for Preliminary Review at least ten (10) days prior to the next regularly scheduled Commission meeting. The cut-off date for submittals shall be posted in the City offices.

**C. NOTIFICATION OF THE PUBLIC:** At least five (5) days prior to its review of Certificates of Appropriateness, the Commission shall take such action as reasonably may be required to inform owners of any property likely to be affected by reason of the application, and shall give such owners and other members of the public an opportunity to be heard. In cases where the Commission deems it necessary, it may hold a public hearing on the Application. Publication of the agenda in the Official Organ of Morgan County shall be considered sufficient legal notice.

**D. RECORDS OF APPLICATIONS:** The Commission shall keep, or assign to be kept by the appropriate City official, a public record of all Applications for Certificates of Appropriateness, and all information, including the date of application, correspondence received, etc., pertaining to that application. The Record shall also indicate all of the Commissions proceedings in connection with the Application as set out further in these Rules in Section V below.

**E. SUBMITTAL REQUIREMENTS:** An Application for Certificate of Appropriateness shall be entered onto the appropriate form provided for applications and made available in the City offices. Specific information required for different types of proposed undertakings shall be listed on the form, but shall generally conform to the following criteria according to the category of undertaking.

**(1) GENERAL REQUIREMENTS:**

- (a) Location/address of the proposed undertaking;
- (b) Zoning classification;
- (c) Name of owner of the property;
- (d) Proposed starting date of the project;

**(2) NEW BUILDINGS:**

- (a) Elevation drawings at a minimum scale of 1/4"-1'0". Drawings should show all sides of the proposed building and be properly dimensioned. Elevation drawings of adjacent and opposite buildings must also be submitted demonstrating the relation of the new building to the existing buildings;
- (b). Photograph(s) of the proposed site and adjoining properties sufficient to convey an understanding of the site and location;
- (c) Site plan (s) showing the building footprint (plan outline), existing vegetation and streets, proposed and existing parking, walkways, fences, and other pertinent information. The parking proposal should indicate the number of spaces, surface material, screening, and all other information set out in requirements described for in Parking Areas, below;
- (d) Detailed building plan(s) showing the location of steps, doors, windows, etc.
- (e) An indication of proposed materials, including samples where necessary, showing exterior finishes, windows, doors, roofing, lighting fixtures, etc., necessary to understanding the impact of the project;
- (f) In some cases at the discretion of the Commission, a scale model of the proposed project.

**(3) ADDITIONS INCLUDING SITE CHANGES:**

- (a) Elevation drawing(s) indicating the proposed addition and its relation to the existing building, at a minimum scale of 1/4"-1'0";
- (b) Photograph(s) of the site and the existing property sufficient to convey an understanding of the project;
- (c) Site plan(s) showing the existing building footprint (plan outline), the proposed additions and any other pertinent information, including the location of any new proposed parking, walkways, fences, lighting, etc.;
- (d) Detail plan(s), showing the location of steps, doors, windows, etc.;
- (e) An indication of proposed materials, including samples where necessary, showing exterior finishes, windows, doors, roofing, lighting fixtures, etc.

**(4) MAJOR RESTORATION/REHABILITATION OF HISTORIC AND NON-HISTORIC BUILDINGS:**

- (a) Elevation drawing indicating proposed alterations, minimally scaled at 1/4"-1'0";
- (b) Description of exterior materials, existing and proposed, and any new window, door designs. Manufacturer's catalog information in the case of replacement features, should be submitted;
- (c) Site plan of lot and location of any additions, new parking, lighting, walkways, etc.;
- (d) Plan(s) and sections of building showing major changes affecting Exterior Architectural Features, structural conditions, etc. at a minimal scale of 1/4"-1'0";
- (e) Photographs of building showing the condition of the site and material conditions;
- (f) For restoration projects attempting to return a building to an earlier historic appearance, historic photographs or other documentary and/or material evidence justifying the proposed changes to the existing structure.

**(5) MINOR MATERIAL CHANGES TO HISTORIC AND NON-HISTORIC BUILDINGS:**

- (a) A written description of the proposed change;
- (b) Color photograph(s) of the building and areas of the building affected by the undertaking;
- (c) An indication of proposed new and replacement materials, including samples where necessary, showing exterior finishes, new windows, doors, roofing, lighting fixtures, etc.

**(6) SIGNS:**

- (a) Dimensioned elevation drawing identifying materials, colors (include samples), lettering style;
- (b) Description of lighting, if applicable;
- (c) Indication of location; for fascia sign, showing means and place of attachment; for hanging sign, showing height above ground, projection, clearance, etc.
- (c) Photograph and/or elevation drawing of building upon which sign is to be placed.

**(7) PARKING AREAS**

- (a) Site plan showing layout, number of spaces, dimensions, and proposed screening;
- (b) Photograph of site and surrounding area;
- (c) Elevation drawings showing proposed screening (fences, vegetation), and impact of project;
- (d) Detailed drawing of proposed fences, lighting fixtures, benches, etc. (also include manufacturers' information where applicable);
- (e) Samples of materials or other features where applicable.

**(8) FENCES, WALLS, WALKS, MECHANICAL SYSTEMS AND EQUIPMENT, OTHER LANDSCAPE FEATURES:**

- (a) Site plan showing proposed location;
- (b) Photograph(s) of areas to be affected;
- (c) Description and, where appropriate, samples of materials;
- (d) In the case of fences, walls, and walkways, detailed drawings of proposed work;
- (e) In the case of exterior mechanical systems or equipment, manufacturer's information on the product to be used.

**(9) RELOCATION:**

- (a) Photograph(s) of original or existing structure with structure in place;
- (b) Photograph(s) of proposed new site;
- (c) Site plan of proposed site, showing orientation, footprint, appurtenant features, etc. , of the relocated structure;
- (d) Written description of the reasons for the proposed move.

**(10) DEMOLITION OF HISTORIC AND NON-HISTORIC STRUCTURES**

- (a) Photograph(s) and description of existing building;
- (b) Indication of building or structure's historic status as Historic (Contributing) , Non-historic (Non-contributing) or Intrusive;
- (c) Explanation and documentation of the fact that a Historic or Contributing Building is incapable of earning an economic return on its value, as appraised;
- (d) Explanation of the proposed use for the site after demolition, including, plans, drawings and other pertinent information required for new structures, parking areas, or any other category of use as set out in these Rules.

**IV. REVIEW OF APPLICATIONS**

**A. COMMISSION MEETINGS.** Applications for Certificates of Appropriateness shall be reviewed during regular and special meetings of the Commission. All proceedings and requirements set out in these and of other Rules the City of Madison Historic Preservation Commission apply.

**B. ACCEPTABLE COMMISSION REACTION TO APPLICATION FOR CERTIFICATE OF APPROPRIATENESS.** The Commission is charged with reviewing Applications for Certificates of Appropriateness and with making the following decisions:

- (1) Approval of Applications. The Commission shall recommend approval of the application and recommend the issuance of a Certificate of Appropriateness if it finds that the proposed change (s) in the appearance of a property or site would not have a substantial adverse affect upon the property or site and would not have a substantial adverse affect upon the property, its surrounding area or a historic district. The Commission may, according to the procedures set out in these Rules, also approve a project subject to conditions and attach those conditions to the Certificate of Appropriateness.
- (2) Denial of Application. The Commission shall recommend denial of a Certificate of Appropriateness if it finds that the proposed change(s) in appearance would have substantial adverse affects on the aesthetic, historic, or architectural significance of a historic property or a historic district.

**C. REPRESENTATION AT MEETINGS.** The Applicant may appear in person at the Commission meeting or may be represented by an agent designated by the Applicant. Authority for representation of an owner must be stated and presented in writing, with the owner or legal representative of the owner's signature, to be attached to the Application form and kept as a matter of record.

**D. ORDER OF BUSINESS.** Following the normal conduct of the meeting as set out in the agenda, the order of business for the review of applications shall be as follows:

- (1) The Chairman identifies the application, giving (a) the name of the applicant; (b) the date of submission of the application; (c) a summary of any past review of the proposed undertaking, including the results of Preliminary Review if such was conducted; (d) an outline of the proposed undertaking as described in the application form; and (e) any additional submitted letters or information pertaining to the project.
- (2) The Chairman insures that no Conflict of Interest exists among members of the Commission, following procedures set out in the Commission's Rules.
- (3) An assigned member of the staff of the City of Madison or other assignee of the Commission, if present or appropriate, will provide a preliminary statement on the application, assessing the impact of the project on the historic property or historic district.
- (4) The Chairman will then call upon the Applicant for a summary of the project and any additional information or comments.
- (5) The Commission then addresses questions to the Applicant.
- (6) The Chairman calls for discussion.
- (7) The Chairman calls for a motion for the Application for Certificate of Appropriateness to be approved or denied, or approved subject to conditions or continued for further information. Second motion. Discussion. Vote.
- (8) The Chairman thanks the Applicant and informs the Applicant that a written decision will be mailed to the Applicant's home or business, as specified on the application form.

**E. DISCRETIONARY PROCEDURES.** The Commission may, at its discretion, view the subject property and obtain any additional facts when considering an application. In addition, witnesses may be called and other factual evidence may be submitted and taken into account by the Commission, though the Commission is not limited to consideration of such evidence as would be admissible in a court of law.

**F. DEADLINE FOR APPROVAL OR REJECTION OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS.**

- (1) The Commission shall recommend the approval or rejection of an Application for Certificate of Appropriateness within forty-five (45) days of the filing of the Application by the owner, occupant or other representable of a historic property or other property, site or work of art within a historic district.
- (2) Failure of the Commission to recommend within the forty-five (45) day period shall constitute approval, and no other evidence of approval shall be needed.

**V. POST REVIEW PROCEDURES**

**A. ACTIONS TO BE TAKEN BY THE COMMISSION UPON REJECTION OF AN APPLICATION FOR CERTIFICATE OF APPROPRIATENESS.**

- (1) **Recommendations to Applicant: Right of Resubmittal.**

In the event that the Commission recommends to reject an application, it shall state its reasons for doing so and shall transmit a record of such actions and the reasons for the action, in writing, to the Applicant and to the Mayor and Council of the City of Madison. The letter shall reference specific violations of the proposal, citing the appropriate *Secretary of Interior's "Standards"* and other criteria guiding the Commission's decisions. The Commission may at this time suggest alternative courses of action it thinks proper if it disapproves of the application as submitted. The Applicant, if he or she chooses, may make modifications to the plans and may resubmit the application at any time afterward.

(2) **Notification of Building Inspector.** In cases where the application entails a change in appearance of a structure or site that would require the issuance of a building permit, the recommendation of rejection of the Application for a Certificate of Appropriateness by the Commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

**B. REQUIREMENT OF CONFORMANCE WITH CERTIFICATE OF APPROPRIATENESS.** Work not in conformance with an issued Certificate of Appropriateness shall be halted before it is completed.

**C. CERTIFICATE OF APPROPRIATENESS VOID IF CONSTRUCTION NOT COMMENCED.** A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of the date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.

## **VI. DEMOLITION AND RELOCATION APPLICATIONS: ACQUISITION OF PROPERTIES BY THE CITY .**

### **A. COMMISSION AUTHORITY TO COMMENT ON ALL DEMOLITION AND RELOCATION APPLICATIONS.**

The Commission shall have the authority over any request for a permit to demolish or relocate a Historic Landmark or any structure within a Historic District.

**B. ACCEPTABLE COMMISSION REACTIONS TO APPLICATIONS FOR DEMOLITION OR RELOCATION PERMITS.** The Commission shall have the authority to deny demolition or relocation permits within its jurisdiction. A public hearing may be scheduled, at the Commission's discretion, for any and all applications for demolition or relocation. The hearing shall be scheduled prior to the initiation of the specified Delay Periods set out in these Rules.

### **C. CONSIDERATION OF POST -DEMOLITION PLANS.**

The Commission shall not approve demolition applications without reviewing at the same time plans for any new building or other proposed use for the original site. Requirements for submittal are set out in these Rules in Section III above.

**D. JUSTIFICATION FOR DEMOLITION OR RELOCATION.** It is incumbent upon the Applicant to demonstrate that a building classified as Contributing or Historic is incapable of earning an economic return on its value, as appraised. The Commission shall review applications for demolition or relocation permits following the general procedures set out in these Rules for the review of Applications for Certificates of Appropriateness. The Commission decision shall result in a Certificate of Appropriateness for demolition or relocation. An additional Certificate of Appropriateness shall be issued for any post-demolition construction on the site, if such construction is anticipated. (See Part C in this Section above) .

**E. DELAY PERIODS.** The Commission may impose a delay period on any and all applications for demolition or relocation notwithstanding justification by the owners of the inability of the property to earn an economic return on its value, as appraised. The Delay Periods shall be limited as follows:

- (1) Historic or Contributing Buildings -Six (6) months
- (2) Non-Historic or Non-Contributing Buildings -Two (2) months
- (3) Intrusion -No Delay The specified Delay Period may be waived at the discretion of the Commission. The requirements, however, shall be stated in writing by the Commission at the time of its decision. In no way should the written decision of the Commission be considered as a substitute for an official demolition or relocation permit, application for which must still be made through he appropriate City official.

**F. ACQUISITION OF PROPERTY.** The Commission may, when such action is authorized by the Mayor and City Council, and is reasonably necessary or appropriate for the preservation of a historic property or site, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise of the property or any interest therein to the City of Madison.

## **VII. APPEALS AND PENALTIES.**

**A. APPEALS.** Any person adversely affected by any action of the Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such recommendations to the Mayor and City Council; the appeal must be applied for within thirty (30) days after the decision is rendered. The City may approve, modify, or reject the decision made by the Commission, if the governing body finds that Commission abused its discretion in reaching its decision. Appeals from decisions of the City made pursuant to the Georgia Historic Preservation Act may be taken to the Superior Court of Morgan County, Georgia, in the matter provided by law for convictions for municipal ordinance violations.

**B. PENALTY PROVISIONS.** Violations of any provisions of this Ordinance shall be punished in the same manner as provided by charter or local law for punishment of violations of other validly enacted ordinances of the City of Madison.

# THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

## Appendix III

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 economical and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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

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

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

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

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

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

# LIST OF HISTORIC PROPERTIES IN THE MADISON HISTORIC DISTRICT

## Appendix VI

133 North Main Street Bank of Madison M008 108 NH	503 North Main Street Rogers-Shields-Hunt House M007113 H	564 North Main Street Ivie Cottage M017 007 H	172 North Main Street Weaver Office M018 019 H
133 North Main Street Bank of Madison Drive In M008 109 & 110	543 North Main Street Hilltop MO07 114 H	542 North Main Street Jackson House M017008 H	162 North Main Street Petrolane M018 019 NH
169 North Main Street Phillips 76 M008 111 I	573 North Main Street M007 115 NH	520 North Main Street McHugh House M017009 H	150 North Main Street Wellington Puritan M018020 H
213 North Main Street Madison Drug Company M008 113 I	611 North Main Street Massey- Tipton Cottage Jeptha Vining Harris House M007116 H	488 North Main Street Martin-Baldwin-Weaver House M017-010 H	132 North Main Street City Hall M018 021 H
225 North Main Street M008 114 H	651 North Main Street Billups Tuell Cottage M007 117 H	466 North Main Street M017-011 NH	155 South Main Street Dr. Bannisters Office M009 058 H
239 North Main Street M008 115 NH	668 North Main Street Hughes House M007118 H	452 North Main Street Cohen-Pridge House M017012 H	159 South Main Street Barber Shop M009 059 H
257 North Main Street Rite Aid Pharmacy M008 116	614 North Avenue M006 015 H	444 North Main Street Reese Cottage M017 013 H	165 South Main Street Sears MO09 060 H
285 North Main Street Georgia Power Building M008117 NH	638 North Avenue M006 014 H	414 North Main Street Purcell House M017014 H	169 South Main Street The Same Ole Place M009 061 H
311 North Main Street Piggly Wiggly M008 078 I	680 North Avenue M006 013 I	394 North Main Street Iris Hall House M017015 H	173 South Main Street Madison Realty, etc. M009 062 NH
351 North Main Street M007 107 H	696 North Avenue M006012 H	340 North Main Street Old Sheppard House M018 007 H	179 South Main Street Take Two Video M009 063 H
367 North Main Street Bryan Walkers House M007 107 H	762 North Main Street M016 021 H	296 North Main Street Farm Credit Services M018 008 I	183 South Main Street Security Finance Take Two (New) M009 064 H
381 North Main Street Conner House M007 108 H	746 North Main Street M016022 H	256 North Main Street Hardees M018 012, 13, 14 I	201 South Main Street Martin 1. Richter House Bank of Morgan County M009 066 H
395 North Main Street Swords-Harris-Atkinson house M007 109 H	694 North Main Street M016030 NH	228 North Main Street M018 015 H	201 South Main Street M009 066 H
409 North Main Street Smith House M007 110 H	668 North Main Street Hughes House M007 118 H	216 North Main Street Malcolm House M018 016 H	201 South Main Street M009 066 H
421 North Main Street Kemp House M007111 H	640 North Main Street M007 119 H	192 North Main Street Southern Bell M018 017 NH	Refile 601 Old Post Road
453 North Main Street Carbine Lawrence House M007 112 H	606 North Main Street M017 005 H		201 South Main Street M009 66 H
	584 North Main Street Milford House M017006 H		Refile 498 South Main Street

223 South Main Street James A. Nolan Office M009 067 H	591 South Main Street M020 006 NH	1100 South Avenue M021 020 NH	498 South Main Street Thomason Miller House M020071 H
235 South Main Street Trust Co. Operations Center M009 068 I	605 South Main Street Fitzpatrick Walker House M020 007 H	1090 South Avenue 115 Eatonton Road M021 021 NH	498 South Main Street Archaeological Site Georgia Female Cottage M020 071 H
257 South Main Street Red & White Store M009-069 I	637 South Main Street Colquitt-Meachem House M020 010 H	1069 South Avenue M021 022 NH	472 South Main Street Baldwin Williford-Ruffin House M020 072 H
277 South Main Street Jones Turnell Manley House Heritage Hall M009 070 H	665 South Main Street M020011 NH	1024 South Avenue Bearden Chambers Mann Cottage M021023 H	434 South Main Street M0rgan County Cultural Center Former Graded School M019 007 H
296 South Main Street First United Methodist Church M009 071 H	689 South Main Street Collier Cathey Cottage M020 013 H	928 South Avenue Tenement Honeymoon M021 024 H	408 South Main Street Atkinson Rhodes House M019 013 H
367 South Main Street First Baptist Parking Lot M019 001 NH	707 South Main Street M020 014 NH	928 South Avenue Honeymoon M021 024 H	383 South Main Street Presbyteroam Church M019 014015 H
373 South Main Street Bell Baldwin Rigdon House M019 002 H	785 South Main Street Derracott House M021 001 H	860 South Main Street M021025 NH	356 South Main Street "The Magnolias" Burr House St. James Catholic Mission M019 019
215 Old Post Road Bell House M019 003 H	808 South Main Street Holland Tipton Turbyville M021 002 H	826 South Main Street McDowell1 House M021 026 H	328 South Main Street First Baptist Church M019 021 H
413 South Main Street M019 003 H	829 South Main Street Riden House M021 003 H	782 South Main Street M021 027 NH	304 South Main Street Duckworth House M019 021 H
433 South Main Street Atkinson Duffy House M019 005 H	921 South Main Street Peter Walton House M021 005 H	City Park Hill Park M020 016 H	288 South Main Street Carter Office Building M019 042 H
454 South Main Street Foster- Thurmond House M019 006 H	908 Old Post Road Walker Servants Cottage M021 005 H	660 South Main Street Philyaw House M020 061 H	270 South Main Street Bearden House M019 044 H
458 Old Post Road Stokes McHenry House Rose Hill M020 001 H	969 South Main Street M021 096 NH	638 South Main Street C. W. Richter Cottage M020 062 H	244 South Main Street Amoco M019 045 I
507 South Main Street Porter Wade Muskin House M020 002 H	1015 South Avenue M021017 NH	614 South Main Street Douglas Hutchenson House Boughton Cottage M020 064 H	218 South Main Street Thrifty Drugstore M019 046 I
535 South Main Street Methodist Parsonage M020 003 NH	1033 South Avenue M021 018 H	580 South Main Street Hunter Street M020 065 H	202 South Main Street Crowleys Tires M019 047 I
555 South Main Street M020 004 H	1055 South Avenue Spears Fletcher House M021 019 H	548 South Main Street J.B. Thomas House M020 069 H	184 South Main Street Allied Department Store M019 048 H
577 South Main Street Tarboe M020 005 H	115 Eatonton Road Atkinson Jackson House M022 019 H	516 South Main Street M020 070 I	
	1091 South Avenue M022 020 H		

172 South Main Street Madison Coin & Antique Shop M019 049 H	640 Old Post Road Corner Old Post Road & Dixie Avenue M010 028 H	139 E. Jefferson Street Daniel & Patricia Tolhurst M018023 NH	126 E. Washington Street Lambert and Roffman Law Offices M019 055 NH
168 South Main Street Crenshaws Gifts M019 050 H	792 Old Post Road M021 002 H	131 E. Jefferson Street Madisonian Offices M018024 H	132 E. Washington Street Dove In the Window M019 056 H
161 South Main Street Protective Insurance Wilson Timber, etc . M019 051 H	791 Old Post Road M011 009 H	127 E. Jefferson Street Jones, Ewing, Dobbs, Tamplin M018025 NH	140 E. Washington Street Simmons Funeral Home M019 057 H
108 E. Washington Street Old Colonial Resturant M019 052 H	808 Old Post Road M021 003 H	121-23 E. Jefferson Street Madison Finance (Former City Hall & Fire Station) Chamber of Commerce M018027 H	150 South Hancock Street Bank Annex/Old Buggy Factory M019 038 H
317 Old Post Road Vincent Tallarico House Old Bumett House M009 039 H	809 Old Post Road M011 013 NH	118 North Main Street Police Department M018 028 I	120 South Main Street Town Square Post Office M018029 H
341 Old Post Road M009 035 NH	286 Hancock Street Trust Co. Bank M018030 NH	107 South Main Street Atkinson Block Franklin Financial M008 102 H	121 W. Jefferson Street Mack's MO08 105 106 107 H
357 Academy Street "Boxwood" Kolb Pou Newton House M009 034 H	298 Hancock Street Carter Pontiac M018 063 H, NH, I	113 South Main Street Atkinson Block Nicoles MO08 102 H	131 W. Jefferson Street Thompson's Jewelry M008 105 H
411 Old Post Road Broughton Sanders Mason House M10 055 H	314 Hancock Street Morgan County Courthouse M018 064 H	115 South Main Street Armours Five & Ten M008 101 H	133 W. Jefferson Street Mr. C's Stereo Ridgeway Building M008 103 H
485 Old Post Road Joshua Hill House Hill Baldwin Turnell House M010 054 H	358 Hancock Street Morgan County Jail M018 064 H	117-25 South Main Street Vason Building M008 100 H	139 W. Jefferson Street T.K. Auto and Truck Parts Ridgeway Building M008 103 H
549 Old Post Road Cornelius Vason House M010 053 H	380 Hancock Street Sheriff Morgan County M018066 NH	129 South Main Street Cato's M008 099 H	149 W. Jefferson Street Bruce Connors Auto Parts M008 087 H
571 Old Post Road Vason Guest House M010 052 H	380A Hancock Street Storage Building behind Sheriff's office M018 067 A NH	133 South Main Street Baldwin's Drug Co Foster Baldwin Building M008 098 H	157-59 W. Jefferson Street Treadwell Travell Lynne P. Brown M008 088 H
601 Old Post Road "La Flora" M10 050 H	392-394 Hancock Street M018090 NH	137 South Main Street Baldwin Realty Foster Baldwin Building M008 098 H	167 W. Jefferson Street Old Hospital M008 089 H
596 Old Post Road M020 008 H	434 Hancock Street Morgan County Senior Citizens M018092 NH	108 E. Washington Street Old Bank of Madison Colonial Resturant M019 053 H	191 W. Jefferson Street Caldwell Cleaners M008 059 I
612 Old Post Road Aushin House M020 009 H	416 Hancock Street Jefferson House M018 091 H	120 E. Washington Street Jim Boyd Agency Old Movie House M019 054 H	191 W. Jefferson Street M008 059 EL
624 Old Post Road M020 012 NH	355 Hancock Street Morgan County Board of Comm. M018 022 I		

219 B.W. Jefferson Street M008 059 I	312 W. Jefferson Street Caldwell Cleaning Village M008 055 I	West Washington St. Henry's Music Center/ King's TV Service M008 095 NH	184 Academy Street Calvary Baptist Church M009 021 H
231 W. Jefferson Street Phelps Welding M008 059 NH	204 W. Jefferson Street Fred's Great Value M008 053 054 I	153 W. Washington St. M008 093 H	211 Academy Street Calvary Baptist Parsonage M009 021 H
255 W. Jefferson Street Shumway Building M008 058 H	176 W. Jefferson Street Western Auto M008 090 NH	132 N. First Street M008 102 H	213 Academy Street Osby House M009 022 H
255 W. Jefferson Street Godfreys Warehouse M008 057 H	158 W. Jefferson Street Harris Furniture M008 092 H	126 N. First Street M008 092A H	230 Academy Street M009 023 H
266 W. Jefferson Street Columbia Nitrogen M008 057B I	150 W. Jefferson Street Harris Store Old Madison Hardware H	200 West Washington St. Mapp Gilmore Funeral Service M009017 H	244 Academy Street Fears Cottage M009 024 H
287 W. Jefferson Street Georgia Railroad Station Od Depot Building M008 057B H	112 W. Jefferson Street House of Flowers Atkinson Block M008 102 H	West Washington Street Franklin's Food & Pool M009 016 H	258 Academy Street Bank Cottage Winter House M009 025 H
313 W. Jefferson Street McDowell Grocery Co. M008 036 H	132 W. Jefferson Street Gwens Sewing Shop Atkinson Block M008 102 H	120 Academy Street Fish Delite M008 017 H	292 Academy Street Foster Boswell House M009 027 H
305 W. Jefferson Street Central of Georgia Railway Station M008 057A H	124-26 W. Jefferson Street Schuch's Office Supplies Atkinson Block M008 102 H	174 W. Washington Street Madison Hardware & Supply Old Livery Stable M009 052 H	389 W. Central Avenue Argo House M009 042 H
343A W. Jefferson Madison Farmers Trading Co. M008 051A H	118 W. Jefferson Street Patricia's Modern Beauty Shop Atkinson Block M008 102 H	174 W. Washington Street A & M Driver Improvement Farmer Fire Insurance M009 054 H	373 W. Central Avenue Hart House M009 041 H
333 W. Washington Street Old Gate City Gin Co. M009 014 H	116 W. Jefferson Street Barber Shop Atkinson Block M008 102 H	140 W. Washington Street Esquire M009 056 H	372 W. Central Avenue Ball House M009 038 H
266 W. Washington Evergreen Timberlands M009 015 NH	112 W. Jefferson Street Brens Fashion Cellar Atkinson Block M008 102 H	130 W. Washington Street M009 057 H	369 W. Central Avenue Central Ave. & First Street Methodist Annex M009 040 NH
343 W. Washington Street Madison Farmers Shed M008 051A H	121 W. Jefferson Street Shoe Repair M008 097 H	123 W. Washington Street Rear at 155 S. Main Street M009 058 H	S. First Street Rear of 223 South Main Street M009 067 H
190 W. Washington Street Butler Building Storage M009018 I	123 W. Washington Street M008 096 H	110 Tuell Street Tuell Court M009 055 H	287 Academy Street Cooke Floyd House M009 037 H
217 W. Washington Street Bohlens Garage M008 052 I	124 W. Washington Street Quick Loans M008 096 H	137 Old Post Road Helen's Beauty Shop M009 055 H	307 Academy Street M009 036 NH
248 W. Jefferson Street Old Southern Express Building Ponder Building M008 056 H		170 Academy Street Veasley House M009 020 H	312 Academy Street M009 028 NH
			307 Kolb Street Tenants House H

387 Porter Street Robertson House M009 030 H	460 Academy Street Baugh Hancock Street M010 045 H	779 Dixie Avenue M036 014 H	773 Jasper Street M010 022 NH
420 Porter Street Cyrus Barrow Cottage M010 002 H	484 Academy Street Edmund Walker Town House Walker Canupp House M010 046 H	808 Dixie Avenue M011 007 NH	750 Jasper Street M036 013 H
Kolb Street Madison Cemetery M009 026 029 H, NH	484 Academy Street Rear on Third Street Boyer Marx and Assoc. M010 046 H	824 Dixie Avenue M011 006 NH	768 Jasper Street M036 012 H
394 Porter Street Pinkerton House M010 038 H	403 Third Street Cottage and Barn M010 035 H	848 Dixie Avenue M011 005 NH	789 Jasper Street M010 021 NH
382 Porter Street Lakis Hanson Cottage M010 039 H	504 Academy Street Virginia Aiken House M010 047 H	847 Dixie Avenue Thurleston M036 010 H	811 Jasper Street M010 020 NH
383 Porter Street Furlow Wheelis House ShipHouse M009 031 H	530 Academy Street Carter Newton House M010 048 H	889 Dixie Avenue Servants Cottage M036 010 H	831 Jasper Street M010 018 NH
355 Porter Street Old Methodist Parsonage M009 032 H	557 Academy Street Bradford-Cartwright House M010 051 H	903 Dixie Avenue M036 015 H	820 Jasper Street Derelict Cottage M036 011 H
364 Porter Street Shaw Holme Lower House M010 040 H	568 Academy Street Hunt Godfrey House M010 049 H	879 Dixie Avenue M011 004 H	824 Jasper Street Thurleston Farm M036 010 H, NH
338 Porter Street Robert Tumell House M010 041 H	617 A Third Street M010 032 H, NH	888 Dixie Avenue M011 003 NH	695 Fourth Street M010 019 H
328 Porter Street Ridgeway- Tumell Cottage M010 042 H	617 Dixie Avenue F.C. Newton House Trammell House M010 032 H	912 Dixie Avenue M011 002 H	675 Fourth Street M010 013 H
338 Academy Street Advent Episcopal Church M009 033 H	651 Dixie Avenue M010 029 NH	Walker Circle Small Shed M011 014 H	1015 W. Walton Street M010 014 NH
338 Academy Street Episcopal Parish House Barnett Parish Hall M009 033 H	693 Dixie Avenue M010 030 H	945 Old Post Road M011 015 NH	West Walton Street Derelict Cottage M010 012 H
386 Academy Street Owen House M010 043 H	712 Dixie Avenue M010 027 NH	967 Old Post Road M011 016 NH	1001 W. Walton Street M010 015 H
434 Academy Street Holly Hall Sanders House M010 044 H	731 Dixie Avenue M010 026 NH	991 Old Post Road M01 017 NH	563 Fourth Street M010 010 H
	753 Dixie Avenue M010 025 NH	993 Dixie Avenue M036 016 H	548 Fourth Street M010 035 H
	752 Dixie Avenue Stokes Barnett Cottage M011008 H	1000 Dixie Avenue Bonar Hall M011 001 H	546 Fourth Street M010 009 H
		741 Jasper Street M010 024 NH	536 Fourth Street M010 035 H
		757 Jasper Street M010 023 NH	714 Hill Street M010 008 H
			724 Hill Street M010 007 NH

758 Hill Street Clarks Chapel Baptist Church M010 005 H	646 Foster Street M020 082 NH	450 Pine Street Windate House M019 071 H	279 Pine Street M019 031 H
Fourth Street Derelict Cottage M010 006 H	570 Foster Street Presbyterian Parsonage M019 126 NH	426 Pine Street M019 070 H	268 Pine Street M019 062 H
Hill Street Across Tracks Hill Street extension M030 H	635 Foster Street M019 102 NH	406 Pine Street M019 069 H	265 Pine Street M019 032 H
751 Hill Street M010 004 NH	613 Foster Street M019 101 NH	378 Pine Street Cavin House M019 068 H	251 Pine Street M019 033 H
745 Hill Street M010 003 NH	585 Foster Street Corner of Plum & Foster St. M019 076 NH	410 E. Central Avenue M019 020 H	254 Pine Street M019 061 H
490 Fourth Street M010 037 NH	567 Foster Street Bushcanan House M019075 H	333 E. Central Avenue M019 023 NH	231 Pine Street M019 034 NH
504 Fourth Street M010 037 NH	553 Foster Street Rhoades House M019 074 H	349 E. Central Avenue M019 024 H	186 E. Washington Street M019 037 H
686 Hill Street M010 035 H	513 Foster Street Old School Gymnasium M019 008 H	371 E. Central Avenue M019 025 H	204 E. Washington Street M019 036 H
474 Foster Street Atkinson Tull House M020 073 H	478 Pine Street M019 073 H	383 E. Central Avenue M019 026 NH	220 E. Washington Street M019 035 H
488 Foster Street William Baldwin House M020 074 H	464 Pine Street Bennett House M019 072 H	393 East Central Avenue M019 027 H	234 E. Washington Street Bearden Crowe House M019 058 H
510 Foster Street M020 075 NH	465 Pine Street M019 009 H	413 East Central Avenue M019 028 H	260 E. Washington Street Old Toler House Toler Bearden House M019 059 H
524 Foster Street Massey House M020 076 H	390 Johnson Street Foster Turbull Truitt House M019 010 H	358 Pine Street M019 067 H	270 E. Washington Street Hunnicut House M019 060 H
546 Foster Street M020 077 H	372 Johnson Street M019011 H	340 Pine Street M019 066 NH	571 Plum Street M019 077 H
568 Foster Street Laseter House M020 078 H	358 Johnson Street M019012 H	317 Pine Street M019 029 NH	545 Plum Street M019 078 NH
584 Foster Street Quillian House M020 079 H	369 Johnson Street M019 016 H	308 Pine Street M019 055 NH	552 Plum Street M019 100 NH
600 Foster Street M020 080 H	385 Johnson Street M019017 H	303 Pine Street M019 029 H	534 Plum Street M019 103 NH
622 Foster Street M020 081 NH	437 Pine Street M019 018 NH	291 Pine Street M019030 H	529 Plum Street M019 079 NH
		294 Pine Street M019 064 H	517 Plum Street M019 080 NH
		280 Pine Street M019 063 H	

518 Plum Street M019 099 NH	231 Hancock Street Treadwell Shirts M019 057 H	454 E. Washington Street M019 118 H	239 E. Washington Street Hollis-Burney House M018 033 H
506 Plum Street M019 098 H	546 Poplar Street M019 125 NH, I	440 E. Washington Street M019 119 H	221 E. Washington Street M018 032 H
505 Plum Street M019 081 NH	506 Poplar Street M019 124 H	513 E. Washington Street M026 001 NH	179 E. Jefferson Shields-Burney House Woodruff Dentist M018 065 H
494 Plum Street M019 097 H	491 Poplar Street M019 104 NH	493 E. Washington Street M019 047 H	203 E. Jefferson Soil Conservation M018 067 H
487 Plum Street M019 082 NH	492 Poplar Street M019 123 NH	477 E. Washington Street M018 046 H	E. Jefferson Street Garage M018 068 NH
465 Plum Street M019 083 NH	461 Poplar Street M019 105 NH	E. Washington Street M018 045 I	238 E. Jefferson Street M018 062 H
474 Plum Street M019 096 NH	445 Poplar Street M019 106 NH	453 E. Washington Street M018 044 H	256 E. Jefferson Street Dorsey Cottage M018 061 H
462 Plum Street M019 096 NH	427 Poplar Street M019 107 NH	E. Washington Street M018 041 H	264 E. Jefferson Street M018 061A H
452 Plum Street M019 096 NH	426 Poplar Street M019 122 NH	373 E. Washington Street M018 040 NH	E. Jefferson Street M018 070 NH
457 Plum Street M019 084 NH	411 Poplar Street M019 108 NH	351 E. Washington Street M018 039 H	E. Jefferson Street M018 069 H
432 Plum Street M019 096 NH	397 Poplar Street M019 109 NH	355 E. Washington Street M018 038 NH	642 Billups Avenue M017 004 H
420 Plum Street M019 095 NH	375 Poplar Street M019 110 H	328 E. Washington Street Pace-Lustig Cottage M019 091 H	646 Billups Avenue M017 003 NH
393 Plum Street M019 085 NH	376 Poplar Street M019 116 H	313 E. Washington Street M018 037 H	680 Billups Avenue M017 002 H
412 Plum Street M019 094 NH	359 Poplar Street M019 111 NH	310 E. Washington Street M019 090 H	696 Billups Avenue M017 001 H
384 Plum Street M019 093 H	347 Poplar Street M019 112 NH	289 E. Washington Street M018037 H	712 Billups Avenue M017 027 NH
370 Plum Street Hunnicut House M019 092 H	354 Poplar Street M019 115 H	288 E. Washington Street M019 089 H	742 Billups Avenue M017 028 H
377 Plum Street Garrison House M019 086 H	348 E. Washington Street M019 113 H	273 E. Washington Street M018 036 H	772 Billups Avenue M017 053 NH
363 Plum Street Wood House M019 087 H	382 E. Washington Street M019 114 H	255 E. Washington Street Snelling-Long House M019 035 H	777 Billups Avenue M016 040 NH
335 Plum Street M019 088 H	396 E. Washington Street M019 117 H	245 E. Washington Street M018 034 H	

757 Billups Avenue M016 039 NH	350 Burney Street M007 107 H	375 N. Second Street M007 102 NH	137 N. Second Street M008 060 H
741 Billups Avenue M016 036 NH	358 Burney Street M007 106 H	321 N. Second Street M008 076 H	127 N. Second Street M008 059 H
717 Billups Avenue M016 035 NH	364 Burney Street M007 106 H	307 N. Second Street M008 075 H	335 W. Jefferson Street M008 035 I
703 Billups Avenue M016 034 H	Burney Street M007 104 H	299 N. Second Street M008 074 H	325 W. Washington Street M008 051 I
683 Billups Avenue M016033 H	Burney Street M007 103 H	N. Second Street M008 073 H	393 W. Washington Street E-Z Carwash M009 005 I
667 Billups Avenue M016 032 H	Burney Street M007 105 H	279 N. Second Street M008 074 NH	Bull Street Front Building M009 007 H
639 Billups Avenue M016 031 H	Burney Street M007 103 H	259 N. Second Street Morgan County Health Dept. M008 072 NH	312 Bull Street attached to front building M009 007 H
887 College Drive M016 029 H	Burney Street M007 105 H	259 N. Second Street Health Dept. Annex-rear M008 072 NH	326 Bull Street M009 008 H
861 College Drive M016 027 NH	457 N. Second Street City of Madison Water Plant M007 095 NH	235 N. Second Street Saffold-Johnson House M008 071 H	337 Bull Street M009 012 H
787 College Drive M016 024 NH	425 N. Second Street M007 096 H	221 North Second Street Three Chimneys Bed & Breakfast M008 070 H	374 W. Washington Street B & B Game Room M009 004 I
765 College Drive M016 023 NH	413 N. Second Street M007 097 H	205 N. Second Street Furlow House M008 069 H	399 W. Washington Street Madison Tire & Auto M009 003 I
N. Second Street Bank of Madison Annex M008 086 H	413 N. Second Street M007 096 H	241 Thomason Street rear of 205 N. Second St. M008 069 H	371 W. Washington Street trailer across from game room M008 046 I
132 N. Second Street M008 085 H	39 N. Second Street M007 097 H	Thomason Street M008 068 or 067 NH	393 W. Washington Street Beer & Liquor Store M008 045 I
172 N. Second Street Usher-Thomason-Ponder Head House M008 083 H	Third Street M007 098 H	224 Thomason Street M008 064 or 065 NH	408 W. Washington Street M009 002 H, I
204 Thomason Street M008 112 H	Trailer on Crowley Prop. M007 099 I	179 N. Second Street M008 063 H	410 W. Washington Street Pool & Video Store M009 001 I
250 N. Second Street Brady Inn-South Building M008 080 H	426 Burney Street M008 077 A I	163 N. Second Street M008 062 H	460 W. Washington Street M036 008 I
250 N. Second Street Brady Inn-North Building M008 079 H	401 Burney Street City of Madison Street Dept. M008 077 I	N. Second Street Sheet Metal Shop M008 061 NH	490 W. Washington Street Richter Cottage Millwood Cottage M036 007 H
344 Burney Street M007 106 H	408 Burney Street Crowley's Shop M007 099 NH		
	201 Burney Street M007 101 H		

502 Wellington Street M036 006 H	361 A & B Park Street M018 006 NH	614 Burney Street M007 087 H	473 Burney Street M008 027 H
W. Jefferson Street Old Mushn Cottage- trailer park MO08 043 H, I	345 A & B Park Street M018 006 NH	636 Burney Street M007 086 H	Fifth Street Meeting Hall M008 033 NH
44 7 W. Jefferson Street Trailer Park M008 042 I	340 Park Street M018 010 NH	641 Burney Street M008 015 H	Fifth Street M008 034 H
439 W. Jefferson Street M008 041 H	330 Park Street M018 009 NH	617 Burney Street M008 015 H	723 Fifth Street M008 028 H
413 W. Jefferson Street Shepherd Cottage M008 040 H	847 Fifth Street St. Paul's AME Church M007 042 H	607 Burney Street M008 003 H	741 Fifth Street M008 027 H
399 W. Jefferson Street Holmes-Reamy Cottage M008 039 H	1179 Mapp Street M007 066 NH	Hough Circle M008 016 H	457 Burney Street Ola's Hair Unlimited M008 027 NH
387 W. Jefferson Street M008 037 038 H	811 Fifth Street M007 067 H	639 Hough Circle M008 017 H	895 College Drive M016 028 H
358 W. Jefferson Street M008 047 H	791 Fifth Street M007 094 H	Hough Circle M008 018 H	797 Foster Street M019 127 H
342 W. Jefferson Street M008 048 H	464 Burney Street M007 093 NH	640 Hough Circle M008 013 H	762 Foster Street M020 084 H
588 East Avenue M018 100 NH	484 Burney Street Jones-Turner Funeral Home M007 093 NH	Hough Circle M008 020 H	798 Foster Street M020 087 NH
507 East Avenue M018 099 H	504 Burney Street-rear Former Agriculture Building Burney Street School M007 093 H	569 Hough Circle M008 021 H	Maxey's Lane M027 002 H, EL
356 East Avenue Magic Mirror Beauty Salon M018 098 I	504 Burney Street M007 093 NH	599 Burney Street M008 004 NH	751 Hunter Street M020 068 NH
536 East Avenue Madison Flower Basket M018 097 NH	520 Burney Street Brown House M007 092 H	569 Burney Street M008 005 NH	714 Hunter Street M020 066 H
480 Hancock Street M018 095 NH	528 Burney Street M007 092 H	561 Burney Street M008 006 NH	654 Walton Street M020 063 H
398 Park Street White's Dairy Supply M018 011 NH	542 Burney Street Harris House M007 091A H	551 Burney Street New Life Ministry M008 007 NH	662 Walton Street Douglas Tenements M020 063 H
374 Park Street Radiator and Welding M018 011 NH	564 Burney Street M007 089 NH	541 Burney Street M008 008 H	1060 S. Main Street Robbie Service State Farm Ins. M021 010 NH
419 Belmont Street M018 005 NH	Burney Street M007 089 NH	Burney Street M008 024 NH	1078 South Main Street Gold Kist M022 017 NH
	558 Burney Street M007 088 H	495 Burney Street M008 026 NH	Wellington Road M036 004 H

612 Wellington Road  
M036 005  
H

Fifth Street  
M008 034  
H

678 Wellington Road  
Atkinson Brick House  
M036 004  
H

Wellington Road  
M036 003  
H

846 Wellington Road  
Old Dairy  
M036 002  
H

165 W. Washington Street  
M008 092B  
NH

Wellington Road  
Wellington Street Park  
NH

Park Street  
Bell Park  
M018 011 EL

117 South Main Street  
shed and trailer  
M022 021  
NH

## Empty (Undeveloped) Lots in The Madison Historic District

Hough Circle M008 14 EL	Bull Street M009011 EL	Hancock Street M018093 EL
1065 Whitehall Street M008 23 EL	North Second Street M009 019 EL	Hancock Street M018096 EL
Off Burney Street M008 030 EL	North Second Street M009 045, 046, 047 048, 049, 050, 051 EL	Hancock Street M019, 040, 042 EL
Off Burney Street M008 031 EL	530 Academy Street M010011 EL	454 E. Washington Street M019 120 EL
Off Burney Street M008 032 EL	Dixie Avenue M010 031 EL	Poplar Street M019 121 EL
West Jefferson Street M008 049, 050 EL	Third Street M010 033 EL	South Main Street M020 015 EL
1065 Whitehall Street M07 043 EL	Third Street M010 036 EL	Hancock Street M020067 EL
484 Burney Street M07 068 EL	Dixie Avenue M011 008 A EL	646 Foster Street M020 085 086 EL
1123 Mapp Street M07 090 EL	Billups Avenue M016037 EL	Foster Street M020 083 EL
Burney Street M07 100 EL	Billups Avenue M016 038 EL	South Main Street M021 008, 009 EL
Hough Circle M08-010011 EL	587 East Avenue M018002 EL	Maxey's Lane M027 001, 003 EL
Hough Circle M08012 EL	298 Hancock Street Carter Pontiac GMC M018059 EL	Maxey's Lane M027 004 EL
Hough Circle M08 019 EL	Vine Street M018071 EL	
North Second Street M008 081 EL	Vine Street M018 072 EL	
North Second Street M008 082 EL	East Avenue M018086 EL	
West Washington Street M009 006 EL	East Avenue M018087 EL	
Bull Street M009 010 EL	East Avenue M018088 EL	
Bull Street M009 010 EL	Hancock Street M018089 EL	

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This manual has been compiled to provide owners and residents of the City of Madison with advice on the repair, restoration, and maintenance of historic buildings, and also to offer basic guidelines for changes to both historic and non-historic buildings within the Madison Historic District. The manual also includes a

history of the City's development, a description of its architecture, and a discussion of Madison's overall layout and physical characteristics. It is hoped that this manual can help guide the City in its future development by calling attention to both its past and present characteristics.



The Madison Historic Preservation Commission and  
The City of Madison  
Madison, Georgia